

CFTEA



Center for Financial Training and Education Alliance

Trusted



Flexible



Experienced



Innovative

cftea.org

Version: November 1, 2022

Spring 2023 Catalog



Develop Career Paths through Nationally Recognized Certificates, Diplomas and Certifications

Why CFTEA? It is a good question. There are many learning and development options within the United States, within your own state, or area. As a non-profit, CFTEA is dedicated to providing affordable training with the best student experience. At no point do we provide canned training options and just move on. Our focus is centered on organizations, their employees, our students, and strengthening our communities.

To do that we work directly with subject matter experts to gain insight and direction into the content of our certificates, diplomas, and the courses that make them up. Trust is at the center of any partnership with our non-profit.



CFTEA has received the 2022 Platinum Transparency designation from Candid, a national non-profit accountability organization. As new options become available through CFTEA, the goal is clear—to support today and tomorrow’s workforce with career development. We encourage you to discover what our offerings can do for your career and if you haven’t worked with us in a while—to rediscover CFTEA!



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CFTEA: Investing In Your Success

Mission

The Center for Financial Training and Education Alliance (CFTEA) strives to empower students to achieve their goals, support organizations to realize success and strengthen communities to create positive change by delivering specialized,

CFTEA is guided by a volunteer board of directors interested in giving back to the next generation in the workplace. They are truly impactful career champions!

Connect With CFTEA

CFTEA Office:

PO Box 365

Springvale, ME 04083

info@cftea.org | 1.888.366.3242

CFTEA Is a Local ABA
Training Provider



Tammy Perkins with CFTEA for
20 years!
Learning Engagement
Specialist
Tammy@cftea.org



Benchmark Community Bank, 2022

Your Trusted Partner in Transforming Organizational Performance

The Center for Financial Training and Education Alliance (CFTEA) provides opportunities to individuals and teams to help organizations unlock business value by optimizing individual, team and organizational performance. With over 20 years as a non-profit in the learning and development field, CFTEA is a partner of choice for business growth, employee recognition and advancement. CFTEA has a reputation for providing high quality programs taught by subject matter experts with years of real-world experience. Our various programs, certificates and diplomas can be personalized to address unique client challenges, provide career pathing, reinforce culture and provide the greatest experience for students and organizations while delivering material locally or virtually.

Why Choose CFTEA?

Flexible Solutions

Our vast selection of course offerings across various program areas can be tailored to create a learning solution that best meets your organization's unique needs. Our personalized approach to each interaction allows us to deliver the right solution every time.

Collaborative Approach

We provide relevant, actionable and practical solutions tailored to address the challenges specific to each client. Our partnership with organizational learning and development allow for the ability to address gaps to ensure we are targeting the right goals with measurable results

Trusted Partner

We have been training financial institutions and businesses as a non-profit for more than 25 years. Our origin started in 1912 – 110 years ago! CFTEA is a valued partner that is more than just another training vendor as most of our client relationships span decades.

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Bookmark the [cftea.org News page](https://cftea.org/News) for the latest information related to courses, career development, and our learning community.

Learning Formats

Multiple delivery channels allow CFTEA to provide a flexible approach to personal and professional development. Our goal is to leverage technology and content combined with an engaging experience to provide online interaction and learning that equals or exceeds those taught in a live environment.

[Instructor Led Online \(Courses on Page 12\)](#)

Subject matter expert instructors guide learning outcomes and provide key support. An instructor is available to answer questions and provide feedback on assignments. Each week students receive an online assignment. The assignments may include reading a chapter in your text, completing an assignment to post on the discussion board, taking a self-check test, or collaborating with other students using discussion boards and other engagement methods. Students are expected to keep pace with the course syllabus as presented by the instructor.

[Guided Learning \(Courses on Page 13\)](#)

If you find attending live classes difficult with your busy schedule and family obligations, Guided Learning is a powerful option. For each Guided Learning class you will be required to study on your own; however, you will have an instructor available to assist with material. Upon registering for a Guided Learning class your textbook will be mailed to you and your completion window along with access to the new CFTEA Workplace will be emailed to you. On the CFTEA Workplace site, you will find everything you need to complete the course including a suggested syllabus and downloadable versions of the activities you will need to complete. Open book exams will be taken on the CFTEA Workplace and can be taken from any computer. No more waiting on your instructor for corrections or the mail for course exams. With Guided Learning you are free to work at your own pace on your own time.

[Live](#)

Live training options provide face-to-face access to the instructor as well as fellow learners at a location near you. Instruction provides a live channel for discussions, experience sharing and networking. Students attend in-person at a specified location and time. Would you like the ability to provide live or video conferencing options to employees at just at your organization? Material from live classes can be customized and presented in-house. How does that work? [Ask us and we're happy to give more details.](#)

[Self-Paced eLearning](#)

Self-Paced eLearning topics provide high flexibility for busy students while balancing a high quality experience. These may include mobile access to learning on the go. These programs include a mixture of instruction, case studies, assessments, exercises, videos, engaged learning structures and job aids.

[Seminars/Programs](#)

Various seminars are conducted throughout the year based on health and safety conditions. Seminars allow for live, small group discussions on highly specialized topics in business and professional development.

[Virtual Classroom](#)

A Virtual Classroom provides a live class experience within a video conferencing environment. This allows a live class experience and engagement with the convenience of attending anywhere with a Internet connection. Access to a device with a webcam and microphone is preferred. With a set date and time, students interact by preparing homework assignments for discussion and ask instructors, as subject matter experts, topical questions.

[Webinars](#)

If you've found a webinar, CFTEA can usually provide it. Purchasing Webinars through CFTEA directly supports program and course development. This type of training program combines the clarity of a conference call with the interactions and online presentations. With a video sharing ability, an entire room or organization of attendees can participate at the same low cost. Participate in more than five webinars a year? There is a huge cost-savings. [Ask us and we're happy to give more details.](#)

Unable to attend at the scheduled time? Programs are available for playback at a time that convenient for organizations and their employees. [View all of the topics available on our website.](#)

Career Paths

Career paths have been developed for a variety of positions within today's business world. These career paths are suggestions for growth provided to managers, students and human resources a guide on educational goals within a current role or new career. Our career paths have been directly developed by subject matter experts and our education committee. Research details on our [Career Paths](#), located under Academics on our website.

- | | |
|--|---|
| <ul style="list-style-type: none">• Accounting• Administrative Assistant• Board of Director• Business• Business Analysis• Call Center / Customer Care• Career Development• Cash Management / Merchant Services• Commercial Lending• Commercial Loan Assistant• Commercial Loan Underwriting• Compliance• Consumer Lending• Credit Analysis• Data Analytics• Deposit Operations / Services• Digital Banking | <ul style="list-style-type: none">• Entrepreneurship• Facilities• Human Resources• Information Technology• Leadership / Management• Learning and Development• Loan Collections• Loan Operations / Servicing• Marketing• Non-Profit Management• Personal Enrichment• Residential Mortgage Lender• Residential Loan Processing• Residential Loan Underwriting• Retail Branches• Small Business Management• Trusts / Wealth Management |
|--|---|

Learn more



Employees are more engaged with an organization that supports education. They are highly motivated about their future when they have a clear understanding of themselves and how their career could develop. Supporting employees in making well-informed choices about industry topics can lead them to have a more optimistic outlook on life, sense of purpose and greater level of contribution that they make to their organization and community.

