

# Alabama 20-Hour Title Agent Virtual Prelicensing Program

## April 19-22 // June 21-24 // August 23-26 // October 18-21

### **2021 Course Bulletin – Virtual Classroom Program**

**SLTA Alabama Prelicensing Course Provider #23300490**

The Southeast Land Title Association [SLTA] in partnership with The Koogler Group, is excited to announce that we now offer the Alabama 20-Hour Title Agent Prelicensing Course as a **VIRTUAL** Live-Stream Broadcast Audio-Lecture Program, in response to the ongoing COVID situation. Out of an abundance of caution, all 2021 Sessions will be **VIRTUAL**. We hope to resume **IN-PERSON** Sessions in 2022, for those who prefer going to school the “old fashioned” way.

*Course approved by the MCLE Commission of Alabama for a maximum 16.7 hours credit, including 1 hour of ethics for Alabama Attorneys.*

### **Online Registration – www.KooglerGroup.com**

The Koogler Group handles Course Registration and Course Instruction on behalf of SLTA. The Course Calendar appears in the upper right corner of our website homepage. Direct Links to Course Registration pages appear below **[CTRL+CLICK or COPY+PASTE into Browser Window]**:

<u>APR 19-22, 2021</u>	Registration Link: <a href="https://www.kooglergroup.com/store/item.asp?itmID=76980">https://www.kooglergroup.com/store/item.asp?itmID=76980</a>
<u>JNE 21-24, 2021</u>	Registration Link: <a href="https://www.kooglergroup.com/store/item.asp?itmID=78730">https://www.kooglergroup.com/store/item.asp?itmID=78730</a>
<u>AUG 23-26, 2021</u>	Registration Link: <a href="https://www.kooglergroup.com/store/item.asp?itmID=78731">https://www.kooglergroup.com/store/item.asp?itmID=78731</a>
<u>OCT 18-21, 2021</u>	Registration Link: <a href="https://www.kooglergroup.com/store/item.asp?itmID=77719">https://www.kooglergroup.com/store/item.asp?itmID=77719</a>

### **Southeast Land Title Association [SLTA] Promotes Meaningful Education**

The Southeast Land Title Association [SLTA] is a non-profit Industry Trade Association formed in 1976 to promote the safe and efficient transfer of real property ownership through education, public awareness, and legislative advocacy. SLTA is unique in that it is a regional title association, representing Alabama, Georgia, and Mississippi. While each state does much of its own legislative, educational and membership work, members are united as one land title association, striving for common goals and mutual support of our respective states' industry goals. In 2012, the SLTA, through its Alabama Land Title School – in response to legislation requiring that title agents complete 20 hours of prelicensing education and successfully pass a state licensing exam as a prerequisite to licensure – partnered with Karen Koogler, CEO of The Koogler Group, LLC to develop and deliver the 20-Hour Title Agent Prelicensing Course. **Course Registration is available at: [www.KooglerGroup.com](http://www.KooglerGroup.com)**

### **Course Textbook and State Exam – About the Author / Course Instructor**

The Alabama Study Manual for Title Insurance is the textbook upon which the Alabama Title Agent State Exam is based. It's author, Karen Koogler, is the Course developer and instructor of the 20-Hour Title Agent Prelicensing Course. With 45 years of industry experience, Karen has authored more than 30 industry textbooks and developed myriad educational testing products. She has developed and delivered state prelicensing programs in Alabama, Florida, Indiana, and Virginia and written state licensing textbooks for Alabama, Florida, Indiana, New York, and Virginia, as well as a series of Multi-State Study Manuals for licensing and industry certification. In response to CFPB Bulletin 2012-03 regarding Bank oversight of Service Providers, she wrote The Federal Compliance Risk Management Manual [2014].

In Spring 2020, amid the COVID crisis, Karen developed Virtual Classroom Programs for the Florida 40-Hour Title Agent Prelicensing Course and the Alabama 20-Hour Title Agent Prelicensing Course. **NOTE:** All 2021 Sessions are **VIRTUAL** via Live-Stream Broadcast Audio-Lecture.

*When selecting a prelicensing course, it is important to choose a Course Instructor with a depth and breadth of industry-specific knowledge and experience. Since January 2013, hundreds of Alabama title agents and attorneys have completed the Course taught by Karen Koogler and successfully passed the State Exam. Karen is the author of the Alabama Study Manual for Title Insurance on which the State Exam is based.*

## **ONLINE COURSE SCHEDULE**

The Virtual [Live-Stream Broadcast] Program runs Monday through Thursday from 8:00 AM to 1:00 PM Central Time.

