



## **PROGRAM REQUIREMENTS AND DETAILS**

In 1989, the National Association of Lease and Title Analysts (NALTA) implemented the Certified Professional Lease and Title Analyst (CPLTA) program to enhance the professional status and provide a reliable standard of excellence and achievement amongst qualified lease and title analysts.

Participation is voluntary and only available to current NALTA members in good standing. Candidates who meet the established criteria and who successfully complete a comprehensive examination will be granted the coveted title of Certified Professional Lease and Title Analyst (CPLTA).

### **Why Become Certified?**

CPLTA's are recognized for exemplifying the highest standards of experience, competence and integrity. Earning the CPLTA designation has been known to:

- Help you earn credibility and respect
- Open more opportunities for advancement
- Increase your earning potential
- Prove your willingness to invest in your own development
- Demonstrate your commitment to your profession
- Build confidence in your lease and title analysis knowledge



# Do I qualify to apply for the CPLTA certification?



Are you a current NALTA member in good standing?

YES

Do you work full-time in a job directly related to lease and title analysis, lease administration within the energy industry or in a related supervisory or management position?

YES

Have you completed a minimum of seven years of full time work experience in the work previously described?

NO

You do not qualify to apply for the CPLTA certification at this time.

NO

1) Give yourself 1 credit for each year of full time experience you have in the work previously described:

\_\_\_\_\_ Credits (Up to 7)

2) Do you have a bachelor's degree from an accredited college or university?  
If Yes, Give yourself 2 Credits

\_\_\_\_\_ Credits (Up to 2)

3) Do you have an advanced degree from an accredited college or university? If Yes, Give yourself 1 Credit

\_\_\_\_\_ Credit (Up to 1)

Total Credits from 1, 2, and 3 =

\_\_\_\_\_

Do your total credits equal 7 or more?

NO

You do not qualify to apply for the CPLTA certification at this time.

NO

YES

Do you agree to abide by the Code of Ethics of the Bylaws of the National Association of Lease and Title Analysts?

YES

YES

Congratulations – you qualify to apply for the CPLTA Certification!

NO

You do not qualify to apply for the CPLTA certification at this time.



# **REQUIREMENTS:**

## **MEMBERSHIP**

To qualify for candidacy you must be a current NALTA member in good standing.

## **WORK EXPERIENCE**

To qualify for candidacy, each applicant must furnish evidence of having completed a minimum of seven years of full-time work experience (or work/study equivalent) directly related to lease and title analysis, lease administration within the energy industry, or in a related supervisory or management position.

## **ACADEMIC ACHIEVEMENT**

A maximum of three years' credit may be granted toward the seven-year work/study requirement based on evidence of the applicant's having attained certain recognized levels of academic achievement. Credit is allocated as follows:

- Two years credit for having earned a bachelor's degree from an accredited college or university.
- One year additional credit for an advanced degree from an accredited college or university.

## **ETHICS AND INTEGRITY**

Each applicant must satisfy standards of character and integrity as set out in the Code of Ethics of the Bylaws of the National Association of Lease and Title Analysts. The candidate's signature on the application form will warrant his/her personal acknowledgement and acceptance of the conditions and responsibilities that go with the designation CPLTA and constitute an affidavit as to the truth of all statements made in the application.

## **APPROVAL OR REJECTION OF APPLICATION**

Each applicant will receive written or email notice of the decision to approve or disapprove candidacy. Those approved for candidacy will be furnished information regarding the CPLTA examination schedule, review material and seminars. In the event candidacy is denied, the reason(s) for denial will be specified and the applicant will have 45 days after receipt of notice to file an appeal with the Board of Directors of NALTA. The Board's decision will be final.

## **PUBLICATION**

Each approved candidate's name will be published in the next issue of the NALTA News magazine and/or on the NALTA Website. Any member who believes there is just cause for withholding certification will have 45 days from date of publication to submit his/her views in a signed statement to the Certification Committee. All such statements will be investigated and resolved. As with every other phase of the certification process, strict confidentiality will be maintained.



# **APPLICATION PROCEDURE:**

## **FORMS**

The CPLTA standard Application Letter, Application Form and Sponsor Form are attached.

## **FEES**

Fees may be paid through the payment links on the Certification page of the NALTA website ([www.NALTA.org/nalta-board/application-fee-manual-purchase/](http://www.NALTA.org/nalta-board/application-fee-manual-purchase/)), or by check.

