

CYTEA

100
YEARS

of Investing in YOU

MAIN STREET
BOOKS

CAFÉ

GALERIE
FINE ART

WELCOME
TO OUR

COMMUNITY PROFESSIONALS
CATALOG

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Investing In Your Success

MISSION

The Center for Financial Training and Education Alliance empowers professionals to grow their careers, organizations to build solid teams, and communities to thrive by providing affordable education to all.



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CFTEA is a trusted training partner. CFTEA has earned the Candid 2026 Platinum Seal of Transparency for the seventh year in a row, a clear signal that we stand behind our work. This recognition means we openly share our results, leadership, and financials, so you do not have to guess where things stand. For organizations, it offers confidence that you are partnering with a group that is accountable and consistent.

Platinum
Transparency
2026

Candid.

Why?

CFTEA

Flexible Solutions
Collaborative Approach
Trusted Partner
Affordable Options

CFTEA
100 YEARS
of Investing in YOU

Your organization has choices when it comes to where you invest in people. CFTEA has earned its place at that table for 100 years. As a community non-profit, CFTEA, provides tangible benefits for quality education, affordable options, and collaboration for professional development. Ask us how this can be accomplished for you.

1

High Value Education

Professional development should not feel financially out of reach. CFTEA provides affordable education options designed to help organizations support employee growth while helping individuals build meaningful careers without overwhelming cost barriers.

2

Personalized Guidance and Partnership

CFTEA works alongside organizations and students to help identify learning paths that support real goals. Instead of a one size fits all approach, CFTEA helps connect people with education that supports their role, career direction, and long term development.

3

Actionable, Real World, Relevant Skills

CFTEA courses are built around practical knowledge that students can apply directly in the workplace. Course content is regularly reviewed with industry feedback to help keep learning relevant, useful, and connected to today's environment.

4

Community Workforce Development

As a nonprofit organization, CFTEA helps strengthen communities by supporting workforce development and introducing people to educational opportunities they may not have thought were accessible.

5

Your Input Shapes Future Educational Offerings

Organizations working with CFTEA help shape the future of learning through collaboration, participation in course direction, career pathways, and professional development opportunities connected to the evolving needs of our communities.

6

Human Support That Makes a Difference

CFTEA is built on relationships, not transactions. Students and organizations receive encouragement, guidance, and support from instructors, mentors, and the CFTEA office throughout the learning experience. Questions are welcomed, progress is supported, and people are treated like individuals, not numbers.

4 Career Pathways

Career growth is not always clear. CFTEA Career Pathways give you a way forward.

Built by industry professionals, these paths provide a clear roadmap to grow in your current role or explore something new. With over 30 areas to choose from, you can build knowledge step by step and move with purpose, not guesswork.

- Accounting
- Business
- Business Analyst
- Cybersecurity
- Data Analytics
- Entrepreneurship
- Facilities
- Human Resources

- Leadership
- Learning and Development
- Management
- Marketing
- Nonprofit Management
- Small Business Management
- Supervision / Team Leader



If you believe you are at the finishing line for an award, take a minute to check in with the CFTEA office. May 31 is the deadline to be recognized for completed CFTEA awards.

If your name or organization has changed, let us know now so your award is printed and sent out correctly.



Marketing

Artificial Intelligence for Marketing Professionals

Marketing professionals will learn the impact of AI systems and tools on the workplace and how to leverage these tools to perform marketing tasks such as persona development, search engine optimization (SEO), and content generation and personalization. The course also delves into the benefits, challenges, and ethical issues that arise from utilizing AI programs.

Marketing Automation

Module 1 explores the buying cycle and purchase funnel, along with measuring content strategies and calculating the value of customers, followers, likes, and mobile loyalists. Module 2 introduces the single customer view as it relates to cultivating leads and covers customer relationship management and email marketing, with emphasis on multi-touch campaigns and lead scoring. It also discusses loyalty programs and methods for measuring their effectiveness.

Paid Search (PPC)

In this course, learners will explore pay-per-click search marketing, the search process, and the buying cycle.

PCM Marketing Management Bundle

Becoming an AMA Professional Certified Marketer® is a way to prove you have the knowledge you need across a broad spectrum of marketing topics. This Certification Learning Bundle is a 16-hour online self-paced course that provides learners with the tools necessary to prepare for the 150-question PCM® Marketing Management exam – which is included!

