

PROFESSIONAL DESIGNATION APPLICATION

Complete and return to the professional designation chairperson or president.

Name:

Address:

Phone:

I hereby make application for the following professional designation:

CES CET CEO CSEO CCEO CSCEO

I presently hold the following professional designation(s) Certificate No. _____

CES CET CEO CSEO CCEO CSCEO CLEO CSLEO

Employment: (Please show PRESENT employer first.)

- 1. Company _____ From/To (MM/YY.) _____
Address _____ Job Title _____
- 2. Company _____ From/To (MM/YY) _____
Address _____
Job Title _____
- 3. Company _____ From/To (MM/Y) _____
Address _____
Job Title _____

If additional space is required, please add separate sheet.

I do hereby certify that I have read and understand The Oregon Escrow Council, Inc. Creed and that I shall be guided and bound by it. I agree to follow all rules and regulations of The Oregon Escrow Council, Inc. I further understand that, in the event I am not a member in good standing, under the State Charter, I will no longer be entitled to use any Professional Designation I have earned and must return the Certificate and Pin to the Council.

Date: _____ Applicant's Signature

ENCLOSURES: (1) Fee of \$ 75.00; (2) Letter of verification from each employer as to qualifying time. Letters must be specific as to job duties and month and year of employment. If impossible to obtain, a notarized statement from individual or company aware of the employment may be given (3) If I have taken and passed Escrow I, Escrow II and Escrow III, as required per certification requirements, I am enclosing copies of the Certificate(s) of Completion.

The Professional Designation Committee of the Oregon Escrow Council has reviewed all of the

information given, recommends acceptance of the application and certifies this applicant to be an escrow member in good standing.

President or Chairperson signature

For State P/D use only:

STATE PROFESSIONAL DESIGNATION COMMITTEE

Date: _____ Approved [] Rejected [] Conditional []

Chairperson _____ Member

DESIGNATIONS

CERTIFIED ESCROW SECRETARY (CES) Chapters 1 through 5

1. Currently working in the escrow field as a Secretary or Technician.
2. A minimum of one year experience as an Escrow Secretary in the immediately preceding eighteen (18) months, OR passed the an Escrow I challenge test with a score of eighty percent (80%) or higher.

CERTIFIED ESCROW TECHNICIAN (CET) Chapter 1 through 15

1. Currently working in the escrow field as an Escrow Secretary or Technician.
3. A minimum of two years experience as an Escrow Secretary or Technician in the immediately preceding thirty (30) months OR pass the Escrow II challenge test with a score of eight percent (80%) or higher.

CERTIFIED ESCROW OFFICER (CEO) Chapter 1 through 15 + 19,20,22,23,24

1. Three years closing experience in the respective field within the preceding five years **AND** the completion of an Escrow II class provided by a Council chapter in the State of Oregon with a score of eighty percent (80%) or higher **OR** holder of a CET Professional Designation. Transcripts or written verification of completion and grad must be submitted with the application for designation. Escrow II may be challenged at a cost of \$20.00.
OR
2. Five years closing experience within the preceding seven years. Work experience must be in the same field as the designation requested.
3. Should a person who currently holds a professional designation have experience in both escrow and loan fields and desire a designation in escrow, a minimum of three years within the immediate preceding five years in that field is required **PLUS** completion of an Escrow II class provided by a Council chapter in the State of Oregon with a score of eighty percent (80%) or higher **OR** holder of CET Designation. Fifty percent of the work experience in the former field will be allowed toward time required for designation. Fifty percent of work experience in the legal field will be allowed toward time required for designation upon verification that said work experience was closing real estate transactions.
4. Fifty percent of an applicant's experience as an Escrow Secretary and/or Escrow Technician shall apply toward the requirement for Certified Escrow Officer, with the exception that the applicant must currently be an Escrow Officer and have served as an Escrow Officer for a minimum of one year.

