ARIZONA STATE ESCROW ASSOCIATION

APPLICATION TO TEST FOR A PROFESSIONAL DESIGNATION

This is a 10- page application effective March 2016
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 **$150.00** payable to the ASEA
Mail to: ASEA, PO Box 3709, Gilbert, AZ 85299
Application fee is non-refundable and may not apply towards any future applications.

APPLICATION TO TEST FOR: (___) CEA (___) CAEO (___) CEO (___) CSEO

Designation(s) currently held: (___) CEA (___) CAEO (___) CEO (___) CSEO
(___) Certified Escrow Secretary (___) CET

Name _____ Home Phone (____)_____

Email Address _____ Cell Phone (____)_____

Current Position Held _____ Work Phone (____)_____

Current employer _____ Hire Date _____

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

Company Name | From/To | Position(s) Held

1. _____

Immediate Supervisor _____ Day Phone _____

Address _____
Street Address

_____
City State Zip Code

Company Name | From/To | Position(s) Held

2. _____

Immediate Supervisor _____ Day Phone _____

Address _____
Street Address

_____
City State Zip Code

Company Name | From/To | Position(s) Held

3. _____

Immediate Supervisor _____ Day Phone _____

Address _____
Street Address

_____
City State Zip Code

Company Name | From/To | Position(s) Held

4. _____

Immediate Supervisor _____ Day Phone _____

Address _____
Street Address

_____
City State Zip Code

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 educational event sponsored by this Association, or one (1) educational credit hour for attending any convened meeting of the Association.
2. One (1) educational credit for each hour of instructing a class or seminar sponsored by the Arizona State Escrow Association.
3. One (1) educational credit for each hour of proctoring at a professional designations testing. Only Certified Senior Escrow Officers may proctor during testing.
4. The following may be used for up to a maximum of three (3) credit hours for any of the following per year:
   (a) One (1) educational credit for each hour of attendance at an educational event sponsored by the American Escrow Association, or one (1) educational credit hour for attending any convened meeting of the American Escrow Association.
      i. A minimum of six (6) hours may be used for attending the American Escrow Association Annual Business meeting and Educational Conference
   (b) One (1) educational credit for each hour of attendance for the following events: at any educational event sponsored by the Arizona Association of Realtors; the Arizona Department of Real Estate: the American Land Title Association; the Land Title Association of Arizona; the Arizona Association of Mortgage Brokers; the Arizona Association of Mortgage Bankers.

Date	Hosting Association	Event	Credits Earned

REQUIRED EVIDENCE:

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 and letter of verification from each employer listed or approved alternate letter if unavailable.

NOTE: An incomplete application package will delay approval process and may prohibit your ability to test on the next available test date.

Read and Understood

_____

Signature

Initials: _____

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 meet the following minimum criteria of education and experience for the designation applied for:

1) CERTIFIED ESCROW ASSISTANT (CEA)

a) Option A

i) Two (2) years experience in the escrow profession.
ii) Eight (8) educational credits earned during the twelve (12) month period immediately preceding the date of application.

b) Option B

i) One (1) year experience in the escrow profession.
ii) Passing of Escrow I course or passing Escrow I proficiency test.
iii) Ten (10) educational credits earned during the twelve-month period immediately preceding the date of application.

2) CERTIFIED ASSISTANT ESCROW OFFICER (CAEO)

a) Option A

i) Three (3) years experience in the escrow profession.
ii) Eight (8) educational credits earned during the twelve (12) month period immediately preceding the date of application.

b) Option B

i) Two (2) years experience in the escrow profession.
ii) Passing of Escrow I course or passing Escrow I proficiency test.
iii) Ten (10) educational credits earned during the twelve (12) month period immediately preceding the date of application.

3) CERTIFIED ESCROW OFFICER (CEO)

a) Option A

i) Four (4) years experience in the escrow profession.
ii) Twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application.

b) Option B

i) Three (3) years experience in the escrow profession.
ii) Passing of Escrow I or Escrow II course or passing Escrow I or Escrow II proficiency test.
iii) Twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application.