Reskilling and upskilling were increasingly important in 2023, with 59% of learning & development professionals ranking them as a top priority. And this is just fine with Generation-Z, who find themselves right at home in their efforts to learn new skills. Though newcomers to the professional world—the oldest Gen-Zer today is just pushing 24—Gen-Z is highly motivated to grow their careers, with 76% seeing learning as key to their advancement. At work, the future belongs to those who learn it.



Certificate, Diploma and Certification Programs

The Center for Financial Training and Education Alliance (CFTEA) provides industry and nationally recognized certificates, diplomas and certifications to help professionals advance through the mastery of specific competencies. By covering foundational concepts with job focused tools and knowledge, employee effectiveness is enhanced. Students walk away equipped with specialized skills that build experience and confidence allowing for significant contributions to your career and organization.

Through our alliance with over twenty national education partners allows us to bring together the best learning experiences and material to offer quality experiences. This unique approach allows organizations and professionals who are looking for an educational career path, certificate, diploma or certification program to receive national recognition that supports their development from the best in the nation.

The CFTEA Custom Experience


What is important to your organization? For many, especially those with limited training budgets, focusing in on the right type of learning and development that will empower and advance your team is critical. *All of our courses, certificates, diplomas and certifications can be customized and include aspects of your internal training to provide a truly unique experience, unlike any other.*

Choose from our library of existing courses or the material can be customized to fit your organizational needs and approach.




Certificates and Certifications

Business Skills

Accounting
Administrative Assistant
AEM/CEM Prep Emergency Management
Agile Certified Practitioner (PMI-ACP) Exam Prep
Asset Management
Assistant Branch Manager 
Bank Financial Management
Bank Solutions Provider
Branch Manager
Branch Manager Bootcamp
Call Center / Customer Care
Cash Management / Merchant Services
Certified Global Business Professional (CGBP) Exam Prep
Certified Modern Banking Representative
Certified Modern Branch Professional—Level 1
Certified Modern Branch Professional—Level 2
Customer Service Representative
Data Analytics
Deposit Operations
Deposit Operations Fraud Detection
Digital Banker
Digital Marketing
Emergency Management
Entrepreneurship
Essential Professional Development
Fiduciary Relationship Management
Foundational Bank Marketing
Foundations in Banking
Front-Line Fraud Detection
General Banking
General Business
HR Ethics Series
Human Resource Management
Integrated Wealth Planning and Advice
Introduction to Business Analysis
Non-Profit Management
Organizational Behavior
Personal Banker
Professional Speaking 
Professional Writing 


Business Skills

Professional in Human Resources (PHR) Exam Prep Course
Sales Essentials
Small Business Banker
Small Business Management
Today's Essential Workforce Skills
Today's Workplace
Trust Administration
Universal Banker
Working Remotely 

Compliance

BSA and AML Compliance
Compliance Essentials 
Deposit Compliance
Fiduciary Risk & Compliance Management Skills
Financial and Credit Risk Management
Fraud Prevention for BSA Department
Lending Compliance
Mortgage Lending Compliance 
Operational Risk Management
Risk Management Frameworks 

Leadership, Managerial & Supervisory

Advanced Professional Development for Supervisors
Certified Modern Manager
Certified Modern Supervisor
Essential Professional Development for Team Leaders and Supervisors
Finance Essentials for Managers
Introduction to Leadership
Leadership for Women in Business
Project Management for Teams
Project Management Team Leadership
Supervisor / Team Leader
The Effective Manager's Toolbox
Wharton Emerging Leaders: Advanced Leadership 

Learning and Development

Online Learning
Modern Classroom Certified Trainer (MCCT)

Certificates & Certifications / Diplomas



Lending

Business & Commercial Lending
Advanced Commercial Loan Assistant
Commercial Loan Assistant
Commercial Loan Underwriting
Commercial Real Estate Lending Decision Program
Consumer Lending
Loan Collections
Loan Servicing
Residential Loan Processing
Residential Loan Underwriting
Residential Mortgage Fraud Detection
Residential Mortgage Lender or Lending
Residential Mortgage Processing & Underwriting
Fraud Detection
Small Business Lending & Selling Skills



Professional Skills & Special Topics

Advanced Professional Development
AGILE Project Management
Building Financial Literacy 
Certified Health Savings Professional (CHSP)
Certified IRA Specialist I (CIS I)
Creativity and Innovation
Core Concepts and Ethics for Fiduciary Advisors
Effective Communication Certificate
Essential Professional Development
Essential Professional Skills 
Foundational Professional Development
Interpersonal Skills
Professional Communication Skills




Technology & Business Software

Cybersecurity
ITIL 4 Foundation Certificate (AXELOS)
I.T. Fundamentals Pro
Microsoft Office Pro
PC (A+) Pro
Routing Pro
Security (+) Pro
Switching Pro
Web Design



Business Skills Diplomas

Accounting
Administrative Assistant
Advanced Financial Services
Assistant Branch Manager 
Bank Marketing
Bank Operations
Call Center / Customer Care
Cash Management / Merchant Services
Deposit Operations
Digital Banking
General Banking
Human Resources
Marketing
Universal Banker



Learning & Development Diplomas

Adult Educators Diploma



Lending Diplomas

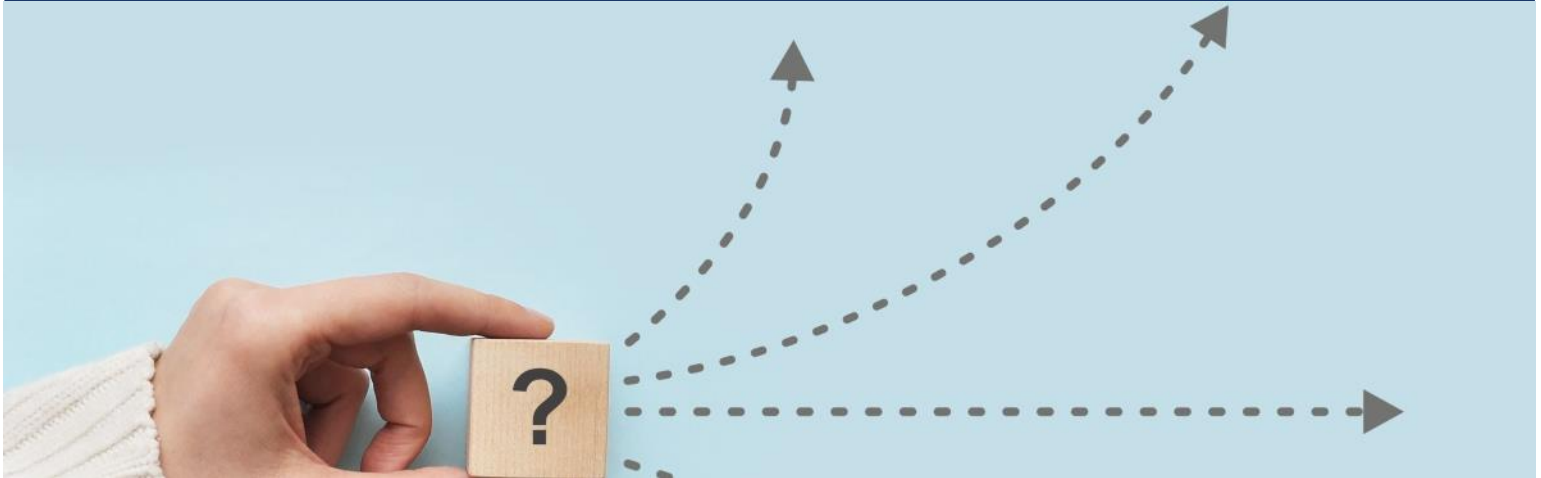
Business Banking and Commercial Lending
Commercial Loan Assistant
Consumer Lending
Credit Analyst
Introduction to Lending
Loan Collections
Loan Servicing
Residential Loan Processing
Residential Loan Underwriting
Residential Mortgage Lending



