



Glynda Reppond
Executive Director
Oklahoma Abstractors Board

JANUARY "MESSAGE FROM THE BOARD"

Happy New Year! It's hard to believe that it's actually 2011. I hope your families and businesses are doing well. I would like to update you on what has been happening with the OAB.

New Rules: The Board has entered into the rule making process and is now fine tuning changes to the rules which should go into effect on July 1, 2011, if all the deadlines are met. Updates to the proposed rules will be provided on our website as they occur.

Copies of the Notice of Intent and proposed new Rules can be seen on our website at www.abstract.ok.gov. A public hearing will be held in the OAB office, 2401 NW 23rd, Suite 60B, Oklahoma City, OK, at 10:00 a.m. on February 22, 2011. If you have any comments on the rules, please send them to the above address or to my e-mail address: Glynda.reppond@abstract.ok.gov.

On-line licensing:

HB 1032: OK.Gov, the agency that is in charge of revamping our website to allow this procedure, has made great strides this year. All state agencies must offer this service so they have been very busy but are now working on our site. The site should be up and running by late spring or early summer. Everyone who wishes to participate will be given a password and will be able to log in to a secure site. All original applications and renewals will be available to be processed on-line. For the documents that must be sent in as attachments to these applications, such as rate sheets, schedule of certificate holders, OESC reports, etc., you should be able to scan them in and forward them to us as well. If you have no scanner, you can mail or fax them instead. Just remember, there will be detailed instructions on our website for use of the portal as well as contacting our office and letting us help you through the process until you are comfortable with it.

There will be fees of \$2.00 per document as well as an approximate 2.1% estimated merchant fee on the total associated with these services which you will pay by credit card at the end of the process, along with the regular charges for your application or renewal. Visa and MasterCard will be the card types which are accepted by the OAB.

You **ARE NOT** required to utilize this service and all of our forms will still be on the website for you to download, print out and mail in with your fees if that is what you wish to do. As I said above, the State does require that we offer the service.

Rate Sheets: Beginning March 1 of 2010, all rates sheets have been posted on-line and anyone can print off copies of the ones they are interested in. Rate sheets are updated at the end of each month and the effective date is on bottom left hand side of the first page. All rate sheets are now on the forms approved by the OAB and much easier to compare. Please remember that all rate sheets MUST be sent in on the new approved rate sheet forms. If you send in your rate sheet on your old forms, it will be returned to you for re-submission. The rate sheets must be typed, not hand written, and they should be clean copies that we have not already stamped. The reason is they have to be reapproved even if no changes have been made.

The new **Uniform Abstract Certificate** has also gone into effect. Copies of the new UAC can be found on our website under "Forms".

Changes: As we begin our fourth year as an agency, problems are smoothing out and we are having fewer and fewer. Our new fines policy has been tested and the Board has made one change. You are now allowed to pay a \$100.00 fine and have the abstract license temporarily extended for one month or pay no fine and take the test.

Abstractor Licenses:

Renewal applications for abstractor licenses are due 30 days before expiration. If licensees submit their applications after the 30 day deadline, but before the license expires, they may do one of the following:

- 1. Pay a fine in the amount of \$100.00 and have their license extended for one month until the next Board meeting; or*
- 2. Pay no fine, allow their license to expire, submit their application to be reinstated as an abstractor, take the licensing test at the next available date and be placed on the agenda for approval on the month following the testing. They will be unable to perform abstracting duties during this time period.*

If the application is submitted after the expiration date, the license will be deemed to have expired and the applicant will be subject to requirements for obtaining a new license, including passing the test with a 70% pass rate.

Please make sure your licensees have a copy of their license posted and are aware of their expiration date.

Our goal is to make sure that all companies and licensees are treated exactly the same way and follow all of the rules. Copies of Title One and our Permanent Rules, as well as our proposed rule changes, are on our website. Print off a copy and read them and if you have any questions, please give us a call.

Inspections: All inspections will have been made by the end of April, 2011, and then our inspector, Terri Parrish, will begin again. Inspections have been going well and most certificate holders have been very amenable to correcting any problems that have shown up.

License test dates: Testing will be held at 1:00 p.m on the following dates: January 6th, OKC; March 9th, OLT school in OKC; May 5th, Tulsa area to be announced; July 7th, OKC; September 1st, OKC; and

November 3rd, OKC. Plant owners should remember that if you have at least ten applicants to take the test, accommodations can be made to come to your facility at a time of your choosing. We do require that the requesting party pay the expenses incurred with traveling to your location.

If you would like to attend a Board meeting, they are held on the second Thursday of each month at 10:00 a.m. They are held at the OAB office, 2401 NW 23rd St, Suite 60B, Oklahoma City, OK. If the meeting looks to be extremely large, then an alternate place will be posted on the agenda as well as our website calendar as to the location the meeting will be held. The Board appreciates and values your input. If you are in the Oklahoma City area, we would love to have you drop in for a visit.

Sincerely,

Glynda Reppond
Executive Director