4) CERTIFIED SENIOR ESCROW OFFICER (CSEO)

a) Option A

i) Nine (9) years experience in the escrow profession.
ii) Twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application.

b) Option B

i) Eight (8) years experience in the escrow profession.
ii) Passing of Escrow I or Escrow II course or passing Escrow I or Escrow II proficiency test.
iii) Twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application.

c) Option C

i) Seven (7) years experience in the escrow profession.
ii) Passing of Escrow I or Escrow II course or passing Escrow I or Escrow II proficiency test.
iii) Twelve (12) educational credits earned during the twelve (12) month period immediately preceding the date of application.
iv) Have earned the Certified Escrow Officer Designation.

5) CERTIFIED ESCROW INSTRUCTOR (CEI)

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

SECTION 3. APPLICATION PROCEDURE

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 applicant 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. 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 as may be set forth in the Standing Rules.
C. Any person who ceases to maintain a Professional Designation may not again use the designation without having first met all requirements as may be set forth in the Standing Rules.

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. EDUCATIONAL CREDITS

A. Any member of this Association may earn educational credits as may be 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 (PDC) on a form provided by this Association, which must 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 Applicant's employment history documenting the required years 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 PDC prior to the test date.

   e. A record of all educational credits earned. The applicant must 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
Professional Designation tests shall be offered at least once per year, at a place and time as determined by the PDC.

1. 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.

2. 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.

3. 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%
Orals & Problems:	All Applicable Designations	Pass or Fail

4. 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.

5. Each applicant shall complete the test for the designation applied for. No applicant may change designations during the course of the test.

6. 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.

   a) All passing scores shall be valid for a period of five (5) years from the original test date. If the applicant has not tested and met the minimum passing grades for a higher designation within five (5) 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.

7. The PDC 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.

8. All records regarding professional designation tests shall be maintained by the Professional Designation Committee, and shall be held in the strictest confidence.

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

1. Maintained continued membership in good standing.
2. It shall be required the holder of any Professional Designation earn at least ten (10) educational credits over a two (2) year period beginning the fiscal year following the year earning the Professional Designation.

D. Certified Escrow Instructor

1. The designation of Certified Escrow Instructor will have the following testing requirements. The applicant must attend a mandatory class as provided by the PDC immediately prior to testing. There will be no retest available. Should the applicant fail to achieve a passing score of 86%, the applicant will have to re-apply, submit the appropriate application fee and retake the class and test at the next regularly scheduled testing.

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 the fourth calendar year of the applicant's successful passing of the test. In order to test, the applicant must submit a timely application as previously provided herein. The applicant will again take the mandatory class and pay the appropriate application fee.

SECTION 11. CONTROVERSIES REGARDING APPLICATIONS OR TESTS

A. Any application subject to denial shall first be reviewed by all members of the PDC prior to notifying the applicant of the denial.

1. Any controversy regarding any application or test shall first be referred to the President of this Association prior to notifying the applicant of the PDC's decision.

Initials:_____

SECTION 12. 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 educational event sponsored by this Association, or one (1) educational credit hour for attending any convened meeting of the Association.

2. One (1) educational credit for each hour of instructing a class or seminar sponsored by the Arizona State Escrow Association.

3. One (1) educational credit for each hour of proctoring at a professional designations testing. Only Certified Senior Escrow Officers may proctor during testing.

4. The following may be used for up to a maximum of three (3) credit hours for any of the following per year:

a) One (1) educational credit for each hour of attendance at an educational event sponsored by the American Escrow Association, or one (1) educational credit hour for attending any convened meeting of the American Escrow Association.

b) One (1) educational credit for each hour of attendance for the following events: at any educational event sponsored by the Arizona Association of Realtors; The Arizona Department of Real Estate; the American Land Title Association; the Land Title Association of Arizona; the Arizona Association of Mortgage Brokers; the Arizona Association of Mortgage Bankers.

B. Recording and verification of all educational credits shall be the responsibility of the Association by:

1. Use of Sign-In 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.*

C. 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.

D. 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.

E. No educational credits will be earned by any person who is not a member in good standing of this Association.

SECTION 13. ESCROW COURSES I & II

A. Application Process For Challenging a Course

1. Any member of this Association who wishes to challenge and test-out of Escrow I or II, 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 thirty (30) 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.

Initials:_____

c. Take and pass the appropriate Escrow I or II examination.

B. Testing Procedure - Escrow Courses I or II

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:

a.	Escrow I	75%
b.	Escrow II	75%

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.