Leadership, Managerial & Supervisory Diplomas

Supervision

**DESIGN
YOUR OWN**
Certificates



Professional Writing Certificate Bundle



Looking for an alternative to the [Guided Learning Written Communication](#) course? Our new [Professional Writing Certificate Bundle](#) provides a cost-effective and engaging self-paced experience with an Ask the Expert feature for instructor feedback. This certificate covers any Written Communication requirement on CFTEA certificates and diplomas! *This new bundle provides SHRM, HRCI, CEU, and PDU professional credits.*

Professional Speaking Certificate Bundle



Looking for an alternative to the [Verbal Communication](#) course? It runs once a year in our virtual classroom however that creates issues for students looking for the requirement to complete an award. Our new [Professional Writing Certificate Bundle](#) provides a cost-effective and engaging self-paced experience with an Ask the Expert feature for instructor feedback. This certificate covers any Verbal Communication requirement on CFTEA certificates and diplomas! *This new bundle provides SHRM, HRCI, CEU, and PDU professional credits.*

Working Remotely Certificate Bundle



With the flexibility of working from home, new ways are needed to reflect and benefit from this reality. What does working remotely from home really look like? The [Working Remotely Certificate Bundle](#) provides a cost-effective pathway to success. *This new bundle provides SHRM, HRCI, CEU, and PDU professional credits.*

Introducing

2023 Training Conference & Expo



Announcing our new national partner event in adult learning! Discover a new experience and the latest in adult learning and development from across the United States. For more than 45 years, learning experts and professionals from all industries and experience levels have come together to forge lifetime bonds, learn real-world best practices, and transform training at the annual Training Conference & Expo. Produced by Training magazine, the Training Conference is the training industry's leading event to develop yourself and your team. Sessions give attendees the very best in skill-building content, covering train-the-trainer essentials (design, development, delivery, management, evaluation and measurement), eLearning, behavioral analytics, emerging technologies, and more. Attendees can also attend an in-depth pre-conference Certificate Program.

As a CFTEA member, you can save \$150 off the 3-Day Conference & Expo fee with discount code: CFTEA. This discount may be used on top of the Early Bird rate.

The Training Conference & Expo attracts training and development, learning, and performance professionals from both the public and private sector. This is a train-the-trainer conference for anyone charged with increasing workplace performance.

Training 2023 Conference & Expo • February 13-15, 2023 • Orlando, FL

Learn more at: <https://cftea.org/product/training-conference-expo/>

Disney's Coronado Springs Resort is the venue and hotel for Training 2023. Registration and hotel reservations are open.

Instructor Led Online

Looking for the structure of weekly assignments with a virtual instructor? The assignments may include reading a chapter in your text, completing an assignment to post on the discussion board, taking a self-check test, or collaborating with other students using discussion boards and other engagement methods. Students are expected to keep pace with the course syllabus as presented by the instructor. View [all Instructor Led Online courses on our website](#) or by clicking on the specific course below.

[Accounting, General with Textbook](#)

[Analyzing Bank Performance with Textbook](#)

[Analyzing Financial Statements with Textbook](#)

[Certified Health Savings Professional \(Exam Included\)](#)

[Certified IRA Specialist \(Exam Included\)](#)

[Commercial Lending with Textbook](#)

[Consumer Lending with Textbook](#)

[CRCM Exam Online Prep](#)

[CTFA Exam Online Prep](#)

[Introduction to Agricultural Lending](#)

[Introduction to Mortgage Lending](#)

[ITIL 4 Foundation Certificate](#)

[Legal Foundations in Banking with Textbook](#)

[Managing Funds, Liquidity, and Capital](#)

[Managing Interest Rate Risk](#)

[Managing the Bank's Investment Portfolio](#)

[Marketing in Banking](#)

[Marketing Management](#)

[Marketing Planning](#)

[Money and Banking with Textbook](#)

[Principles of Banking with Textbook](#)



Have you completed an ABA, ICBA, internal or outside training?
Your course may transfer for credit into CFTEA to apply toward certificates or diplomas. There is a nominal \$25 charge per course transfer to cover review and acceptance. Think about the variety of your current training and discover if you are already closer to a career certificate or diploma than you think!

Our Guided Learning courses have gotten even better over time!



- Looking for that course format with the most flexibility and your own dedicated instructor?
- Would you like to have instant access to an online companion site for course information and assessments without additional paper and postage?
- Would you like to complete a wide range of courses that work with your schedule?

If so, Guided Learning is an excellent choice! See what it can offer.

[View all Guided Learning courses on our website](#) or by clicking on the specific course below.

[Accounting, Financial](#)

[Analyzing Financial Statements](#)

[Business Math](#)

[Consumer Lending](#)

[Fundamentals of Mortgage Lending](#)

[Fundamentals of Small Business Banking](#)

[Human Resource Management](#)

[Loan Collectors Training](#)

[Marketing](#)

[Principles of Banking](#)

[Residential Mortgage Lending](#)

[Supervision](#)

[Understanding Banking Products](#)

[Accounting, General](#)

[Banking Today](#)

[Commercial Lending](#)

[Deposit Accounts and Services](#)

[Fundamentals of Real Estate Appraisal](#)

[Human Relations](#)

[Legal Foundations in Banking](#)

[Management](#)

[Money and Banking](#)

[Quality Service](#)

[Statistics](#)

[Today's Teller](#)

[Written Communication](#)

*Italicized courses can be directly applied to the Bachelor's Degree in Business Administration (See pages 23-25)

Virtual Classroom Spotlight

Our Virtual Classrooms combine the personal interaction of a live class with the convenience of attending a class anywhere. [View the entire listing on our website](#) or click on the course to gain more information.