Cybersecurity

Introduction to Cybersecurity Concepts and Practices

Introduction to Cybersecurity Concepts and Practices is intended for adult professionals who may be entertaining a career in cybersecurity or are looking to enhance their current career skills with a stronger understanding of cybersecurity. The course provides a wide array of topics pertinent to the modern workplace. It outlines broad concepts such as cryptography, cloud computing, and malware and then provides the resources to apply these concepts in present-day areas, such as networking, incident management, and authentication.

Introduction to Malware

This course provides a clear and comprehensive introduction to malware and how to defend against it. Instruction is divided into two modules. The first provides an overview of the history and mechanisms of malware. The second module offers a series of real-world scenarios in which the learner must apply several of the concepts covered in the first module.

Obtain annually required ATD, HRCI, SHRM, IACET, or PMI credits through CFTEA courses.



Human Resources

HRCI: HR Top Topics Bundle

This bundle includes the following courses: Buzzworthy Benefits, Diversity and Inclusion in the Workplace, Employee Classification, Flexible Work Arrangements, Handling Workplace Violence, Marijuana and the Workplace, Pay Equity, Promoting Employee Well-being, Recruiting Multi-generational Employees, The Future of Work.

HRCI Pro: Benefits Bundle

This collection focuses on Medical-Related Benefits, Retirement Plans, and Supporting Health and Wellness.

HRCI Pro: Compensation Bundle

This collection focuses on advanced HR and business concepts including, Compensation Communication, Compensation Systems, and Internal and External Equity.

HRCI Pro: Employment Law Bundle

This collection of courses includes Navigating Employee Grievances, Federal Acts and Legal Compliance as well as Legal Compliance and Ethical Responsibility.

HRCI Pro: Ethics Bundle

This bundle focuses on Measuring Progress in Workplace Ethics, Ethics in Technology, Ethical Applications in the Workplace.

HRCI Pro: HR Strategy Bundle

This collection of advanced HR concepts includes Accelerating Performance, Becoming an HR Business Partner, and Developing a People Strategy.

HRCI Pro: People Analytics Bundle

This collection of courses includes Analytics That Support the Workforce, Recruitment Analytics, and Use of Analytics.

HRCI Pro: Talent Acquisition Bundle

Gain a greater understanding of this topic through the bundle of following courses: Attracting Top Talent, Making the Right Hire, and Managing the Candidate Experience.

HRCI Pro: Talent Management Bundle

The following bundle expands talent through the courses: Talent Management Systems, Tools for Strategic Alignment, and Assessing Workforce Needs.

HRCI Pro: Workplace Wellness Bundle

This collection of courses goes deeper with Dimensions of Employee Wellness, Management Practices That Support Wellness, and Developing Healthy Workplaces.

HR Skills: Coaching

Explore how coaching employees is a vital part of managing an organization, review challenges, and discuss how to monitor progress and provide feedback.

HR Skills: Communication and HR

Explore the various types of HR communications and channels, study the elements of effective communication, and consider strategies to build your skills.

HR Skills: Conflict Resolution

When conflict is left unchecked it can affect the well-being of employees and the success of the organization. Explore the role of HR in handling disputes and common sources of workplace conflict.

HR Skills: Exit Interviews

Explore this powerful tool for organization to reduce harmful turnover by asking the right questions and recognizing the value of exit interview data.

HR Skills: Handling Difficult Conversations

Explore difficult conversations involving sensitive or contentious matters that often trigger strong emotions.

HR Skills: HR Federal Law

HR professionals must be aware of key legislation and potential changes will affect the organization.

HR Skills: Interpreting Data

By including data in your decision-making process, you can remove some of the guesswork that comes from relying solely on instincts and experience.

HR Skills: Interviewing

Learn how to conduct a fair and effective interview that leads to a quality hire.

HR Skills: Leadership and HR

This course will address the leadership aspects of HR: devising and implementing strategic planning and upholding an organization's core values, developing talent and future leaders within the organization, recruiting and maintaining a diverse workforce, creating an inclusive environment, and being ready to handle crises.

HR Skills: Problem Solving

Learn the types of problems HR professionals encounter and apply problem-solving strategies to real-world HR issues.

HR Skills: Progressive Discipline

This course will provide HR professionals with the skills necessary to implement and manage an effective progressive discipline program at their organization.

