

## California Escrow Association Professional Designation and Continuing Education

The Professional Designation program was established through the California Escrow Association and has gained serious State and National recognition. Holding a Professional Designation demonstrates your commitment to excellence.

The exams are designed to test your knowledge and competency in the escrow field. You will be expected to demonstrate a thorough understanding of escrow, title and legal terms. You will be expected to figure a complete settlement statement and the disbursement worksheet by hand with the assistance of a calculator. You should be able to prepare a complete settlement statement for an assumption transaction (CEO/CSEO) or an All-Inclusive Trust Deed transaction (CEO/CSEO). You will be required to demonstrate a thorough oral and written knowledge of documents, including notes and trust deeds and how to correctly prepare them.

The Professional Designation and Continuing Education Committee recommend the following areas of study in preparation of taking a Professional Designation exam:

- CAR Purchase Agreement and Joint Escrow Instructions and all Addenda
- Proration calculations
- Property taxes – payment/delinquent dates
- Title Policies – difference in coverage of each Policy; endorsements
- Preliminary Reports
- Basic Title / legal descriptions – definitions and terminology
- Governmental Agencies related to escrow and title industry
- Vesting Entities and supporting documentation required
- Manners of taking title
- Lender's Instructions
- FIRPTA
- Cash Reporting
- IRS Reporting
- Franchise Tax Board
- Payoff Demand / Beneficiary Statements
- Claims Awareness

This is intended only as a general overview and may not include all items covered on the test.