[Adobe Acrobat DC: Beyond the Basics](#)

[Excel: Discovering and Presenting Trends Data with Charts](#)

[Adobe Acrobat DC: Creating Interactive Forms](#)

[Excel: Ensuring Data Integrity](#)

[Adobe Acrobat DC: Polishing and Protecting PDFs](#)

[Excel: PivotTables—Beyond the Basics](#)

[Branch Manager Bootcamp: The Evolving Role of the Branch Manager](#)

[Excel: Using PivotTables to Present Interactive Data](#)

[Excel: Analyzing Data with Lookup Functions](#)

[Outlook: Keeping Your Mailbox Clean](#)

[Excel: Auditing and Protecting Workbooks](#)

[Outlook: Using the Calendar and Time Management Trends](#)

[Excel: Calculating and Analyzing Data with IF Statements](#)

[Outside Calling School](#)

[Excel: Connecting Worksheets and Workbooks](#)

[PowerPoint: Creating Dynamic Presentations using Excel Data](#)

[Excel: Creating Easy to Read Spreadsheets](#)

[Video Conference Etiquette](#)

[Excel: Creating Interactive Reports and Pivot Charts](#)

[Virtual Delivery for Educators](#)



Virtual Classroom Spotlight

[Legal Foundations in Banking with Nancy Hines](#)

Looking for a live learning option? Tackle this class with an ace virtual instructor and gain the support you are looking for to reach your career goals. Save \$250 over instructor led online version.

[Course runs Thursdays starting February 2, 2023 6:00 pm—8:30 pm for eight weeks.](#) This course is required for twenty of our certificates, diplomas, and certifications! [Sign up today!](#)

“I plan to utilize many of the tools, tips and tricks provided through this course!”

“I found my CFTEA course to be very helpful and eye opening. I feel empowered to ask the right questions and hone my listening skills. So informative! I’m glad I took it.”

“I believe my CFTEA course will help me protect and educate my customers, friends and family!”



Train. Certify. Succeed.

Advance your Career with Comprehensive Training from TestOut.

TestOut makes online IT training courseware to empower people to get trained, certified, and career-ready. Over the past 25 years, we've developed a training methodology that suits every learning style and allows maximum engagement and retention. We don't just help you learn—we give you experience. More than just training videos or test prep, our lab simulations include integrated hardware, operating system, and networking labs that let you apply what you've learned in real-world job situations. With TestOut you will have everything you need to get certified. Compare everything that's included, and you'll find a value unmatched in the industry. **Gain national certification from TestOut and exam prep for CISCO equivalent material.**

Tap into over \$250,000 in simulated network equipment with real-world scenarios.

- [Routing Pro Certification](#)
- [Switching Pro Certification](#)
- [I.T. Fundamentals Pro Certification](#)
- [Microsoft Office Pro Certification](#)
- [Network Pro Certification](#)
- [PC Pro Certification \(A+\)](#)
- [Security Pro Certification](#)

"Amazing experience all around. Passed my A+ flawlessly, and getting ready for Network+ and Security+. The content is accurate and lab simulator is really amazing. - Allen

2022-2023 Awards Catalog

Look To Complete Your Next Certificate or Diploma!

The job market encompasses a variety of career possibilities. Not sure where to begin? Look at suggested options from CFTEA under [your current](#) or [desired position](#). [Contact us for individual guidance](#).

As educational requirements and necessary knowledge in the job market change, so do the courses within certificates and diplomas. As courses become obsolete or better courses become available, diplomas and certificates are revised using subject matter experts through our board of directors and volunteer education committee. [Discover the full range of options, hyperlinked to our website, and with printable worksheets to track your progress as you work toward your career goals.](#)

CFTEA



2022-2023 Award Worksheets

- ★ Career Paths
- ★ Certificates
- ★ Certifications
- ★ Diplomas

Click to Learn More!

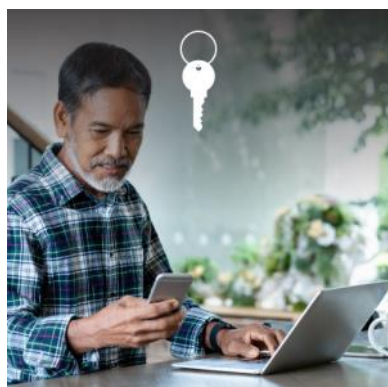


Track your progress to career success!

Course Spotlights

Looking for a course that gives an overview of Principles of Banking to an employee new to a financial institution without the full expense? Discover options for the course Banking Today!

Banking Today



Guided Learning: [Banking Today](#)

Course Access: Four months to complete on days/times that are convenient to you. Students control how quickly they finish the material and have access to a subject matter expert for questions. The material covers the basics on how the banking world operates, how it relates to the United States economy, and how financial

institutions function as a business. This information is centered around empowering banking employees to understand the world in which they function.

This course is part of the [Certified Modern Banking Representative](#) as well as fifteen other certificates.

Principles of Banking



[Principles of Banking](#) Options

This course is foundational to all employees of a financial institution and is recognized as the most comprehensive introduction to the banking industry for over 50 years. Course material covers the fundamental information employees need to fully understand the business of banking, how they as an employee are part of the overall business while examining contemporary issues.

- May be taught in-house at any organization. [Ask for more information.](#)
- [Guided Learning Principles of Banking](#) (Up to six months to complete)
- [Instructor Led Online Principles of Banking](#) (15 weeks. Weekly assignments due)

A comparison of the importance CFTEA places on cost-effective options as a community non-profit: (Principles of Banking)

Other Organizations: \$725

ABA Direct: \$615

CFTEA: \$450



Key Classes in 2023

With a volatile stock market and rising costs, more customers may be leveraging options.

- [IRA Fundamentals](#)
- [IRA University](#)
- [HSA University](#)



With a large number of new employees entering the workforce, get set for success in the banking world.

- [Deposit Accounts & Services](#)
- [Understanding Banking Products](#)
- [Frauds, Scams, and Cons](#)
- [Quality Service](#)
- [Your Role as a New Banker](#)

- [Basics of Style: How Personality Shapes Teamwork and Communication](#)
- [Business Telephone Skills](#)
- [Creative Problem Solving](#)
- [Critical Thinking Skills](#)
- [Effectively Managing Stress in the Workplace](#)
- [Emotional Intelligence](#)
- [How to Make Yourself Indispensable](#)
- [Instant Messaging in the Workplace](#)
- [Meetings that Work](#)
- [Navigating Difficult Conversations](#)
- [Skillful Collaboration](#)
- [Working Together](#)



Unlock Your Career in Banking Foundations in Banking Certificate

CFTEA makes it easy to access the key to your career in the field of banking. By leveraging high quality materials and flexible options, our Foundations in Banking Certificate consists of two courses:

- [Your Role as a New Banker](#) self-paced or [Your Role as a New Banker Virtual Classroom](#)
- [Today's Teller](#) or may be substituted with proof of internal teller training at your organization at no charge.