HR Skills: SMART Goals for Performance

Evaluations

Using SMART goals is widely considered a best practice for setting targets and measuring employee progress.

HR Skills: The Hiring Process

In this course, you'll learn how you can help your organization succeed by determining staffing needs, recruiting qualified candidates, conducting effective interviews, and selecting the best candidate for the role.

HR Skills: Training and Development

The course covers the phases of a typical career life cycle and recommends tools for supporting the career development of employees.

Meetings That Work

Identify and develop the skills to ensure your meetings are an advantage to both employees and your organization.

Onboarding New Employees

Beyond orientation. Onboarding covers four overlapping elements: Resources, Rules, Relationships, and Roles.

Obtain annually required ATD, HRCI, SHRM, or IACET credits through CFTEA courses.



Nonprofit Organizations

Advanced Grant Writing

Push your grant writing skills to the next level and demonstrate how to push your planning, evaluation, and budgeting from good to great.

Board Leadership Launchpad Program

This guided experience goes beyond Essentials of Board Service and puts you inside the work of a nonprofit organization to gain real-world experience.

Essentials of Board Service

Help employees successfully represent your organization on a community nonprofit board.

Generative AI for Nonprofits

Discover how generative AI models can safely support writing grant proposals, drafting policies, communicating with donors, and developing marketing materials.

Introduction to Grant Writing

Writing grants is often a critical part of gaining funding for any nonprofit organization's mission. This course provides a guide for the basics of successful grant writing.

Meeting Minutes That Matter

When minutes become part of the legal part of an organization, discover what can be done to ensure they are done accurately with appropriate follow up actions.

Nonprofit Skills: Communicating the Strategy

Gain tools and best practices to effectively communicate a nonprofit strategic plan to the interests and preferences of their audiences.

Nonprofit Skills: Communicating with Staff

Explore popular approaches to communication in the nonprofit environment and adapt your approach to different audiences.

Nonprofit Skills: Communicating with the Public

Learn how to develop an effective communication plan, explore best practices for crafting messages that reach diverse audiences, and look at many different channels for public communication.

Nonprofit Skills: Communicating with Volunteers

Explore the volunteer life cycle along with different types of communication that are involved at each stage. Develop volunteer policies and explore orientation and feedback.

Nonprofit Skills: Communicating with Your Board

In nonprofit leadership, communication is key. Identify challenges involved in communication between leaders and how to work around them. Explore three case studies.

Nonprofit Skills: Communication Styles

Highly interactive course that covers basic communication theory, styles, and push/pull communications, and adapting your style effectively.

Nonprofit Skills: Effective Leadership Oversight for Board Members

This course defines different types of board structures and cycles that every board goes through. Then it will examine nonprofit governance best practices and the importance of board assessments and succession planning.

Nonprofit Skills: Establishing Mission and Vision

This course guides nonprofit leaders through the process of identifying purpose and applying that to organizational goals.

Nonprofit Skills: Financial Oversight for Board Members

Explore the financial roles and responsibilities of board members and examine an overview of the documents found in a nonprofit's financial report.

Nonprofit Skills: Fulfilling Legal Obligations as a Board Member

The law not only requires all nonprofit organizations to have a board of directors, it also identifies critical duties that boards must fulfill. Explore the duty of care, loyalty, and obedience. If a nonprofit causes harm by an act or omission, the organization or even individual officers may be liable.

Nonprofit Skills: Fundraising for Board Members

Gain an overview of knowledge and skill to support effective nonprofit fundraising for board members, including best practices and high ethical standards.

Nonprofit Skills: Implementing the Strategy

Gain the understanding of resources and skills to effectively implement a nonprofit strategic plan.

Nonprofit Skills: Measuring Progress for Board Members

Designed for board members to help them oversee the process for measuring nonprofit progress and performance.

Nonprofit Skills: Measuring Results

This course addresses how to construct and implement an evaluation framework to measure the results of a nonprofit's strategic plan.

Nonprofit Skills: Public Facing Communication for Board Members

Learn how board members can earn and maintain public trust through various channels.

Nonprofit Skills: Strategic Planning for Board Members

This course, aimed at nonprofit board members, is designed to help them apply basic strategic-planning skills to their nonprofit organizations.

