

Alabama 20 Hour Title Agent Prelicensing Course Birmingham Session – January 25-26, 2018

The Koogler Group, LLC [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 – JANUARY 25-26, 2018

HOMEWOOD SUITES

215 Inverness Center Drive
Birmingham, Alabama, 35242
Phone: 205-995-9823

This course is approved by the MCLE Commission of Alabama for a maximum 16 hours' credit, including 1 hour of ethics for Alabama Attorneys.

See Page 5 on draft amendment to Rule 482-1-148-.01 regarding recent Section 27-25-3 amendment.

REGISTER ONLINE AND PURCHASE NEWLY REVISED 3RD EDITION COURSE TEXTBOOK

Those attending the 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 listed under Classroom Courses. Click REGISTER, select the Montgomery session, and complete your purchase information.

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

COURSE SCHEDULE – NEW 2-DAY FORMAT [THURSDAY AND FRIDAY]

Please arrive by 7:30 AM on for morning registration, so class may begin promptly at 7:50 AM.

CLASS SESSION – DAYS ONE AND TWO

| | |
|----------------|----------------------------|
| 7:30 to 7:50 | Morning Registration |
| 7:50 to 10:00 | Morning Session, Part I |
| 10:00 to 10:20 | AM Break |
| 10:20 to 12:20 | Morning Session, Part II |
| 12:20 to 1:20 | Lunch [On Your Own] |
| 1:20 to 1:30 | Afternoon Sign-In |
| 1:30 to 3:40 | Afternoon Session, Part I |
| 3:40 to 4:00 | PM Break |
| 4:00 to 6:00 | Afternoon 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.

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

COURSE INSTRUCTOR

Karen Koogler, CEO of The Koogler Group and author of the [*Alabama Study Manual for Title Insurance 2nd Edition*](#), will instruct the 20 hour prelicensing course. With 40 years of industry experience, Karen has authored more than 30 national title insurance textbooks and educational testing products; developed and delivered prelicensing courses in Alabama, Florida, Indiana, and Virginia; authored state study manuals for prelicensing in Alabama, Florida, New York, and Virginia; 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 thousands of title agents, attorneys, closing agents, and loan originators; and developed the TRID Rule Implementation Program and delivered same to thousands more title agents, attorneys, and loan originators – including five classroom sessions in Alabama. Her latest federal compliance books include the [*Federal Compliance Risk Management Manual*](#) [CFPB Bulletin 2012-03 compliance]; the [*Multi-State Study Manual for Closing Agents 2nd Edition*](#) [certification-level training-testing for closing agents newly revised in 2016]; and the [*Integrative TILA-RESPA Final Rule Study Manual*](#). *For those who have yet to complete the full-day TRID Program, a non-accredited version of it is now available online at www.KooglerGroup.com.*

PRELICENSING 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 12:20 PM to 1:20 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 – especially now that the course has been condensed into a two-day format, which requires an early start both mornings! 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 student activities during approved class time are 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.

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 [2018]

Part I Regulatory Compliance

50 Questions

| Section | Description | Pages | Questions on Exam |
|---------------------------------------|--|---------------|-------------------|
| Part I - Regulatory Compliance | | 15-180 | 50 |
| 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

| Part II - Industry Information | | 181-258 | 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 | 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

40 Questions

| Part III - Title Search and Examination | | 259-338 | 35 |
|---|--|---------|----|
| 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 | 259-272 | 10 |
| 17 | Source of Title Real Property; Personal Property; Title to Real Property; Types of Estates; Types of Tenuancies; 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 | 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 | 299-320 | 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 | 321-338 | 5 |

Part IV
Settlement
Escrow

20 Questions

| Part IV - Settlement / Escrow | | 339-446 | 25 |
|-------------------------------|---|---------|----|
| 20 | The Settlement Process 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 | 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; TRID Rule Impact on Brokers, etc. | 377-394 | 4 |
| 22 | TRID [TILA-RESPA Integrated Disclosure] SAMPLE DISCLOSURES 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 | UPL Issues Federal Perspective; Administrative (Non-UPL) Practices; the Unauthorized Practice of Law; 2012 Update Regarding Compliance with Loan Closing Instructions | 413-424 | 4 |
| 24 | Cybersecurity 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 recent amendments to Section 27-25-3, the ALDOI is preparing to amend its title agent licensing regulation. The draft amendment to Rule 482-1-148-.01 appears below:

This course is approved by the MCLE Commission of Alabama for a maximum 16 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 _____, 2016, Effective _____, 2016

Federal TRID Rule and CFPB Bulletin 2012-03 Impact on Title (Settlement) Agents and Attorneys

Due to ongoing concern relating to Creditor responsibility and liability, most mortgage lenders require that Service Providers with whom they do business – e.g., title (settlement) agents and attorneys – be certified in industry best practices. Reportedly, many lenders also require that attorneys who close transactions on their behalf be licensed as title (settlement) agents – especially those operating through title agencies. The Alabama 20-Hour Title Agent Prelicensing Course provides current information relating to the TRID Rule and CFPB Bulletin 2012-03, including recent and newly proposed changes to the TRID Rule. Therefore, attorneys [who may otherwise be exempt from title agent licensure] are encouraged to attend the Prelicensing Course to avail themselves of the most recent regulatory compliance information available. To register for the course, visit www.KooglerGroup.com and access the Course Calendar.

Alabama Study Manual 3rd Edition Textbook – New Chapters on Ethics and Cybersecurity

Cybertheft is a growing industry concern impacting both attorneys and non-attorney title agents. Cybertheft strikes both small and large companies, agencies, and firms. The 2018 Exam is based on the newly revised Alabama Study Manual 3rd Edition. The Study Manual also contains a new Ethics chapter. As shown on the Exam Content Outline, the 2018, the State Exam now contains questions on Cybersecurity, Ethics, and the TRID Rule. All topics are covered in the 3rd Edition Study Manual. *Please order the Study Manual at www.KooglerGroup.com at least 3-5 business days prior to Course Date to ensure time for delivery.*