CERTIFIED SENIOR ESCROW OFFICER (CSEO) Chapter 1 through 24

1. Seven years as a closer within the preceding ten years **AND** completion of an Escrow III class provided by a Council chapter in the State of Oregon with a score of eighty percent (80%) or higher. Escrow III can not be challenged;
OR
2. Ten years closing experience in the respective field within the immediate preceding thirteen years.
3. Should a person have experience in both loan and escrow fields and desire to take the examination for senior designation in escrow, a minimum of five years within the immediate preceding seven years in the escrow field is required. Fifty percent of the work experience in the former field will be allowed toward time required for Senior Designation. Fifty percent of work experience in the legal field will be allowed toward time required for designation upon verification that said work experience was closing real estate transactions.
- 4; If a CEO has had their present designation less than five years but has ten years closing experience in their respective field within the immediate thirteen years, they may receive senior designation by taking and passing the senior examination. Fifty percent of an applicant's experience as an Escrow Secretary and/or Escrow Technician shall apply toward the requirements for Certified Senior Escrow Officer, with the exception that the applicant must have been an Escrow Officer for a minimum of four years of the immediately preceding five years and currently serving in that capacity.

CERTIFIED COLLECTION ESCROW OFFICER (CCEO) Chapter 13

1. Three years full service collection escrow experience within the preceding five years.
2. Fifty percent of the work experience in a former field will be allowed toward time required for designation. Fifty percent of work experience in the legal field will be allowed toward time required for designation upon verification that said work experience was closing real estate transactions.

CERTIFIED SENIOR COLLECTION ESCROW OFFICER (CSCEO) Chapter 13

1. Seven years full service collection escrow experience within the preceding ten years.
2. Should a person have experience in both escrow closing and collection escrow fields and desire a senior collection designation they must have a

minimum of five years within the immediate preceding ten years in the collection escrow field.

3. Fifty percent of work experience in the legal field will be allowed toward time required for designation upon verification that said work experience was closing real estate transactions.

Note: As of January 12, 2001, The Oregon Escrow Council, Inc. will no longer issue designations for "Loan Escrow Officer (CLEO)" and "Senior Loan Escrow Officer (CSLEO)". However, all members holding a CLEO or CSLEO designation will retain their designation as long as they are members in good standing of the Council.

THE OEC EXAMINATION -WHAT'S IT ALL ABOUT?

The written examinations for OEC Professional Designations are constantly being revised and updated to include current laws and procedures. There is a separate examination administered for each of the designations.

The examinations generally consist of true/false and multiple choice type questions and an escrow closing problem.

The examination tests the knowledge required for the day-to-day workings of an escrow or loan position. There are no trick questions or attempts to intimidate with unrealistic closing problems. All items tested are covered in the Council's Escrow Procedures Manual.

HOW THE EXAMINATIONS ARE GRADED.

The examination is sent to the Professional Designation Chairperson to be administered to the applicant. The examination is forwarded to the State Education Testing Committee for grading.

Each examination is assigned a number by the State Professional Designation Committee so that in the grading process, the identity of the member taking the examination is not known to the Committee.

When an applicant passes (eighty percent or his/ her) the examination, notification is sent to the member. The applicant is presented with a Professional Designation Certificate and pin. In the event an applicant does not pass the examination but has a score of 70% or higher, the applicant may elect to take an additional examination which, if passed, will qualify for designation.

The public presentation of the OEC certificate and pin pays dividends by giving recognition to the member, encouraging other members to take the examination and highlighting OEC's commitment to professionalism.

THE P R OF PROFESSIONAL DESIGNATION,

PERFORMANCE + RECOGNITION = P R

This is one of the better known definitions of effective public relations in any field. OEC members holding designations have demonstrated their PERFORMANCE.

What are we doing about RECOGNITION? Do you use your designation on

your business cards?

on your letterhead?

on forms you have printed for business?

on your nameplate?

when you author an article?

when you furnish your biography?

Do you wear your designation pin?

Do you display your designation certificate?

WHAT EMPLOYERS SAY ABOUT PROFESSIONAL DESIGNATION.

"I have had the privilege of having several Oregon Escrow Council certified employees and have found their knowledge and expertise to be of high quality. The designation is a mark of excellence in training and job experience. "

O.M. "Pete" Wilson, President
The Mortgage Exchange, Inc.

"Professional designation by the Oregon Escrow Council, Inc. is a credential that allows our escrow officers to interact with other industry professionals on an equal basis while providing our clients with the security of working with an experienced and tested staff."

Patrick F. Stone, President
Fidelity National Title Company of Oregon

"We have always been a strong supporter of The Oregon Escrow Council because of the education and professionalism it brings to the industry. OEC does a good job of educating its members, participates in the political arena when needed and increases its visibility through the professional designations of the membership. We strongly recommend all our escrow staff to participate in OEC. Those who do are leaders in the escrow industry."

Bill Thomas, Manager
Jackson County Title Division
Oregon Title Company