Principles of Marketing for Nonprofit Organizations

This course examines how nonprofits use marketing to publicize their mission and to gather contributions of time and money.

Social Media for Nonprofits

This course introduces learners to the use of social media in communicating, marketing, public relations, and fundraising for nonprofits.

Starting Your Own Nonprofit Organization

This course is a how-to guide for anyone who's got a great idea about how to give back to the community—but doesn't know how to turn that idea into a reality. Examine the question: Is starting a nonprofit the best way to achieve your philanthropic goals?

Obtain annually required ATD, CFRE, HRCI, SHRM, or IACET credits through CFTEA courses.



Gain Practical Hands-On Leadership Experience

Are you eager to step into a leadership role but don't know where to start? The **CFTEA Board Leadership Launchpad Program** is designed for professionals who want to gain hands-on experience in board governance before taking on leadership positions in nonprofit organizations or representing their organization in the community on a board.

Effective boards are built on passion, collaboration, and respect. Learning to engage with different personalities, contribute to a respectful board atmosphere, and find common ground while honoring diverse perspectives is essential to strong leadership. The best boards don't always agree—but they listen, communicate, and work toward consensus to drive meaningful progress.

What You'll Gain:

- ✓ Experiential training in board leadership and nonprofit management.
- ✓ Practical knowledge of budgeting, governance, and strategic planning.
- ✓ Opportunities to connect with experienced board leaders.
- ✓ Hands-on involvement in CFTEA board meetings and committees.
- ✓ A CFTEA **Certificate in Nonprofit Leadership and Board Readiness** upon completion.

Learn more on the [CFTEA website](#) or [contact the office for more details.](#)

Entrepreneurship

Accounting and Finance for Entrepreneurs

This course provides an introduction to key topics in accounting and finance for those involved in new ventures including financial accounting basics, including GAAP Principles and financial statements.

Business Law for Entrepreneurs

This course reviews legal structures for a new venture, intellectual property, employment law, contracts, government regulation, and personal and real property.

Introduction to Entrepreneurship

This course explores the different aspects of entrepreneurship and how entrepreneurs create and establish successful new ventures.

Leadership and Management for Entrepreneurs

This course reviews the key managerial roles of planning, organizing, staffing, leading and controlling and their application in entrepreneurial settings.

Starting an Online Store

This course will guide you through the process of generating product ideas, performing market and audience research, organizing a sourcing process, finding the best eCommerce platform, developing a shipping and fulfillment strategy, and marketing your online store to boost traffic and sales.

Strategic Marketing for Entrepreneurs

This course reviews the strategic issues that an entrepreneur faces while starting a new venture or business.

Career Building

Ace Your Job Search!

This practical course guides learners through the process of crafting a resume and cover letter that are targeted, elegant, and effective. It continues on to cover interviewing skills, focusing on the interview preparation. Finally, the course will help learners understand how to use AI tools to enable their job search and stand out from the crowd.

Networking for Success

Networking has become a key activity for professionals, entrepreneurs, and organizations alike to build genuine, memorable relationships. But it can be difficult to form good networking habits on your own.

Steps to a Powerful Personal Brand

How we seek work and get hired will be drastically different in the next few years. Having a strong personal brand as an employee gives you an incredible amount of leverage and security. In today's job market, a personal brand is becoming a necessary method for differentiating yourself, even for entry-level jobs.

Obtain annually required ATD, HRCI, SHRM, or IACET credits through CFTEA courses.



Small Business Management

Accounting Fundamentals for Small Businesses

This course will introduce fundamental accounting concepts and develop your ability to record and analyze business transactions. Learn the four key financial reports.

Budgeting and Financial Analysis for Small Businesses

Creating a budget is a crucial component of small business success. Prepare budgets and generate pro forma financial statements, and analyze budget variances.

HR Fundamentals for Small Businesses

Large organizations may have dedicated HR manager or department, but in a smaller business the HR responsibilities may be carried out by the business owner, delegated staff, or outsourced. Small business owners should be aware of important human resource issues, options, and controversies.

Introduction to Small Business Management

This course is designed for prospective and current small business owners, entrepreneurs, and managers who want to understand the basics of running a small successful business.

Law for Small Businesses

This course covers the basics of business law for small businesses. The topics include legal structures for new ventures, contracts, intellectual property rights, real property, employee rights, tax responsibilities, and product warranties and liabilities. It also explores the relationship between a small business and its legal representatives, how to find a small business lawyer, and at what stage legal counsel should be sought.