### **Monday // Session #1**

Introduction; Alabama Title Act; Alabama Title Rule; GAO Report; CFPB; RESPA; TRID Rule

### **Tuesday // Session #2**

Gramm-Leach-Bliley; Rules of Agency; Professional Ethics; Title Insurance 101; Title Forms; Owners Policy

### **Wednesday // Session #3**

Title Search and Examination; Source of Title; Liens and Encumbrances; Loan Policy Issues

### **Thursday // Session #4**

Title Commitment; Surveys and Legal Descriptions; Settlement/Escrow; Real Estate Contracts; UPL; Cybersecurity

## **ONLINE REGISTRATION INCLUDES COURSE TUITION, TEXTBOOK, AND ONLINE EXAM PREP**

To **REGISTER** for an upcoming Session, select **CTRL+ CLICK** the **SESSION** of your choice from the **LINKS** below, or **COPY+PASTE** into your Browser Window:

APR 19-22, 2021      Registration Link: <https://www.kooglergroup.com/store/item.asp?ItmID=76980>

JNE 21-24, 2021      Registration Link: <https://www.kooglergroup.com/store/item.asp?ItmID=78730>

AUG 23-26, 2021      Registration Link: <https://www.kooglergroup.com/store/item.asp?ItmID=78731>

OCT 18-21, 2021      Registration Link: <https://www.kooglergroup.com/store/item.asp?ItmID=77719>

## **Virtual Program – Student ID and Acknowledgment Form**

Once you register for a **VIRTUAL** Session, we will send an **EMAIL** with a **LINK** to our Secured Server, where you will complete the **Student ID and Acknowledgment Form**. Once completed, we will send a detailed follow-up email detailing attendance and reminding you of Broadcast dates and times, including how to submit “Code Phrases” as proof of attendance. *This is the simplest method of complying with regulatory requirements when attending a Virtual Program.*

## **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: Comm. of Insurance // Statutory Authority: Ala. Code §§ 27-25-4, et seq. (2012) & 27-25-8 (2001) // History: New Oct 18, 2012, effective Jan 1, 2013

## **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 [KarenKooqler@KooqlerGroup.com](mailto:KarenKooqler@KooqlerGroup.com).

# Approved ALDOI Title Insurance Agent Exam Content Outline [2018]

## Part I Regulatory Compliance

**50 Questions**

Section	Description	Pages	Questions on Exam
<b>Part I - Regulatory Compliance</b>		<b>15-180</b>	<b>50</b>
1.1	Alabama Title Insurance Act	15-24	10
1.2	ALDOI Insurance Regulation, Chapter 482-1-148	25-34	8
2	The GAO Report Impact of the Dodd-Frank Act; NAIC Data Points Overview; Matters for Congressional Consideration; Recommendations for HUD Action; Recommendations for State Insurance Regulators / NAIC	35-52	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"	53-60	3
4	RESPA Federal Acts and Rules (RESPA, TILA, and TRID); RESPA Section 9 Overview; RESPA Section 8 Overview; CFPB Compliance Bulletin 2015-05	61-74	5
5	Affiliated Business Arrangements Creating and Operating a Viable AFBA; AFBA Checklist; Affiliated Business Disclosure; HUD Statement of Policy 1996-2	75-100	3
6	HUD SOP 1996-4 // Insurer-Agent Remuneration Practices Core Title Services; Limited Agent Compensation; Alabama Title Insurance Act Definitions; HUD Statement of Policy 1996-4	101-116	2
7	Gramm-Leach-Bliley Act The Privacy Rule; Sample Privacy Notices; GLBA Exceptions to Opt-Out Provisions; CFPB Data Security Enforcement Action; Safeguards Rule; Sharing TRID Closing Disclosures under GLBA	117-138	9
8	Rules of Agency Fiduciary Relationship - Title Insurers and Title Agents; Agency Contracts; Closing Protection Letter	139-168	5
9	Industry Ethics Brining Ethics and Values to the Bottom Line; ALTA-From Ethics to Initiatives to Best Practices; Gallup Poll on Honesty/Ethics; Ethics 101; Ethical Decision-Making; Asking Yourself the Right Questions; Southeast Land Title Association Code of Ethics	169-180	3

## Part II Industry Information

**40 Questions**

<b>Part II - Industry Information</b>		<b>181-258</b>	<b>40</b>
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	181-190	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	191-216	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	217-226	2
13	Title Insurance Commitment 2016 ALTA Title Insurance Commitment; Risk Rate and Related Services Fees; Alabama Title Insurers to File Rates with ALDOI; Commitment Review	227-236	5
14	Owner's Policy Covered Risks; Exclusions from Coverage; Conditions; Schedule A; Schedule B	237-246	20
15	Loan Policy Covered Risks; Exclusions from Coverage; Conditions; Schedule A; Schedule B, Parts I and II	247-258	10

**Part III  
Title Search  
Examination**

**35 Questions**

Part III - Title Search and Examination		259-338	35
16	<b>Title Search and Examination</b> 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	259-272	10
17	<b>Source of Title</b> 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	273-298	10
18	<b>Liens and Encumbrances</b> 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	299-320	10
19	<b>Surveys and Legal Descriptions</b> 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	321-338	5

