

Attention Alabama Attorneys: This course has been approved by the Mandatory Continuing Legal Education Commission of Alabama for a maximum 16 hours' credit, including 1 hour of ethics.

Alabama 20 Hour Title Agent Prelicensing Course Birmingham Session – June 12-13-14, 2014

The Koogler Group, L.L.C. [Alabama Course Provider #23300450], in partnership with the Alabama Land Title Association, is pleased to announce the upcoming session of the 20 Hour Title Agent Prelicensing Course:

BIRMINGHAM – JUNE 12-13-14, 2014

HAMPTON INN & SUITES
Birmingham-280 East - Eagle Point
6220 Farley Court
Birmingham, AL 35242
Phone: 205-981-0024

Seating is limited, so please register as soon as possible.

ALABAMA INSURANCE REGULATION 482-1-148-.03 – PRELICENSING COURSE

(1) An individual subject to the examination requirement set forth in Rule 482-1-148-.06 must complete a prelicensing course in order to take the title insurance agent examination.

(2) The prelicensing course must have been completed within twelve (12) months before the date of the examination.

(3) An individual is required to present a certificate of completion of the prelicensing course, together with photographic identification, as a condition for taking the title insurance agent examination.

Author: Commissioner of Insurance

Statutory Authority: Ala. Code §§ 27-25-4, et seq. (2012) & 27-25-8 (2001)

History: New October 18, 2012, effective January 1, 2013

REGISTER ONLINE AND PURCHASE COURSE TEXTBOOK

Those attending the MOBILE or MONTGOMERY session may register online at www.KooglerGroup.com. Click on the Course Calendar located in the upper right hand corner of the home page. The sessions are also listed under Classroom Courses. Click REGISTER, select the session of your choice, and complete your purchase information.

Please be sure to purchase the course textbook – The Alabama Study Manual for Title Insurance – at least 3-5 business days prior to course date, to ensure time for UPS delivery to your business or home address. The 600+ page textbook serves as the basis for the prelicensing course as well as the state exam. *A copy of the ALDOI approved Exam Content Outline appears on Pages 3-4 of this Bulletin. The prelicensing course addresses all main topics shown on the Exam Content Outline. The course textbook covers topics in depth and should be used to study for the state exam.*

COURSE SCHEDULE

Please arrive by 8:00 AM for morning registration, so class may begin promptly at 8:30 AM.

DAY ONE AND DAY TWO

8:00 to 8:30	Morning Registration
8:30 to 10:00	Morning Session, Part I
10:00 to 10:20	AM Break
10:20 to 12:00	Morning Session, Part II
12:00 to 1:00	Lunch [On Your Own]
1:00 to 1:10	Afternoon Sign-In
1:10 to 3:00	Afternoon Session, Part I
3:00 to 3:20	PM Break
3:20 to 5:00	Afternoon Session, Part II

DAY THREE

8:00 to 8:20	Morning Sign-In
8:20 to 10:00	Morning Session, Part I
10:00 to 10:20	AM Break
10:20 to 12:00	Morning Session, Part II

The Prelicensing Course is an educational course, not an exam-prep crash course. We recommend attending the Session that provides adequate time to study prior to sitting for the state exam. The remaining classroom schedule for 2014 is as follows:

September 4-5-6	Huntsville
November 6-7-8	Montgomery

COURSE INSTRUCTOR

Karen Koogler, CEO of The Koogler Group and author of the *Alabama Study Manual for Title Insurance*, will instruct the 20 hour prelicensing course. With nearly 40 years of industry experience, Karen has authored 20+ national title insurance textbooks including the 2012 Multi-State series of textbooks for agent licensure, closing agent certification, and title examiner certification; developed and delivered prelicensing courses in Florida, Indiana, and Virginia; authored state study manuals for prelicensing in Florida, Virginia, and Alabama; developed and delivered the certification course for title settlement agents in Virginia; authored the certification manuals for Virginia title settlement agents and title examiners; developed and delivered the 2009 RESPA Final Rule 8-Hour Implementation Course to more than 5,000 title agents, attorneys, closing agents, and loan originators throughout the country. Her next project is writing the new *Integrative TILA-RESPA Study Manual* scheduled for release mid-Summer 2014.

NEW FEDERAL COMPLIANCE AND RISK MANAGEMENT MANUAL NOW AVAILABLE

The new *Federal Compliance and Risk Management Manual* includes federal [CFPB] regulatory checklists adapted for use in by title (closing) agents; federal risk management assessment checklists; 30+ pages of risk management checklists; 100+ sample core compliance policies; sample forms, logs, acknowledgments, and agreements; and a 75+ page sample employee compliance guide. Adopting industry best practices is an important first step toward protecting consumers from financial harm. Now it's time to do the really "heavy lifting" to help ensure that your Company survives and thrives in tomorrow's heightened regulatory environment. The manual was written to help small to midsize title agencies, law firms, and settlement/escrow companies comply with CFPB Bulletin 2012-03. It is a *must-read* for all business owners. The Manual is available for purchase at www.KooglerGroup.com. Order by **April 30, 2014** and insert Code **FCRM500114** and receive a **\$50 discount**.