Leading and Managing Small Businesses

This course will prepare you to lead and manage employees in your organization, whether you are navigating through periods of change, growth, or stress. You will learn about some of the qualities and values shared by successful leaders, like decisiveness, adaptability, and humility, as well as common managerial challenges and techniques, strategies, and best practices to overcome those obstacles.

Project Management for Small Businesses

This course introduces fundamental project management concepts, reviews common project pitfalls, and explains the importance of each of the five stages of the project life cycle: initiating, planning, executing, monitoring/controlling, and closing.

Small Business Marketing

This course is designed for small business owners, entrepreneurs, managers, and other professionals who want to understand the basics of small business marketing. The material explains how to utilize social media marketing, content marketing, and search engine metrics strategically to reach not necessarily a wide audience, but the right audience.

Obtain annually required ATD, HRCI, SHRM, IACET, or PMI credits through CFTEA courses.



Stepping into a supervisory role is a significant milestone. To ensure success as a team lead, supervisor, or manager, equip yourself with the essential tools and knowledge to gain the confidence and skill to ensure success. This self-paced certificate program was created to meet the needs of an employee moving from peer to a supervisory role. This is an affordable and highly rated alternative to other supervisor certificates. Explore relevant topics to help you succeed among your peers.

Modern Supervisor Program Includes:

- [Learning to Manage](#)
- [Behavioral Interviewing](#)
- [Coaching for Development](#)
- [Challenging Performance Development](#)
- [Delegating for Growth](#)
- [Ethics in the Workplace](#)
- [Staying Focused: Handling Change and Uncertainty in the Workplace](#)
- [Toughest Supervisor Challenges](#)
- [Creating Psychological Safety at Work](#)
- [Meaningful Recognition for Today's Workforce](#)



Project management is not just for project managers. It happens every day, between meetings, deadlines, personalities, and the curveballs no one saw coming. Everyone plays a part.

Bundle Includes:

1. **Project Management Fundamentals** – Explore the terminology, processes, and key concepts that are essential to effective project management.
2. **Managing Real World Projects** – Learn a streamlined approach to project management based on the best practices of experienced, effective project managers.
3. **Then you get to make it yours!** Choose one additional course from the topics below to focus on what matters most to your role right now.



- Effectively Managing Project Stakeholders
- Emotional Intelligence for Project Managers
- Ethics for Project Managers
- PM Skills: Analysis and Problem Solving
- PM Skills: Change Management
- PM Skills: Communication
- PM Skills: Conflict Management
- PM Skills: Critical Thinking and Decision Making
- PM Skills: Embracing Risk and Uncertainty
- PM Skills: Expanding Focus and Alignment
- PM Skills: Interaction and Engagement
- PM Skills: Interpersonal Skills for Project Leaders
- PM Skills: Leadership
- PM Skills: Negotiation
- PM Skills: Planning and Project Design
- PM Skills: Tailoring and Adaptability
- PM Skills: Team Development
- PM Skills Toolkit: Communication Tools
- PM Skills Toolkit: Resource Negotiation Tools

The **Real World Project Management Cost Saving Bundle** gives a solid foundation and real practice you can use right away. And the best part, you choose your third course based on what matters most to you, so your learning fits your role, not the other way around.

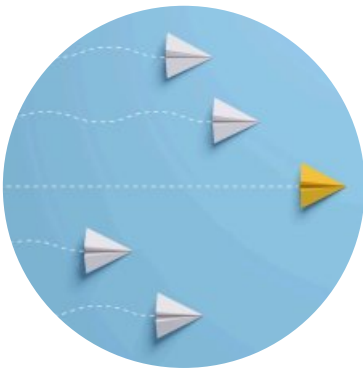
Plus, the bundle counts toward annually required ATD, HRCI, SHRM, IACET, and PMI credits!



Discover Cost-Saving Bundles

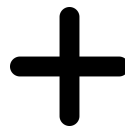
Pair two cost-savings bundles to earn recognition with CFTEA's Professional Team Leader / Supervisor Certificate.

Transitioning from a peer to a team leader or supervisor can be a challenging yet a rewarding journey. Gain essential skills and confidence to lead effectively. By investing in these skills you bring motivation to your team to achieve goals and become their best self at work.



