

ARIZONA STATE ESCROW ASSOCIATION

APPLICATION TO TEST FOR A PROFESSIONAL DESIGNATION

This is a 10 page application effective 3/18/2006

All pages must be completed, signed and dated, and/or initialed and submitted with the application fee

PLEASE PRINT OR TYPE ALL INFORMATION

Include check in amount of \$75 payable to the Arizona State Escrow Association
Application fee is non-refundable and may not apply towards any future applications

APPLICATION TO TEST FOR: CEA CAEO CEO CSEO CEI

Designation(s) currently held: CEA CAEO CEO CSEO CEI

Certified Escrow Secretary CET

Name _____ Home Phone (____) _____

Email Address _____ Cell Phone (____) _____

Current Position Held _____ Work Phone (____) _____

Company Name _____ Hire Date _____
Current employer _____

Immediate Supervisor _____ Day Phone (____) _____

Address _____
Street Address

City _____ State _____ Zip Code _____

Acknowledgment & Authorization

I understand that this is an application to test for a professional designation and that completion of this application and payment of the application fee does not imply or guarantee that I will be granted a professional designation unless or until I successfully meet all requirements of same and meet the minimum passing grades set for the designation I desire. I do hereby certify that I have read and understand the Arizona State Escrow Association's Professional Designations Requirements attached hereto and shall be bound by same. I agree to follow all rules and regulations of the Arizona State Escrow Association. I further understand that in the event I do not maintain a membership in good standing in this association or if I do not meet the renewal requirements (if any), that I will no longer be entitled to any professional designation and I will discontinue the use of same.

Date _____ Applicant's Signature _____

For use by the Arizona Escrow Association

- Information verified true and correct.
- Information verified untrue or incorrect.
- Applicant verified as a member in good standing of this association.
- Applicant is not a member in good standing of this association.
- Applicant does not meet the minimum requirements for the designation indicated above.
- Application accepted Application denied Date applicant to test _____

Date _____ Signature _____
Professional Designations Committee Member

Additional remarks on reverse.

ESCROW EMPLOYMENT HISTORY

Show most recent employer first (except for current employer shown on Page 1 of this Application)

Copy if more than four escrow employers

<u>Company Name</u>	<u>From/To</u>	<u>Position(s) Held</u>
1. _____	_____	_____
Immediate Supervisor _____	_____	Day Phone _____
Address _____	_____	
	Street Address	
_____	_____	_____
City	State	Zip Code

<u>Company Name</u>	<u>From/To</u>	<u>Position(s) Held</u>
2. _____	_____	_____
Immediate Supervisor _____	_____	Day Phone _____
Address _____	_____	
	Street Address	
_____	_____	_____
City	State	Zip Code

<u>Company Name</u>	<u>From/To</u>	<u>Position(s) Held</u>
3. _____	_____	_____
Immediate Supervisor _____	_____	Day Phone _____
Address _____	_____	
	Street Address	
_____	_____	_____
City	State	Zip Code

<u>Company Name</u>	<u>From/To</u>	<u>Position(s) Held</u>
4. _____	_____	_____
Immediate Supervisor _____	_____	Day Phone _____
Address _____	_____	
	Street Address	
_____	_____	_____
City	State	Zip Code

EMPLOYER AUTHORIZATIONS

Original signatures are required on each authorization
Copy if more than five escrow employers

Permission to Release Information.

As my current or former employer, you are hereby authorized to release employment information to the Arizona State Escrow Association for purposes of verifying my qualifications to test for Professional Designation.

Date _____ Application's Signature _____
Printed Name _____

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As my current or former employer, you are hereby authorized to release employment information to the Arizona State Escrow Association for purposes of verifying my qualifications to test for Professional Designation.

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Printed Name _____

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Date _____ Application's Signature _____
Printed Name _____

Permission to Release Information.

As my current or former employer, you are hereby authorized to release employment information to the Arizona State Escrow Association for purposes of verifying my qualifications to test for Professional Designation.

Date _____ Application's Signature _____
Printed Name _____

EDUCATIONAL CREDITS RECORD

Initials: _____

Pursuant to the Bylaws and Standing Rules of this Association, any Member may earn educational credits as follows:

1. One (1) educational credit for each hour of attendance at any convened meeting or educational event sponsored by this Association.
2. One (1) educational credit for each hour of proctoring at a professional designations testing. Only Certified Senior Escrow Officers may proctor during testing.
3. One (1) educational credit for each hour of attendance at any convened meeting or educational event sponsored by the American Escrow Association.
4. One (1) educational credit hour of attendance at any educational event sponsored by the Arizona Association of Realtors (or any of its member Associations), the American Land Title Association, the Land Title Association of Arizona, the Arizona Association of Mortgage Brokers (or any of its member Associations), the Arizona Association of Mortgage Bankers (or any of its Member Associations).