COURSE LOCATION AND AREA HOTELS

The Course will be held at the location shown on page one. While we recommend that participants stay at the venue hotel, there are other hotels in the nearby vicinity.

CASUAL DRESS / BRING A JACKET OR SWEATER

Students are encouraged to dress casually and comfortably. Jeans, shorts, and t-shirts are fine. Bring a sweater or jacket if you are easily chilled, as the classroom is maintained at a cool [72° to 74°] temperature.

BREAKS AND LUNCH

A 20 minute break will be provided each morning and afternoon session. Coffee and sodas are provided. Lunch is on your own, from 12:00 PM to 1:00 PM.

FULL ATTENDANCE AND PHOTO ID REQUIRED – COURSE CONDUCT

To receive a Certificate of Completion, students must attend the entire 20-Hour Course. Please ensure adequate time for commuting to class, so as not to be late. Please have your driver's license or other photo ID available for first-day registration [sign-in]. Instructors have the authority and responsibility to deny credit to anyone who disrupts the class or is inattentive. The following activities of students during approved class time, is prohibited: (1) sleeping; (2) reading non-course books, newspapers, or other non-course material; (3) using a cellular phone or other electronic device except to take class notes or to complete mathematical exercises; (4) leaving the class other than during authorized breaks. The 20-Hour Course includes two scheduled 20 minute breaks per full day and one 20 minute break per half day, plus a one-hour lunch period for each full day of class. Lunch is on-your-own.

COURSE TRANSFER / COURSE CANCELLATION POLICY

Notice received prior to First day of class	Transfer Fee *	Cancellation Fee *
30 + days	25%	50%
08 to 29 days	50%	75%
07 days or less	75%	Forfeit Fee

* Percentage of Course Tuition

Requests for transfer or cancellation **MUST** be in writing and emailed to KarenKoogler@KooglerGroup.com.

Approved ALDOI Title Insurance Agent Exam Content Outline

Part I Regulatory Compliance

50 Questions

Section	Description	Pages	Questions on Exam
Part I - Regulatory Compliance		15-234	50
1.1	Alabama Title Insurance Act	15-25	10
1.2	ALDOI Insurance Regulation, Chapter 482-1-148	25-34	10
2	The GAO Report Potential Impact of the Dodd-Frank Act; NAIC Data Points Overview; Matters for Congressional Consideration; Recommendations for HUD Action; Recommendations for State Insurance Regulators / NAIC	59-75	2
3	Consumer Financial Protection Bureau The Dodd-Frank Act and the CFPB; Regulatory Impact of the Act; Contacting the CFPB; State and Federal Coordination and Cooperation on Enforcement; "The Writing on the Wall for the Title Insurance Industry"; SEC Final Rule on Whistleblowing; CFPB-Know before you owe Mortgage Project	79-90	3
4	RESPA Opening Statement; Transfer of Power (CFPB); RESPA Defined; RESPA enforcement; Important Commentary on the False Claims Act; RESPA Section 8 Basics; Examples of Section 8(a) violations; Examples of Unearned Fees; RESPA Section 9; Part 3500-RESPA	93-128	5
5	Affiliated Business Arrangements Creating and Operating a Viable AFBA; AFBA Checklist; Affiliated Business Disclosure; HUD Statement of Policy	131-153	2
6	HUD SOP 1996-4 // Insurer-Agent Remuneration Practices Core Title Services; Limited Agent Compensation; Alabama Title Insurance Act Definitions; HUD Statement of Policy	157-173	1
7	Gramm-Leach-Bliley Act The Privacy Rule; Sample Privacy Notices; Safeguards Rule	177-190	9
8	Rules of Agency Fiduciary Relationship - Title Insurers and Title Agents; Agency Contracts; Closing Protection Letter	195-225	5
9	Professional Ethics Title Industry Consumer Initiative; ALTA Principles of Fair Conduct; Appropriate Steps to Implement ALTA Principles	227-234	3

Part II Industry Information

40 Questions

Section	Description	Pages	Questions on Exam
Part II - Industry Information		237-330	40
10	Industry History and Evolution From Title Assurance to Title Insurance; In Support of the American Dream; A brief History Lesson; the American Recording System; Industry Evolution (Watson v. Muirhead); the Growth of the Industry; a History Lesson not Learned	237-247	1
11	Title Insurance 101 Comparative Analysis: PC Insurance and Title Insurance; Title Insurance as a non-casualty Product; Covered Risks; Alternative Products; Expanded Risk Policies; Indemnification vs. Guarantee; Insurer's Negligence vs. Duty to Indemnify; Unfair Claims Practices; Reliance on the Chain of Title; Claims Settlement and Rights of Recovery; Claims Settlement and Proof of Loss; Insurable Title vs. Marketable Title; Coinsurance and Reinsurance	251-277	2
12	Title Insurance Forms ALTA Form Commitments, Policies, Endorsements, Generally; Brief Comparison of 1992 to 2006 Form Policies; Title Insurance Commitment; Owner's Title Insurance Policy; Loan (Mortgagee) Title Insurance Policy; Title Insurance Endorsements; Closing Protection Letter	281-289	2
13	Title Insurance Commitment Title Insurance Commitment; Risk Rate and Related Services Fees; Alabama Title Insurers to File Rates with ALDOI; Sample Commitment	291-298	5
14	Owner's Policy Covered Risks; Exclusions from Coverage; Conditions; Schedule A; Schedule B	301-311	20
15	Loan Policy Covered Risks; Exclusions from Coverage; Conditions; Schedule A; Schedule B, Parts I and II	319-330	10