Succeeding as a Team Leader / Supervisor Bundle | A team leader or supervisor's ability to motivate, inspire, guide, and coach their teams can impact everything from employee engagement to productivity. Bundle includes the following courses:

- Balancing Priorities
- Basics of Style: How Personality Shapes Communication, Leadership, and Teamwork
- Team Excellence
- The Art of Influencing Others
- Staying Focused: Handling Change and Uncertainty in the Workplace



Growing as a Team Leader / Supervisor Bundle | A good team leader or supervisor makes an impactful difference in the workplace. How can you elevate your leadership skills and confidence? Bundle includes the following courses:

- Handling Workplace Conflict
- Listening with Intent
- Managing Time at Work
- Mental Models: Making Reality-Based Decisions
- Navigating Difficult Conversations



Professional Team Leader / Supervisor Certificate

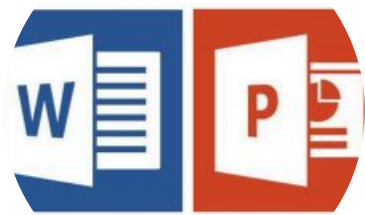
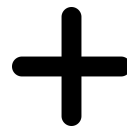
Pair two cost-savings bundles to earn recognition with CFTEA's Computer Skills for the Office Certificate.

Nearly everyone uses Word, Excel, and PowerPoint daily, but almost no one's been taught to use them well. The Computer Skills for the Office Certificate closes that gap, helping employees work faster, make fewer errors, and present their ideas clearly, while earning recognition that shows their growth was real.



Microsoft Excel Power Bundle | The power of Excel continues to evolve and strong Excel skills are no longer a nice to have. They are part of how work gets done. Excel training helps you work faster, catch errors sooner, and use tools you didn't know you had. This bundle qualifies for ATD, SHRM, IACET, PMI, PDU credits and includes the following courses:

- **Excel Basics**
- **Excel Advanced Skills**
- **Excel: Tips & Tricks**



Microsoft Word and PowerPoint Business Bundle | Two essential tools to enhance communication. Create documents with clarity and presentations that are effective. This bundle qualifies for ATD, IACET, SHRM, PMI, PDU credits and includes the following courses:

- **Microsoft Word Basics**
- **PowerPoint for Business**
- **Visual PowerPoint**



Computer Skills for the Office Certificate

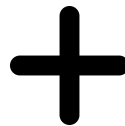
Pair two cost-savings bundles to earn recognition with CFTEA's Modern Workforce Certificate.

Every team has a go-to person. These individuals are key employees who earn respect and enjoy greater job security. It's about more than just doing a good job. Aim to be that person, and you'll find yourself contributing significantly and thriving in your organization.



Modern Workforce Skills Bundle | There are tasks and then there are skills needed to enter and remain viable in the workforce. Develop and enhance in-demand skills to stand out and excel among your peers. Bundle includes the following courses:

- Creative Problem Solving
- Emotional Intelligence
- Quality Service
- Solid Business Writing



Modern Workforce Mindset Bundle | What's the secret to long-term happiness at work? Friends, perks, and bonuses bring joy, but your mindset, especially a growth mindset can have a profound impact on your happiness and success. Bundle includes the following courses:

- Contributing to a Respectful Workplace
- Effectively Managing Stress in the Workplace
- How to Make Yourself a Valued Professional
- Staying Focused: Handling Change and Uncertainty in the Workplace



Modern Workforce Certificate

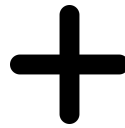
Pair two cost-savings bundles to earn recognition with CFTEA's Essentials of Success Certificate.

Improving your life is important because it can lead to a happier, healthier, and more successful you! When you try to improve yourself, you are investing in your future by learning new skills, developing new habits, and making positive changes.



Boost Your Confidence Bundle | Confidence and productivity are closely related. While we can be our best cheerleader, we can also be our biggest critic. Discover how to be more cheerleader and less critic. Bundle includes the following courses:

- Fearlessly Find and Foster Your Life
- Finding Your Way by Finding Your Why
- Managing Emotions in Times of Stress and Uncertainty
- Steps to a Powerful Personal Brand
- Transforming Key Areas of Your Life



Skills for Your Best Tomorrow Bundle | The future of work is changing rapidly. Keep pace with change and ensure future career success by developing your skills today! Bundle includes the following courses:

- Critical Thinking Skills
- Dealing with Distractions
- Emotional Intelligence
- Reach Your Goals
- Resilience in Challenging Times



Essentials of Success Certificate

Unlock your full potential and gain a competitive edge with even more cost-saving bundles. Designed to equip you with essential skills and knowledge. By investing in these bundles, you'll not only save money but also accelerate your career growth, making you more valuable and confident.