What is your business brand? How do you present your-

self as a professional? This certificate program prepares those aspiring for a successful career in a financial institution with critical and in-demand skills.

The targeted courses provides the necessary knowledge and skills for potential employees as well as those new to the financial industry. It is a direct path to a career in banking and the foundation to build toward the [Certified Modern Banking Representative](#).

Certified Modern Banking Representative

Why Certifications Are Important?

Certification programs go beyond training by providing a nationally recognized measurement of knowledge and skills. See our website cftea.org for details on all our certifications.

Certifications allow professionals to stay up to date, earn more money, provide professional growth and the ability to stay ahead of the pack in the professional world. Today's employee wants engagement in different forms. Many employees today have options. They know the labor market is limited and employers are willing to do more than just offer a job. While some compete for better wages, many will stay with a company that offers the ability to develop and grow their career.

Certified Modern Banking Representative

This certification is designed for entry level employees at financial institutions and shows the world you are serious about making a difference in your career. With so much information coming at a newer employee, the focused content equips students to take on modern banking challenges.



Banking Today

Guided Learning C1011GL
Self Paced Online: C1011SP



Legal Foundations in Banking

[Guided Learning A1080GL](#)
[Instructor Led Online A1080ILO](#)
[Virtual Classroom A1080VC](#)



Quality Service

Guided Learning C1045GL



Fighting Fraud: Top Scams Targeting Our Nations Seniors

Self Paced Online C1063SP

FREE

When all courses
are completed, sign
up with the CFTEA
office for the exam
to earn your
certification!



Certified Modern Banking Representative

[View Certificate](#)

As a modern certification in today's business world, the Certified Modern Banking Representative (CMBR) covers updated material that allows new, entry-level employees to develop in their careers and equips them to take on modern banking challenges with knowledge, confidence, and skill.

This is an entry-level certification for banking representatives that seeking to advance their career. Certification can offer a clear pathway to employment in the banking industry.

Included Courses:

- Fighting Fraud
- Banking Today
- Legal Foundations in Banking
- Quality Service
- CMBR Certification Exam



**Self paced
\$499**

Contact
info@cftea.org
(207) 688-6225

Powered by
 **MINEDGE
LEARNING**

Certified Modern Branch Professional—Level 1

Certified Modern Branch Professional—Level 1

This certification is designed for branch employees seeking a true and rich universal banking model and is suited as a career path beyond entry-level through assistant branch manager levels. Retail employees require a full range of skills and knowledge to manage relationships across a broad spectrum of modern topics. *Next level after the [Certified Modern Banking Representative](#).*



Deposit Accounts and Services

Guided Learning C1048GL



Handling Workplace Conflict

Self Paced Online H1062SP



IRA Fundamentals Course or equivalent internal IRA course

Instructor Led Online S5019ILO

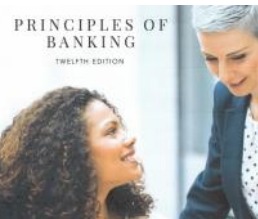
Self Paced Online S5018SP



Legal Foundations in Banking

Guided Learning A1080GL

Instructor Led Online A1080ILO



Principles of Banking

Guided Learning A1370GL

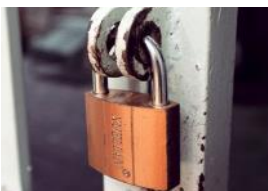
Virtual Classroom A1370VC

Instructor Led Online A1370ILO



Sales Essentials Certificate

Self Paced Online C5046SP



Security Awareness Training

Self Paced Online M9014SP

When all courses
are completed, sign
up with the CFTEA
office for the exam
to earn your
certification!

Certified Modern Branch Professional—Level 2

This certification is designed for branch employees seeking a true and rich universal banking model and is suited as a career path beyond entry-level through assistant branch manager levels. Retail employees require a full range of skills and knowledge to manage relationships across a broad spectrum of modern topics. *Prerequisite: Certified Modern Branch Professional—Level 1*



Fundamentals of Consumer Lending or Consumer Credit Products

Guided Learning C6024GL or C6017GL

Self Paced Online A6017SP



Fundamentals of Mortgage Lending

Guided Learning C6026GL

Self Paced A6022SP



Fundamentals of Small Business Banking

Guided Learning C6056GL

Self Paced Online A1070SP



Introduction to Leadership

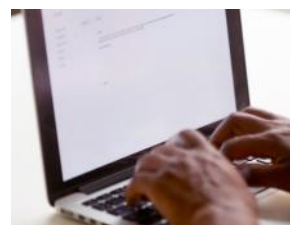
Self Paced Online M5028SP



Introduction to Analyzing Financial Statements

Guided Learning C1076GL

Self Paced Online A1076SP



Written Communication or Solid Business Writing

Guided Learning C1865GL

Virtual Classroom C1126VC

When all courses are completed, sign up with the CFTEA office for the exam to earn your certification!

Self Paced Professional Development Bundles

Interactive material, case studies, exercises and quizzes developed by CFTEA. Visit our website for more details.



Foundational Professional Development Certificate —

Course # H5038SP \$299 Develop professional development soft skills as a foundation to advance within your career and workplace.



Essential Professional Development Certificate—

Course # H5037SP \$299 Develop critical business skills essential for career success in today's workplace.



Advanced Professional Development Certificate —

Course # H5039SP \$299 Develop a deeper level of critical business skills in today's workplace to meet challenges and be successful.



Essential Professional Development for Team Leaders and Supervisors Certificate —

Course # H5048SP \$299 Continue growth as a supervisor through these interactive courses that keep your skills as a supervisor sharp and ever-growing.



Advanced Professional Development for Supervisors Certificate—

Course # H5049SP \$399 Growing in the role of a supervisor brings new challenges and opportunities. Continue professional development through these interactive courses that keep your skills relevant to modern challenges as a supervisor.



Sales Essentials Certificate—Course # H5046SP \$299

Sales are the core of every business, and the barometer through which growth is measured. These interactive course are designed for those new or seasoned with sales to provide success.

Feedback to CFTEA is directly taken into consideration for new and updated courses that are needed to meet changing needs and remain relevant. Here are some key courses that are getting rave reviews and engagement.



Consumer Credit Reporting, Credit Bureaus, Credit Scoring and Related Policy Issues \$99:

Think you know credit reporting? This engaging course brings out new information that helps lending personnel and consumers. How do actions impact a credit score? Greater reliance on consumer

data significantly affects—and potentially limits—consumer access to financial products or opportunities. This is a course recommended to anyone looking to better understand and navigate credit reporting. **Highly recommended for everyone.**

Applies toward: Residential Loan Underwriting Certificate



A Step-by-Step Guide to Repairing Your Credit

FREE

Good credit is critical. Unfortunately, it is pretty easy to hurt your credit score. Something as simple as being late on a loan payment can do serious damage to your score. **The good news is that you can repair your credit and raise your credit score.**

This course provides practical insights, videos and items related to your credit during and after the pandemic.

It is also part of our [Building Financial Literacy Certificate](#).