Date	Hosting Association	Event	Credits Earned

COPIES OF CERTIFICATES, CARDS OR OTHER EVIDENCE OF COMPLETION OF EDUCATIONAL EVENTS MUST BE ATTACHED ALONG WITH VERIFICATION OF MEMBERSHIP IN GOOD STANDING IN THIS ASSOCIATION.

NOTE: RETURN ALL PAGES OF THE APPLICATION. PAGES 4 THROUGH 10 MUST BE INITIALED WHERE INDICATED.

From the
BYLAWS OF THE ARIZONA STATE ESCROW ASSOCIATION
ARTICLE 12
PROFESSIONAL DESIGNATIONS

SECTION 1. DESIGNATIONS

A. Upon approval by the Professional Designations Committee (hereinafter PDC) of the applications submitted and after successful completion of the testing process and meeting the minimum passing scores as set forth in the Standing Rules, any member of this Association may earn a professional designation as follows:

- 1. Certified Escrow Assistant (CEA)
- 2. Certified Assistant Escrow Officer (CAEO)
- 3. Certified Escrow Officer (CEO)
- 4. Certified Senior Escrow Officer (CSEO)
- 5. Certified Escrow Instructor (CEI)

SECTION 2. QUALIFICATIONS

A. Applicants for professional designations must beat the following minimum criteria of education and experience for the designation applied for.

1. CERTIFIED ESCROW ASSISTANT

- a. Two (2) years experience in the escrow profession and eight (8) educational credits earned during the twelve (12) month period immediately preceding the date of application; **OR**
- b. One (1) year experience in the escrow profession, completion of Escrow I course and ten (10) educational credits earned during the twelve-month period immediately preceding the date of application.

2. CERTIFIED ASSISTANT ESCROW OFFICER

- a. Three (3) years experience in the escrow profession and eight (8) educational credits earned during the twelve (12) month period immediately preceding the date of application; **OR**
- b. Two- (2) years experience in the escrow profession, completion of Escrow I course and ten (10) educational credits earned during the twelve month period immediately preceding the date of application.

3. CERTIFIED ESCROW OFFICER

- a. Four (4) years experience in the escrow profession and twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application; **OR**
- b. Three (3) years experience in the escrow profession, completion of Escrow I and twelve (12) educational credits earned during the twelve month period immediately preceding the date of application.

4. CERTIFIED SENIOR ESCROW OFFICER

- a. Nine (9) years experience in the escrow profession and twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application; **OR**
- b. Eight (8) years experience in the escrow profession, completion of Escrow I and twelve (12) education credits earned during the twelve month period immediately preceding the date of application.

4. CERTIFIED ESCROW INSTRUCTOR

- a. Ten (10) years experience in the escrow profession; and
- b. Hold a CSEO designation

SECTION 3. APPLICATION PROCEDURE

Initials: _____

- A. An application must be submitted to the Professional Designation Committee on a form provided by this Association as set forth in the Standing Rules, together with the application fee.

SECTION 4. TESTING PROCEDURE

- A. Professional designation tests shall be offered at least once per year, at a place and time as determined by the Professional Designation Committee.
- B. Each application shall complete a series of comprehensive written and oral examinations as developed for the designation being applied for, as set forth in the Standing Rules.

SECTION 5. RENEWAL OF PROFESSIONAL DESIGNATION

- A. The first renewal date for any Professional Designation shall be January 1 of the second calendar year following the applicant's successful completion of the test and meeting the minimum passing scores (i.e. the first renewal date for a designation earned in July, 2006 would be January 1, 2008).
- B. A Professional Designation shall be renewed on an annual basis upon the holder's completion of renewal requirements as may be set forth in the Standing Rules.

SECTION 6. FORFEITURE OF PROFESSIONAL DESIGNATION

- A. A Professional Designation shall be forfeited if the holder of same fails to renew membership in this Association of this Association for a period of one (1) year.
- B. No person may use any Professional Designation without having first met all requirements of same and without having first been certified by this Association.
- C. Any person who ceases to maintain a Professional Designation may not again use the designation without having first met all requirements of same and without having first been re-certified by this Association.

SECTION 7. NOTIFICATION OF FORFEITURE OF A PROFESSIONAL DESIGNATION

- A. The Professional Designations Committee may cause notice of forfeiture of a professional designation to be sent to the holder of same.