CPLTA Review Manual (Payable to NALTA): \$175.00

Non-Refundable Application & Exam Fee (Payable to NALTA): \$125.00

Review Fee (Payable to the hosting local chapter):  
Varies – Contact your local certification liaison for more information

Re-certification Fee (Payable to NALTA): \$50.00

## **RESOURCES**

NALTA recommends the purchase of our comprehensive CPLTA Review Manual. The manual was designed to be a study reference for analysts preparing for the CPLTA Exam, a textbook for the CPLTA Review, and an exhaustive desk reference for analysts of all experience levels. Manuals are available for purchase at [www.NALTA.org/nalta-board/application-fee-manual-purchase/](http://www.NALTA.org/nalta-board/application-fee-manual-purchase/).



## **CERTIFICATION EXAM:**

Upon approval of candidacy by the Committee, each candidate shall have two years to sit for and pass a certification examination designed to assess his/her overall knowledge and command of lease and title work. Should this time limit lapse before sitting for the exam, the candidate must reapply and go through the approval process from the beginning.

The Certification Committee will set the cost of sitting for the CPLTA exam. The examination will be objective in format, covering such topics as leases, title, contracts, conveyances, pooling, unitization, and lease administration. After the exam is graded, the Certification Director will notify the candidate of the exam results on a pass/fail basis as to each of the four sections of the exam. Exact numerical scores will not be given, nor will a candidate be allowed to see his/her examination once the exam has been taken. A candidate who fails all or part of the examination will be allowed two retakes to pass the examination. Failure to pass all sections of the examination in two retakes will require the applicant to reapply for certification and be reapproved. The first and second retakes of the examination must be concluded within a two year timeframe following approval to sit for the examination.

Upon successful completion of all sections of the certification examination, the candidate shall be notified by the Certification Director (by mail or email within 45 days) and the candidate will be given a unique certification number and asked to fill in a form showing how they would like their name to appear on their certification certificate. The effective date of certification will be the first day of January following completion of the grading of the examination.

## **CERTIFICATION NOTIFICATION:**

Certification will be granted to each candidate who satisfactorily fulfills all stated requirements, pays all necessary fees and successfully completes the CPLTA exam. A formal certificate will be issued bearing the analyst's unique certification number and date of certification. The CPLTA designation is granted for an initial period of five calendar years.



## **RECERTIFICATION:**

Recertification will occur at five year intervals and will be contingent upon the satisfaction of continuing eligibility requirements. The certified analyst must continue to demonstrate the high standards required of a CPLTA. In addition, demonstration of an ongoing program of educational, ethical and professional development is required. To qualify for recertification, the CPLTA must accrue 50 recertification credits (two of which must be Ethics) within the prescribed five year period.

Recertification credits are earned based on continuing education credits as described in Section VI of the Voluntary Certification Program.

The recertification fee may be paid online through the PayPal link on the Certification page of the NALTA website <http://www.NALTA.org/nalta-board/application-fee-manual-purchase/>, or by check payable to NALTA. The recertification fee is \$50.00.



**National Association of Lease and Title Analysts**  
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email: [cplta@nalta.org](mailto:cplta@nalta.org)  
[www.nalta.org](http://www.nalta.org)



Dear Candidate:

Congratulations on your decision to sit for the Certified Professional Lease and Title Analyst Examination. You are aspiring to join those in our profession who have earned NALTA's highest recognition of professional knowledge, personal commitment, and ethical behavior. The CPLTA designation is validation of your place in this elite group of professional lease and title analysts.

On this website you will find a full copy of the Certification Program. Please take the time to read it now. Before applying, please become fully familiar with the requirements for sitting for the exam and retaining your certification. You will also find the CPLTA Application Form and Sponsor Letter Form. Fill out the application completely, and attach a resume if helpful to evaluate your candidacy. Return the completed application along with your \$125 application and exam fee.

Please ask three people familiar with your work to fill out sponsor letters, and request they each send their responses directly to NALTA. Although not absolutely necessary, if possible, one of your sponsors should be a current or former supervisor. As many of your sponsors as possible should be CPLTA's.

As soon as your application form, application and exam fee and three sponsor letters are received by the Certification Director and your application is approved, your name will be submitted for publication in the *NALTA News* and/or the NALTA website so the membership can review and comment on your candidacy. After the required forty-five day publication period has passed, you will be authorized to sit for the exam.

**YOU MAY CHOOSE AN OPTION BELOW**

Please mail all your materials to:

**NALTA**  
**Attn: Certification Committee**  
**4747 Research Forest Dr.**  
**Suite 180-221**  
**The Woodlands, TX 77381**

Please scan all your materials to:

**NALTA CPLTA Director Email:**  
[\*\*cplta@nalta.org\*\*](mailto:cplta@nalta.org)

NALTA wishes you every success in the examination. Should you have any questions, feel free to contact the Certification Director or your local CPLTA Liaison.