Advance your banking career while you work.

Earn a Bachelor of Science, Business Administration degree with a Banking major online.

Take your banking career further with this program, developed by Saint Joseph's College (SJC) and the Center for Financial Training and Education Alliance (CFTEA). Our long-standing relationship and close collaboration with the Center provides a program that is highly relevant to the needs of the banking community. With no application fee, four start dates per year, and no live component, Saint Joseph's College is ready and able to provide working adults a way to complete their degree that works for them.

Already taken courses with CFTEA? You may have already earned credit towards our degree!

Required CFTEA courses:

- B1074: Money and Banking
- B1080: Legal Foundations in Banking
- B1370: Principles of Banking
- B1865: Written Communication *and*
B5465: Verbal Communication, **OR**
B9121: Business Communication
- B4310: Supervision
- B6050: Residential Mortgage Lending **OR**
B6047: Real Estate Finance
- B6350: Commercial Lending
- B6920: Analyzing Financial Statements
- B7008: Consumer Lending
- B7740: Marketing for Bankers

Example of SJC curriculum:

- AC 210: Financial Accounting
- AC 211: Managerial Accounting
- BA 306: Business Ethics
- BA 350: Management Information Systems for Managers
- MG 101: Introduction to Management
- MG 302: Human Resource Management
- MG 309: Organizational Behavior

Saint Joseph's College can accept up to 90 credits in transfer towards this 120 credit degree. If you have completed courses at CFTEA or other DOE accredited-institutions, you are already well on your way to earning your degree with SJC. To learn more about the program and where you stand, please contact our online admissions team by calling 1-800-752-4723, texting 207-893-7841, or emailing onlineadmissions@sjcme.edu.

We accept applications to this program year-round. Ready to get started on your degree?
Apply now for free at www.sjcme.edu/apply

Saint Joseph's College

Saint Joseph's was founded in 1912 by the Sisters of Mercy and chartered by the Maine Legislature in 1915. The College, which also administers a traditional four year residential program, is situated on 474 acres along the shore of Sebago Lake in Standish, Maine.

In 1976, Saint Joseph's introduced distance education to serve the needs of busy adult learners who wanted to earn a degree through off-campus study.

SJC Online Programs

- Affordable tuition and financial aid available to qualified students.
- Administrative and support services are geared towards busy individuals.
- Online courses are available 24/7
- Access to student support, library services, faculty, and technology help desk is available online.
- No application fee; apply online for free at www.sjcme.edu/apply

Saint Joseph's College

278 Whites Bridge Road
Standish, Maine 04084

Call: (800) 752-4723

Text: (207) 893-7841

Email: onlineadmissions@sjcme.edu

www.sjcme.edu/online

Flexible. Affordable. Accredited.

With 40 years of experience, we are one of the oldest accredited distance education providers in the United States. Since 1976, Saint Joseph's College of Maine has been empowering students with industry-relevant and mission-driven degrees they can earn off-campus.

With our courses offered 100 percent online, you determine the time and location of completing your coursework. Learn whenever you want, wherever you are!

You will be assigned a dedicated student support specialist who will provide guidance on course selection and act as a mentor as you complete your degree. He or she will be your personal advocate and will provide an important link to the faculty, administration, and other college resources.

You are not alone. Every student has access to our dynamic learning environment, as well as to our information technology helpdesk. Our online student orientation provides valuable information about our learning management system and the various academic resources available to you.

Your instructor is only an email away. One of the unique aspects of Saint Joseph's online programs is the one-on-one relationship you will have with your instructors. As experts in their fields, they are also an excellent source of professional networking.

Life happens and our flexible schedule is meant to adjust to your needs. Your support specialist will assist you in selecting each course and an appropriate start date, allowing you to complete your program at a pace that is comfortable and realistic for you.

We encourage you to visit our campus any time. Swim at the beach, walk the trails, study at the library and more. Located on the edge of Sebago Lake with all departments on-campus, Saint Joseph's College is a great place to be. We'd love to see you here!



Request More Information

No matter where you are in your education, or where you are headed, Saint Joseph's College offers an online program that will help you get there.



Online Admissions: 800-752-4723

Visit sjcme.edu/online

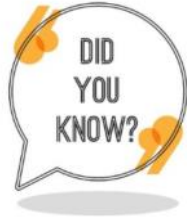
Established in 1912.
Educating for life.
Saint Joseph's College
278 Whites Bridge Road
Standish, ME 04084

ONLINE PROGRAMS SUMMER 2020

Ready to get started on your degree? Apply now at www.sjcme.edu/apply

Bachelor of Science in Business Administration (BSBA) Banking Major at St. Joseph's College

Looking to transfer credits from CFTEA to a college or college courses to CFTEA?



Choose Transcripts and Credit Transfers under Academics at www.cftea.org to seek additional guidance or speak with our CFTEA Office to navigate your options.

For more information, or to discuss your entry into the program, contact Saint Joseph's College:

Online Admissions: 1-800-752-4723 OR email: info@sjcme.edu

Your SJC admissions counselor will be able to provide information about potential partnership discounts for your institution.

Your CFTEA Contact for the Saint Joseph's College program is Tammy@cftea.org



For students with an Associate's Degree and all of their CFTEA banking transfer credits, just 30 credits (10 courses) remain (25%) for Bachelor's in Business Administration degree completion. Remaining courses would be drawn from the general education/business core classes.

CFTEA credits may also qualify as an elective toward other degree programs at St. Joseph's College. Contact CFTEA for additional guidance and support to complete your degree faster.

Business Administration Degree with Banking Major

Transfer Approved CFTEA Courses

The following CFTEA courses have been approved to directly transfer into the Business Administration Degree with a Banking Major.

- [Analyzing Financial Statements](#)
- [Commercial Lending](#)
- [Consumer Lending](#) or [Consumer Lending Certificate](#)
- [Legal Foundations in Banking](#)
- [Marketing](#)
- [Money and Banking](#)
- [Principles of Banking](#)
- [Residential Mortgage Lending](#)
- [Supervision](#)
- [Verbal Communication](#)
- [Written Communication](#)

Questions or in need of a transcript? [Contact our office for personalized assistance and support.](#)

Looking to Transfer ACE Accredited Courses into a College?

Non-credit to credit pathways translate to non-credit achievements. CFTEA offers ACE credit courses to support your career journey. The following CFTEA certificates also carry ACE Accreditation:

- [AGILE Project Management Certificate \(ACE Accreditation\)](#)
- [Conflict Management Certificate \(ACE Accreditation\)](#)
- [Digital Marketing Certificate \(ACE Accreditation\)](#)
- [Entrepreneurship Certificate \(ACE Accreditation\)](#)
- [HR Management Certificate \(ACE Accreditation\)](#)
- [Leadership Certificate \(ACE Accreditation\)](#)
- [Leadership for Women in Business Certificate \(ACE Accreditation\)](#)
- [Management Skills \(ACE Accreditation\)](#)
- [Project Management Certificate \(ACE Accreditation\)](#)
- [Small Business Management Certificate \(ACE Accreditation\)](#)

DiSCOVER A NEW WAY TO ENGAGE AND CONNECT YOUR PEOPLE

Introducing Everything DiSC® on Catalyst™



The Experience Begins with Everything DiSC Workplace® on Catalyst™



CULTURE MATTERS.