SECTION 8. REINSTATEMENT OF DESIGNATION

- A. Any member who has forfeited a designation may reinstate any designation by meeting the requirement of same as set forth herein.

SECTION 9. ESCROW COURSE I

- A. Any person may complete Escrow I at least thirty (30) days prior to application to test for a professional designation, which may be either;
 - 1. Three (3) semester hour courses offered at a college or university as approved by the Professional Designations Committee; or
 - 2. Courses taught by this Association as approved by the Professional Designations Committee.
- B. Any person may test-out of Escrow I by:
 - 1. Submitting an application to the Professional Designations Committee on a form provided by this Association as set forth in the standing Rules together with the applicable fee.
 - 2. Completing the Escrow I Examination and meeting the minimum passing scores as set forth in the Standing Rules.

SECTION 10. EDUCATIONAL CREDITS

- A. Any member of this Association may earn educational credits as set forth in the Standing Rules.
- B. No credits shall be awarded to any person for educational events or seminars attended prior to that person's membership in this Association.

FROM THE
STANDING RULES OF THE ARIZONA STATE ESCCROW ASSOCIATION
PROFESSIONAL DESIGNATIONS

SECTION 10. PROFESSIONAL DESIGNATIONS

A. Application Process.

- 1. Any member of this Association who wishes to earn a Professional Designation must submit an application to the Professional Designations Committee on a form provided by this Association, which application may include, but may not be limited to the following:
 - a. The name, address and telephone numbers of the Applicant.
 - b. The name, address and telephone number of the Applicant's current employer.
 - c. A record of the Applicants employment history documenting the required year's experience for the designation being applied for, including the name, address and telephone number of the Applicant's current employer.
 - d. A consent form signed by the applicant authorizing current and former employers to release information to this Association. A separate form will be required for each employer shown on the application. All periods of employment will be verified by the P.D.C. prior to the test date.
 - e. A record of all educational credits earned that has been certified by the President, Secretary or Membership Chairperson of the Regional Association of which the applicant is a member. In addition, the applicant may provide copies of any certificates or other documentation verifying the educational credits earned.
- 2. All applications must be submitted to the PDC at least thirty (30) days prior to the scheduled testing date.
- 3. All educational credits must be earned at least thirty (30) days prior to the scheduled testing date.
- 4. All applications must include an application fee as may be set from time-to-time by this Association. The application fee shall be non-refundable regardless of whether or not the Applicant passes the test.

B. Testing Process

- 1. Professional Designation tests shall be offered at least once per year, at a place and time as determined by the Professional Designations Committee.
- 2. The PDC shall cause a Notice of Professional Designation Testing to be sent to all members of this Association at least ninety (90) days prior to the test date, which notice shall include, but may not be limited to the date, time and place of the test and the names and phone numbers of each member of the Professional Designations Committee.

3. Each applicant shall complete a series of comprehensive written and oral examinations as developed by the Professional Designations Committee for the designation being applied for.
4. Each applicant shall achieve a minimum passing score on each portion of the test as follows:

Vocabulary, Questions and Answers as applicable:

Certified Escrow Assistant	58%
Certified Assistant Escrow Officer	66%
Certified Escrow Officer	79%
Certified Senior Escrow Officer	86%
Certified Escrow Instructor	86%

Orals & Problems: All Applicable Designations Pass or Fail

5. Should the applicant fail all or any portion of the test, the applicant may retest under the original application and fee at any regularly scheduled test date within one (1) year from the original test date and shall notify the PDC in writing of his/her desire to retest at least fifteen (15) days prior to the scheduled test date. If the applicant has not passed all portions of the test for the designation originally applied for within one (1) year from the original test date, then the applicant must reapply in accordance with the application provisions set forth herein, and pay the applicable application fee. Provided however, the Certified Escrow Instructor will not have the ability to retest without a new application fee. See section C, subsection 2.
6. Each applicant shall complete the test for the designation applied for. No applicant may change designations during the course of the test.
7. Should the applicant pass any portion of the test with a score that meets the minimum passing grade for a higher designation, then such score(s) may be applied to a higher designation for that applicant if and when the applicant submits an application and fee to test for a higher designation.
8. All passing scores shall be valid for a period of three (3) years from the original test date. If the applicant has not tested and met the minimum passing grades for a higher designation within three (3) years of the original test date, then the applicant must complete and pass all portions of the test for any higher designation if and when the applicant submits an application and fee to test for a higher designation.
9. The Designation Committee may recruit assistance from among the general membership of this Association in proctoring at any designation testing. No person may proctor at any designation testing unless that person holds a designation as Certified Senior Escrow Officer.
10. All records regarding professional designation tests shall be maintained by the Professional Designation Committee, and shall be held in the strictest confidence.
11. The designation of Certified Escrow Instructor will have the following additional testing requirements: The application must attend a mandatory class as provided by the Designation Committee immediately prior to the testing. There will be no retest available. Should the applicant fail to achieve a passing score, the applicant will have to re-apply, submit the appropriate application fee and retake the class and test at the next regularly scheduled testing.