**Part IV  
Settlement  
Escrow**

**25 Questions**

Part IV - Settlement / Escrow		339-446	25
20	<b>The Settlement Process</b> Industry Investigations, Class Action Suits, etc.; Escrow as a Fiduciary Relationship; The Settlement Process; Pre-closing (Processing) Procedures; Closing Procedures and the "TRID" Rule; Other Closing Considerations; Notaries Public; Electronic Notarization; Marking up the Title Commitment; Post-closing Procedures; Prepaid Interest, Taxes and Insurance; Document Preparation and Closing; FIRPTA; Escrow Responsibilities; Closing Disclosure Certification and the U.S. False Claims Act; Title/Closing Agent Liability; Fraud Committed by Lenders; Fraud Perpetrators; Get it in Writing; Source of Funds; Paying R.E. Agents at Closing Table; Understand what is "TRID-Required" vs. "Industry-Driven"; Sample Forms	339-376	9
21	<b>Real Estate Contracts</b> 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; TRID Rule Impact on Brokers, etc.	377-394	4
22	<b>TRID [TILA-RESPA Integrated Disclosure] SAMPLE DISCLOSURES</b> Sample Loan Estimate; Sample Closing Disclosure; Sample Seller's Closing Disclosure; Terminology; Creditor Liability; Title Insurance Premium; Understanding What is "TRID-Required" vs. "Industry-Driven"	395-412	4
23	<b>UPL Issues</b> Federal Perspective; Administrative (Non-UPL) Practices; the Unauthorized Practice of Law; 2012 Update Regarding Compliance with Loan Closing Instructions	413-424	4
24	<b>Cybersecurity</b> Cyberthreats Impacting Title (Settlement) Agents; NYDFS Cybersecurity Requirements for Financial Services Companies; Business Email and Email Account Compromise; A Chain is only as Strong as its Weakest Link; Industry Cyberfraud Example; Escrow Accountability; Electronic Funds Transfers; Cybersecurity Policies and Procedures for Wire Transfers; Notifying Customers of Your Wire Transfer Policy; Cyberliability Insurance	425-446	4

**TOTAL EXAM  
150 Questions**

Total Questions on Exam (plus 7 questions that will not count for or against the score) 150 + 7 = 157.

Maximum Time allowed to complete Exam in minutes = 180.

Minimum Correct for Passing Score [70%] = 105 Questions.

## Important Information Relating to Title Agent Licensing for Attorneys Licensed by Alabama State Bar

*In light of amendments to Section 27-25-3, the ALDOI amended Rule 482-1-148-.01 which appears below:*

*This course is approved by the MCLE Commission of Alabama for a maximum 16.7 hours' credit, including 1 hour of ethics for Alabama Attorneys.*

### **482-1-148-.01 Purpose, Scope, and Authority**

(1) The purposes of this chapter are as follows:

(a) To set forth rules and procedural requirements the Commissioner deems necessary to carry out the provisions of Chapter 25 of Ala. Code Tit. 27, relating to the licensing of title insurance agents; the issuance of title insurance agent appointments; the authorization of prelicensing course providers and approval of prelicensing courses; and the various types of disciplinary action concerning licenses and grants of authority.

(b) To set forth the procedures for the renewal of licenses of title insurance agents, as required by Ala. Code § 27-25-4.2 (2012).

(c) To implement the continuing education requirements for title insurance agents set forth in Ala. Code § 27-25-4.4 (2012).

(2)(a) This chapter shall apply to individuals and business entities applying for and renewing a title insurance agent license, to persons authorized to provide prelicensing and continuing education courses for title insurance agents, and to all title insurance companies appointing title insurance agents.

*(b) Pursuant to Ala. Code § 27-25-3, attorneys licensed by the Alabama State Bar are exempt from the licensing requirements of this chapter. If a licensed attorney chooses to do business through an entity law firm, that entity law firm shall be likewise exempt from the licensing requirements of this chapter. Should a licensed attorney choose to do title insurance business through an entity separate and apart from a law firm, that entity will be subject to the title agent licensing requirements of this chapter and at least one individual must be licensed as an individual title insurance agent, even if that person is a licensed attorney who would otherwise be exempt from licensing. Likewise, should an individual who is not a licensed attorney seek to do business as a title insurance agent through an entity law firm, then the entity law firm would be subject to the licensing requirements of this chapter.*

(3) This chapter is adopted pursuant to Ala. Code §§ 27-19 25-3, 27-25-4, and 27-25-8 (1975).

Author: Commissioner of Insurance Statutory Authority: Ala. Code §§ 27-25-4, et seq. (2012), 27-25-8 (2001) & 27-25-3 (2016)  
History: New October 18, 2012, effective January 1, 2013; 1 Revised/Effective May 10, 2016.

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