Creating a High Performing Team Bundle | A high-performing team is more than a collection of skilled employees. Skills people can excel at what they do, but won't necessarily work well together. Explore how to develop coordination, communication, and the ability to complement the individuals in your team.

Bundle includes the following courses:

- Adapting Your Leadership Style
- Basics of Style: How Personality Shapes Communication, Leadership, and Teamwork
- Creating Chemistry in Teams
- Creating a Culture of Ownership and Responsibility
- Keys to Successful Mentoring



Upping Your Professional Game Bundle | Entering the professional world can be a bit overwhelming. Explore these essential areas to build a strong foundation for success making you more confident and capable in any organization. Bundle includes the following courses:

- Contributing to a Respectful Workplace
- Essential Life Skills: A Practical Guide to Navigating Everyday Life
- How to Make Yourself a Valued Professional
- Managing Anxiety Handbook
- Steps to a Powerful Personal Brand
- Top 10 Financial Habits That Matter Most
- Understanding Generational Differences

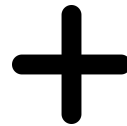
Pair two cost-savings bundles to earn recognition with CFTEA's Evolving Professional Certificate.

Stay ahead of the curve and thrive in today's workplace by developing the essential skills and knowledge to effectively navigate the ever-changing professional landscape. Designed for individuals at all stages of their careers and those entering the workforce.



Career Planning Bundle | Research has concluded that 85% of job success comes from having well-developed soft skills and just 15% are knowledge-based. In today's job market, these traits are more sought after and bring better communication and understanding. Bundle includes the following courses:

- Critical Thinking Skills
- Handling Workplace Conflict
- How to Make Yourself a Valued Professional
- The Art of Influencing Others
- Working Effectively with Co-Workers



Unlocking Your Potential as a Professional Bundle | With the right tools and resources you can open up a world of opportunities for yourself - whether you're looking to take the next step in your role or switch careers. Bundle includes the following courses:

- Balancing Priorities
- Developing Positive Work Relationships
- Emotional Intelligence
- Staying Focused: Handling Change and Uncertainty in the Workplace



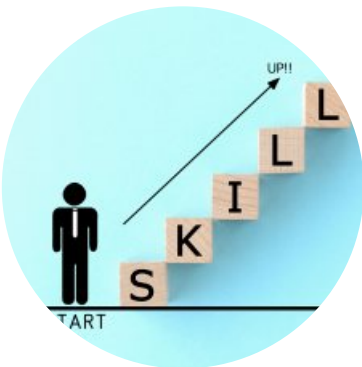
Evolving Professional Certificate

Unlock your full potential and gain a competitive edge with even more cost-saving bundles. Designed to equip you with essential skills and knowledge. By investing in these bundles, you'll not only save money but also accelerate your career growth, making you more valuable and confident.



Effective Communication Bundle | Communication in the workplace isn't just about how well you work with others. It's about building relationships, minimizing errors, and most importantly, working as productively as possible. In a survey of 400 organizations, it was found that communication barriers cost an estimated \$37 billion per year in lost productivity. Bundle includes the following courses:

- Basics of Style: How Personality Shapes Communication, Leadership, and Teamwork
- Instant Messaging in the Workplace
- Purposeful Relationship Building: Keeping Customers Engaged
- Solid Business Writing
- The Business of Listening
- Understanding Generational Differences



Interpersonal Skills Bundle | Regardless of your experience or past accomplishments, interpersonal skills can rank higher than any qualifications on your resume. The way you engage and interact with your boss and your coworkers will either set you up for success or contribute to a negative work atmosphere for everyone. The 2020 LinkedIn Learning Workplace Report called these skills "essential". Bundle includes the following courses:

- Art of Influencing Others
- Basics of Style: How Personality Shapes Communication, Leadership, & Teamwork
- Contributing to a Respectful Workplace
- Emotional Intelligence
- Listening with Intent

Unlock your full potential and gain a competitive edge with even more cost-saving bundles. Designed to equip you with essential skills and knowledge. By investing in these bundles, you'll not only save money but also accelerate your career growth, making you more valuable and confident.