Amid the uncertainty and challenges of today, organizational culture cannot be an afterthought. It must be focused on—intentionally and continually—to ensure recovery and results. **So, how do you enhance your workforce's ability to engage, collaborate, and adapt in this volatile and uncertain reality?** It might seem impossible to know where or how to begin—but we can help.



Everything DiSC Workplace® on Catalyst™ takes the best-selling Everything DiSC Workplace® experience to the next level. Designed

to engage everyone in building more effective relationships at work, Workplace on Catalyst helps people adapt to others in real-time, unlocking engagement and inspiring more effective collaboration. **Build a better workplace today.**

By combining DiSC® with instructor-led training and a powerful learning platform. Learners will:

- Discover their DiSC® style
- Deepen understanding of self and others
- Form better relationships with others
- Access real-time tips for more effective interactions with their colleagues
- Build the foundation for an ongoing learning journey

TRANSFORMATIONAL LEARNING. PROVEN IMPACT.



Everything DiSC® on Catalyst™ offers a highly adaptive, human-centered solution that transforms your typical day-long training event into an ongoing development process—that works. The result is a more engaged, collaborative workforce that has an immediate and lasting impact on your organization's performance and culture.



The Everything DiSC Assessment

- Powered and proven by 40+ years of research
- Uses computer-adaptive testing and sophisticated algorithms for precise results that reveal each learner's unique DiSC® style
- Provides the foundation for a personalized learning experience



The Catalyst™ Platform

- Delivers the results of the Everything DiSC assessment in a guided, narrative-style format
- Allows learners to go deeper into their DiSC style and compare with colleagues' styles to develop social and emotional skills
- Provides access to each learner's personalized DiSC application content—including the downloadable Your DiSC Profile report.



The Everything DiSC on Catalyst Facilitation Kit (Optional Kit for Facilitators)

- Brings the learner's DiSC results to life in an instructor-led experience that engages and educates
- Includes Workplace and Agile EQ application content, featuring virtual and in-person training options
- Uses a short-format, modular design that is easily tailored to any group size or time constraint



KEEP YOUR PEOPLE CONNECTED WITH **EVERYTHING DiSC®** **ON CATALYST™**

Do you have people in your organization who are past Everything DiSC® learners? **Ask me about upgrading them to the Everything DiSC Workplace® on Catalyst™ base experience!**

CFTEA
 Center for Financial Training
& Education Alliance
Unlock your potential.

Withdrawal Policy

Withdrawal from a course is required in writing to the CFTEA office. A student may withdraw from a class with no fees assessed up to ten business days prior to the start of the class. Within the ten business days, refunds will deduct a \$25.00 cancellation fee, cost of materials and postage/handling. No shows at the start of class receive no refund. To avoid a cancellation fee, the course may be transferred to another student for \$50 prior to the start date.

Additional cancellation charges:

Instructor Led Online 8-16 week or
daytime seminars/classes. \$130 Cancellation Charge

Instructor Led Online
short classes.....\$ 75 Cancellation Charge

ABA Self—Paced , Ascensus, MindEdge, OnCourse
classes.....No refunds

Any student who registers for a class, does not inform the CFTEA office of withdrawal and does not attend the class will be charged the full tuition rate.

Cancellation Due to Bad Weather

Winter weather can be volatile and unpredictable. Because of this CFTEA will expect payment for any enrollment cancellation due to anticipated bad weather after the deadline requirements in the Withdrawal Policy. At the discretion of CFTEA, with the exception of classes held at a high school, college or university, should bad weather become a deterrent for any student(s) to attend a class on the day/evening of the program, there will be no charge for the enrollment. The decision to cancel any evening class will be made by 2:00 PM. Daytime classes will be cancelled by 3:00 PM the day before the class. The CFTEA office will contact a student enrolled in a cancelled class.

NOTE: Classes being held at a high school, college or university will be canceled when the school makes the decision to close for bad weather. Please listen to radio stations in your area that would have information about school closings for inclement weather.

CFTEA Smoking Policy

A smoke-free environment is maintained at all CFTEA classes, seminars and workshops, and social events. In most cases, smoking areas are available at class and seminar locations. Your instructors will be aware of the smoking areas.

Class Attendance Policy

Student attendance and class participation are in many classes critical to the learning objectives of the class. CFTEA has established the following policy regarding student absences.

- More than one absence in any class longer than three sessions, and any absence in a class of three or fewer sessions may jeopardize the student's receipt of credit for the class.
- Instructors may waive these policies with adequate and documented reasons and after discussions with the CFTEA office.

CFTEA In-House Cancellation Policy

CFTEA appreciates being a preferred educational partner and provides work setting up In-House live programs for the benefit of organizations. At times changes or situations may occur that impact a course running. It is important to communicate with the CFTEA office if there is any change that impacts an agreed upon course to run. If a course cannot be rescheduled with a planned outside instructor engaged, the following cancellation policy is applicable.

Cancelation of the program within:

- 30 days of program date—100% recoupment of program costs.
- 60 days of program date—50% recoupment of program costs.
- 90 days of program date—25% recoupment of program costs.

Policies

CFTEA Code of Ethics and Conduct Policy

The Center for Financial Training and Education Alliance (CFTEA) recognizes that it takes more than quality education and a commitment to the students that it serves to be successful in accomplishing our mission. We rely heavily on our solid reputation for honesty, fairness, and ethical conduct to attract our students, recruit quality instructors, and retain the high level of organizational support and respect.

Our reputation ultimately rests on the good judgment and personal integrity of everyone - staff, volunteer leaders, students, instructors, and all other individuals and organizations - involved with CFTEA.

Those associated with CFTEA in any capacity shall commit themselves to:

- Striving for excellence in all aspects of CFTEA;
- Using only legal and ethical means in all CFTEA activities, including conducting all financial transactions in a responsible manner;
- Acting with impartiality in all CFTEA matters;
- Maintaining the confidentiality of privileged Information entrusted or known to them by virtue of their association with CFTEA;
- Refusing to engage in, or tolerate, activities for personal gain at the expense of CFTEA or our business partners; and
- Communicating in a truthful and accurate manner.

Academic Integrity Policy

CFTEA strongly supports the concept of academic integrity and seeks to foster sound moral behavior in its students and faculty. Academic dishonesty can take many forms, including cheating on examinations, plagiarism, aiding others to commit dishonest acts, etc., and must never be tolerated. Students engaging in academic dishonesty are subject to serious consequences. Instructors who observe or suspect an incident of academic dishonesty shall bring it to the attention of an appropriate center official immediately for prompt investigation, review and action.