C. Renewal of a Professional Designation.

1. The first renewal date for any Professional Designation shall be January 1 of the second calendar year following the applicant's successful completion of the test with an appropriate passing grade. (i.e. the first renewal date for a designation earned in July, 2006 would be January 1, 2008).

2. The Certified Escrow Instructor must renew their Professional Designation every three (3) years. That renewal shall take place no later than the next available test date following January 1 of the fourth calendar year following the applicants successful completion of the test. In order to test the applicant must submit a timely application as previously provided herein. The application will again take the mandatory class and pay the appropriate application fee.

3.. Professional Designation may be renewed upon completion of the following:

- a. Maintain continued membership in good standing in this Association
- b. It is recommended, but shall not be required, that the holder of any Professional Designation earn at least ten (10) educational credits each year.
- c. It is recommended, but shall not be required, that those persons designated as a Certified Senior Escrow Officer proctor at least one (1) professional designation test at least once every three (3) years.

SECTION 11. ESCROW COURSE I

A. Application Process For Challenging a Course

- 1. Any member of this Association who wishes to challenge and test-out of Escrow I, may do so upon completion of the following:
 - a. Submit an application on a form provided by this Association to the Professional Designations Committee at least fifteen (15) days prior to any regularly scheduled professional designation test date.
 - b. Pay any non-refundable testing fee as may be set from time-to-time by the Board of Directors of this Association.
 - c. Take and pass the appropriate Escrow I examination.

B. Testing Procedure - Escrow I Course

- 1. Each applicant shall complete a comprehensive written examination as developed for the course being challenged.
- 2. Each applicant must achieve a minimum passing score as follows:

Escrow I	75%
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- 3. If the applicant passes the test, the applicant may, providing all other criteria are met, sit for a professional designations test at the next regularly scheduled test date.
- 4. If the applicant does not pass the test, the applicant may retest at any regularly scheduled professional designations test date within one (1) year of the original test date under the initial application and fee, and shall notify the PDC of his/her intent to retest at least fifteen (15) days prior to any regularly scheduled professional designations test date.
- 5. If the applicant does not pass the test within one (1) year of the original test date, the applicant shall reapply to test out and shall pay the applicable application fee.

SECTION 12. CONTROVERSIES REGARDING APPLICATIONS OR TESTS

- A. Any application subject to denial shall first be reviewed by all members of the Professional Designations Committee prior to notifying the applicant of the denial.

- B. Any controversy regarding any application or test shall first be referred to the President of this Association prior to notifying the applicant of the Professional Designations Committee's decision.

SECTION 13. EDUCATIONAL CREDITS

- A. Any member of this Association may earn educational credits as follows:
1. One (1) educational credit for each hour of attendance at any convened meeting or educational event sponsored by this Association.
 2. One (1) educational credit for each hour of proctoring at a professional designations testing. Only Certified Senior Escrow Officers may proctor during testing.
 3. One (1) educational credit for each hour of attendance at any convened meeting or educational event sponsored by the American Escrow Association.
 4. One (1) educational credit for each hour of attendance at any educational event sponsored by the Arizona Association of Realtors (or any of its member Associations), the American Land Title Association, the Land Title Association of Arizona, the Arizona Association of Mortgage Brokers (or any of its member Associations), the Arizona Association of Mortgage Bankers (or any of its Member Associations).
- B. Recording and verification of all educational credits shall be the responsibility of this Association by:
1. Use of Sign-In/Sign-Out Sheets.
 2. Issuance of Certificates of Completion.
 3. Certification on the "Educational Credits Record" in the form as attached to the *Application to Test for a Professional Designation*.
- No credits shall be granted for any educational event unless that member provides at least one of the above verifications, or any other such verification as approved from time-to-time by the Professional Designations Committee.
- C. No educational credits will be earned by any member who arrives after the close of registration or leaves prior to the completion of any educational event or meeting sponsored by either this Association or the American Escrow Association.
- D. No educational credits will be earned by any person who is not a member in good standing of this Association. Any person wishing to earn educational credits as set forth herein must first join this Association prior to the onset of the event.