Sincerely yours,

**THE NALTA CERTIFICATION COMMITTEE**

**For tax purposes, NALTA is a 501 C-6 non-profit corporation.  
Our tax identification number will be provided on request.**





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**CERTIFIED PROFESSIONAL LEASE AND TITLE ANALYST  
 APPLICATION FORM**

I hereby authorize the NALTA Certification Committee to verify all information provided herein or attached hereto. All statements in this application are true and correct to the best of my knowledge, and I understand that any misstatement of facts deemed material is grounds for denial of my application. I furthermore agree that in the event Certification is not granted to me, or if granted, is later revoked for any reason, I will make no claim against the National Association of Lease and Title Analysts, its officers, board of directors, any committee, individual member or employee.

I pledge that if I am accepted as a Certified Professional Lease and Title Analyst, I will strive to maintain a high degree of professional competence, and moral and professional integrity.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

**PERSONAL INFORMATION**

Full Name\* \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Member of NALTA? Yes  No  Are you a member of a local NALTA-Affiliated Chapter?, If so which one \_\_\_\_\_

**EMPLOYMENT**

Current Employer \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip, \_\_\_\_\_

Phone \_\_\_\_\_ Employment Date \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Description \_\_\_\_\_

Correspondence regarding certification should be directed to my: Home  Office

**EMPLOYMENT HISTORY**

The following information must be provided for each job you have held which you wish to have considered toward satisfaction of the experience requirement of the program. Space is provided for three employers. Different positions, with varying responsibilities, for the same employer should be listed under the same employer. Should more space be required, please attach a separate sheet providing the same information as requested.

Employer \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip, \_\_\_\_\_

Phone \_\_\_\_\_ Employment Date \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Description \_\_\_\_\_

\* Include any names under which educational and employment records may be filed.

Employer \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip, \_\_\_\_\_

Phone \_\_\_\_\_ Employment Date(s) \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Description

\* Include any names under which educational and employment records may be filed.

Employer \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip, \_\_\_\_\_

Phone \_\_\_\_\_ Employment Date(s) \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Description

\* Include any names under which educational and employment records may be filed.

**EDUCATION – Post-Secondary Schools**

In the event applicant attended more than one institution of higher education, or received more than one degree, please attach a separate sheet providing the same information as requested below:

**NAME OF INSTITUTION**

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Years attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

If you graduated, what degree did you receive? \_\_\_\_\_

Major area of study \_\_\_\_\_

**SPONSORS**

Each applicant is required to secure three sponsors, two of which should be members of NALTA, the third being a present or former supervisor of the applicant. Each sponsor must complete a form attesting to his or her personal knowledge of applicant’s work experience and ethics. Sponsors may be required to answer other questions from the Certification Committee, and should be so advised by the applicant. The name and address of sponsors should be provided below. Sponsor verification forms are attached hereto and must be given by the applicant to the sponsor. The sponsors must mail the letters to the Certification Committee directly.

1) \_\_\_\_\_  
NAME POSITION COMPANY

2) \_\_\_\_\_  
NAME POSITION COMPANY

3) \_\_\_\_\_  
NAME POSITION COMPANY



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**CERTIFIED PROFESSIONAL LEASE AND TITLE ANALYST SPONSOR  
 VERIFICATION FORM**

Name of Candidate \_\_\_\_\_

**SPONSOR PERSONAL INFORMATION**

\_\_\_\_\_  
 Sponsor's Name Sponsor's Employer

\_\_\_\_\_  
 Sponsor's Street Address City, State, Zip Code

\_\_\_\_\_  
 Phone Email

How long have you known the candidate? \_\_\_\_\_

What is your relationship to the candidate, e.g. co-worker, supervisor, professional acquaintance?  
 \_\_\_\_\_

Please list details of the candidate's work experience. This should include the areas of expertise and the full extent of his or her responsibilities, such as lease and contract analysis, lease set-up, rental and obligation payments, supervision of others, etc.

If there are areas in which you feel the candidate has particular expertise or if there are any other comments you would like to make about this applicant, please do so below:

As a Sponsor of the above-named candidate for the Certified Professional Lease and Title Analyst designation, I hereby certify that the information stated above is accurate and complete to the best of my personal knowledge and I hereby support his/her candidacy for achieving recognition of the highest levels of knowledge, experience, ethics and professionalism in our industry. I understand that any misstatement of any fact herein may result in the denial of the above-named candidate for the CPLTA designation. I freely give this information as a sponsor \_\_\_\_\_ or am providing information only upon request of candidate \_\_\_\_\_ (please check one).

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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