Student File Change Policy

Student files are maintained at the CFTEA office. A file is begun for a student when his/her first enrollment form for any class arrives at the CFTEA office. Student records are maintained by the last four digits of the student's social security number. Should you desire not to provide us with this information, we will assign a student identification number to the enrollment listed on the enrollment form.

If a student changes their name or place of employment, please contact the CFTEA office with corrections as soon as possible at 888.366.3242 or info@cftea.org.

ACE College Credit Recommendations

The American Council on Education's College Credit Recommendation service (ACE Credit) has evaluated and recommended college credit for several Instructor-Led online classes listed in this catalog and the credit recommendation is listed in the indicated column.

The American Council on Education, the major coordinating body for the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

These recommendations do not guarantee you will receive college credit for these classes. The decision is made independently by each college or university. The ACE website lists the Colleges and Universities that have agreed to accept the credit recommendations when appropriate.

Prior to enrolling into a course specifically to transfer the credits to the college or university you are attending please confirm directly with the school that they will accept the credits upon successful completion of the class.

Grading Policy

In-class: Grade reports will be sent to students as soon as possible after the grades have been received from the instructor. Grade reports to the financial institutions will be sent in bulk at the end of the semester - in January and in July. A student may request in writing that a grade report be sent to his/her human resource department sooner than at the end of the semester if the grade is necessary for a promotion, salary increase, etc.

Online and Self Study: Grades are sent to students upon CFTEA's receipt of the final grade from the instructor or completion of the self-paced programs.

CFTEA uses an official letter grading system for courses eligible for credit, but does not include pluses (+) or minuses (-). Letter grades are as follows:

- 90 - 100 = A (Excellent)
- 80 - 89 = B (Above Average)
- 70 - 79 = C (Average)
- 60 - 69 = D (Below Average)
- Below 60 = F (Failing)
- P = (Passing)
- W = (Withdrawn)
- I = (Incomplete, may be completed and a grade posted.)

A class showing an incomplete grade must be successfully completed within three months of the end date of the class in order for the grade to be changed to a letter grade. Otherwise the incomplete grade will remain as a permanent record on the transcript.

Transcript Policy

An unofficial transcript of a student's classes may be requested by the student in writing. An official transcript may be sent to a college or other educational facility. There is a \$25.00 fee for an official transcript which must be paid at the time of the request.

When ordering, please include in the request your name, your month and day of birth or your student ID number, your telephone number and the address to which the transcript should be sent, along with the \$25.00 fee payable to CFTEA.

All CFTEA records are maintained under month and day of birth. If this information was not supplied to the CFTEA office during an registration for a course, it may cause any transfer request to be incomplete.

Transfer Credit Policy

To save students time and added expense, please first contact the CFTEA office at 888.366.3242 or info@cftea.org for assistance to complete the appropriate paperwork.

Credit for completed college courses may be transferred to a student's CFTEA transcript. Classes must be completed at an accredited post-secondary institution. The credits must be accompanied by grades of "C" or better in order to be eligible for transfer.

In order to transfer credits from a college to CFTEA, the CFTEA office must be sent an official transcript of the student's credits and grades from the college as well as course descriptions for the classes intended to be transferred. A fee of \$90.00 is assessed for the evaluation of each transfer of credit from different colleges.

Tuition Policy

Tuition rates for all learning formats may be found on the pages listing the programs.

In-House Course Tuition:

- 1/4 and 1/2 Credit Classes..... \$60.00
- 1 \$70.00
- 2 or 3 Credit Classes..... \$90.00

Transfers from Vendor Programs (outside enrollment):

- Per course transfer (under 1 credit)..... \$15.00
- Per course transfer (greater than 1 credit).\$25.00

Transfers from College Programs:

Per institution transfer \$90.00

Policies

Enrollment Policy

Students may enroll in any CFTEA course by paying at registration or with their approval of their supervisor, learning and development department or Human Resources.

Enrollments not directly paid by a student are billed to an organization throughout the month and are based on the guidelines found in the policies section of this catalog.

Extension Policy

Extensions are granted upon request prior to the original due date when students have completed at least 50% of the course by the original due date.

Extensions are available for Self Paced courses.

- \$30 Extension Fee of one month for self-paced courses costing \$99 or less.
- \$50 extension fee of one month for self-paced courses costing \$100—\$449.
- \$100 extension fee for one month for self-paced courses costing greater than \$450.

Extensions are available for Guided Learning courses.

- \$100 extension fee for three months for guided learning courses.

Grandfathered Certificate and Diploma Policy

Certificates and diplomas may change at any time based on the needs of the business community. Any student actively worked on a certificate or diploma will be grandfathered for 18 months allowing for the completion of the original certificate and/or diploma.

Policy of Nondiscrimination

CFTEA reaffirms its standing policy of nondiscrimination in employment and in all programs and activities with respect to race, creed, color, sex, sexual orientation, age, religion, ethnic or national origin, handicap or veteran status.

Textbook Purchase Policy

Textbooks purchased through the CFTEA office for a live or in-house course will be billed to the organization throughout the month.

At times additional textbooks are sent to an organization cover late enrollments. Remaining textbooks may be kept by an organization for future classes. Unused textbooks are to be returned to the CFTEA office within 30 days to avoid a charge. Textbooks will be examined for acceptable condition. Any textbooks not in a usable condition will be billed to the organization.

Parking Policy

CFTEA does not pay for student parking at locations where free parking is not available. In most cases, a student's financial institutions also do not pay for student parking. Please inquire within your financial institution prior to submitting for payment through your organization.

Payment Policy

CFTEA will invoice approved organizations for payment or accept payment at time of registration MasterCard, Visa, Discover and American Express credit cards are also accepted.

Course Descriptions Policy

All updated course descriptions are located on our website under each product at www.cftea.org.

MANUAL ENROLLMENT FORM

Enroll online at: www.cftea.org

Or complete form, scan to email: info@cftea.org

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name (please print)	M	Last Name	Month/Day of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Telephone	Cell Telephone	Work Email	

Organization Name and Address (Mailing and Physical Address):



Using a different email address for course communication? Please provide below:

Testing out of a guided learning course? Course # and Name: _____

Course #	Course Title	Location, if applies	Date, if applies

Students paying their own tuition must pay the full amount at time of enrollment. Visit our website and pay directly for courses and/or textbooks with your credit card.

I approve full payment responsibilities for the selected course(s) and material(s). I confirm that I have read CFTEA withdrawal policies and code of ethics statement and fully understand their meaning. I hereby authorize CFTEA to release my grades to the appropriate representative of my organization. I understand that if I fail to meet the requirements of my organization, I may be held personally responsible for tuition and fees to my organization. If I am a degree student at a school affiliated with CFTEA, I authorize CFTEA to release my transcript and grades to the college I am attending. ****I have read and understand CFTEA's withdrawal policies.**** By registering for courses, I hereby authorize third parties who administer the underlying course(s) to share my course completion, certification and/or exam results with CFTEA. Students receive access to our bi-weekly newsletter and may unsubscribe at any time.

	
Student Signature	Authorization of Student's Employer
Date	

Additional Notes to CFTEA Office: _____