Part III
Title Search
Examination

40 Questions

Section	Description	Pages	Questions on Exam
Part III - Title Search and Examination		335-432	40
16	Title Search and Examination The Title Process; Abstract of Title / Title Search; Title Search 101; Where to Search Title; Types of Instruments and Information; Locations of Instruments and Information; Basic Title Search; Confirming the Property Description; "Grantoring" Forward; Foreclosure Fraud; Running the Name Index; Judgment Lien Search	335-349	10
17	Source of Title Real Property; Personal Property; Title to Real Property; Types of Estates; Types of Tenancies; Sources of Title; Deeds and Conveyance of Title; Deeds Executed by Third Parties; Types of Deeds; Deeds without Warranties; Other Types of Deeds; Wills, Inheritance, and Escheat; the Probate Process; Tax Deeds; Foreclosure; Bankruptcy	353-378	10
18	Liens and Encumbrances Liens and Encumbrances; Monetary Encumbrances; Judgments and Liens; Statutes of Limitation; Mechanics' Liens; Alabama Timeline and Summary for Liens and Encumbrances; Non-monetary Encumbrances; Easements as Encumbrances; Minor Survey Violations; Access; Public Roads; Water Rights; Mineral Estates	385-407	10
19	Surveys and Legal Descriptions Platted Lands; Survey Coverage under the 2006 ALTA Form Policies; Underwriting Guidelines on Survey Coverage; Nature and Type of Encroachment; Extent of Encroachment; Standard Survey Exception vs. Specific Survey Exception; Metes and Bounds Descriptions; U.S. Rectangular Survey System; Longitude and Latitude; Prime Meridian and Equator; Principal Meridians and Base Lines; Guide Meridians and Standard-Parallel (Correction) Lines; Range Lines, Township Lines, and Townships; Township Sections; Section Lands; Standard Measurements; Survey Certifications	415-432	10

Part IV
Settlement
Escrow

20 Questions

Section	Description	Pages	Questions on Exam
Part IV - Settlement / Escrow		441-548	20
20	The Settlement Process Industry Investigations, Class Action Suits, etc.; Escrow as a Fiduciary Relationship; The Settlement Process; Pre-closing (Processing) Procedures; Closing Procedures; Notaries Public; Electronic Notarization; Marking up the Title Commitment; Post-closing Procedures; Prepaid Interest, Taxes and Insurance; Document Preparation and Closing; Escrow Responsibilities; Sample Forms	441-470	10
21	Real Estate Contracts Parties; Property Description; Fixtures / Personal Property; Purchase Price; Deposit / Receipt of Escrow Funds; Financing Terms; Settlement Date and Location; Title Insurance / Settlement Services / Choice of Provider; Alabama - Availability of Title Insurance; Occupancy / Possession; Expenses, Prorations; Brokerage Fee, Settlement Statements; Terms / Times / Expiration / Acceptance; Closing Date; Risk of Loss; Inspections / Reports / Damages / Repairs; Default; Miscellaneous Terms and Provisions; Conveyance / Marketable (Merchantable) Title; Closing Documents / Recording Fees; Taxes and Assessments	471-487	3
22	HUD-1 Settlement Statement HUD Letter to Lenders; False Claims Act; Common Elements of Mortgage Fraud; Fraud Committed by Lenders; Closing Agent Liability; 21st Century Mortgage Fraud; "Get it in Writing"; Source of Funds; Paying Real Estate Agents at the Closing Table; Line Items and Checks that Do Not Match; Altering or "Reallocating" Fees on the HUD-1; HUD-1 Settlement Statement Review; RESPA Reform - Revised HUD-1 Settlement Statement; HUD-1, Page 1; HUD-1, Page 2 - Section L. Settlement Charges; HUD-1, Page 3 - Comparison of GFE and HUD-1/1A Charges; Instructions for Completing the HUD-1A	491-526	4
23	UPL Issues Federal Perspective; Administrative (Non-UPL) Practices; the Unauthorized Practice of Law; 2012 Update Regarding Compliance with Loan Closing Instructions	533-548	3
Total Questions on Exam			150
Maximum Time allowed to complete exam in minutes			180
Minimum Correct for Passing Score			105

TOTAL EXAM
150 Questions