Building Financial Literacy Bundle | The economic situation is harder for individuals and families. How do you get a good financial foundation or recover from the unexpected? From budgeting, savings, reducing debt, making timely investment choices, and planning for the future this bundle provides tools to take charge of your financial life.

Bundle includes the following courses:

- A Step-by-Step Guide to Repairing Your Credit
- Personal Finance
- Top 10 Financial Habits That Matter The Most



Optimizing Remote Work Bundle | Working remotely brings unique challenges to day-to-day work schedules. Technology issues can hinder your productivity and, when you're spending your whole day in the same place, it can be hard to transition from work hours to personal time. This online course bundle equips learners with the skills and strategies to thrive in a remote work environment.

Bundle includes the following courses:

- Work From Home: Technology at Home
- Work From Home: Work-Life Balance
- Work From Home: Health and Wellness at Home

Certificates

Accounting

AGILE Project Management

Bookkeeper

Computer Skills for the Office

Creativity and Innovation

Cybersecurity

Data Analytics

Dementia Care Crisis 

Digital Marketing

Diversity and Inclusion in HR Management

Emergency Management

Entrepreneurship

Essentials of Success

Evolving as a Professional

Finance Essentials for Managers

General Business

Grant Writing Skills Suite

Human Resource Management

HRCI: HR Ethics

HR Skills: Best Practices

HR Skills: Fundamentals

Introduction to Business Analysis

Introduction to Leadership

Leadership for Women in Business

Management Skills

Managing Change and Resolving Conflict

Modern Supervisor

Modern Workforce

Non-Profit Management

Nonprofit Skills: Board Fundamentals

Nonprofit Skills for Leaders: Nonprofit

Communications

Nonprofit Skills for Leaders: Strategic Planning

Online Learning

Organizational Behavior

Professional Team Leader / Supervisor

Professional Writing

Project Management

Project Management for Teams

Project Management for Leadership

Real World Cloud Cybersecurity Scenarios

Real World Cybersecurity Scenarios

Sales Essentials

Small Business Management

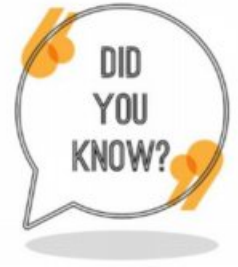
Diplomas

Accounting

Human Resources

Supervision

CFTEA's affordable 3-credit courses, as low as \$116 per credit hour, can be applied toward St. Joseph's College of Maine's BSBA. With up to 90 credits eligible to transfer from CFTEA courses, the savings add up quickly.



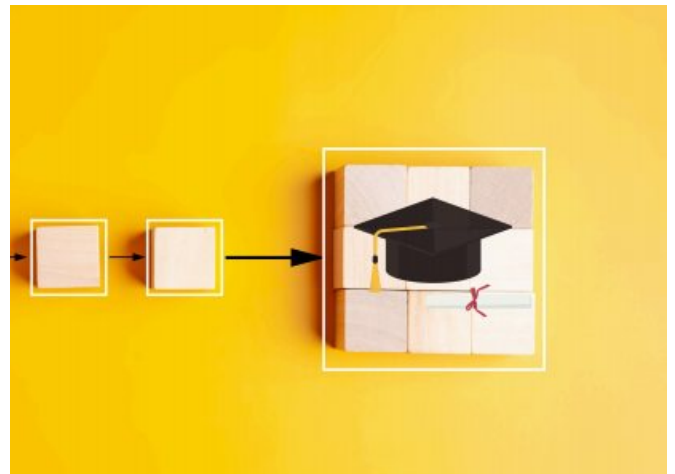
EXPLORE YOUR TRANSFERABLE CREDITS TODAY

Choose **Degrees** under the **Explore** tab at cftea.org or speak with the CFTEA office to navigate your options.

CFTEA Courses for Business Administration Degree

- Business Math
- Financial Accounting
- General Accounting
- Human Relations
- Human Resource Management
- Management
- Statistics
- Supervision
- The Leadership Experience
- Verbal Communication
- Written Communication

CFTEA certificates with
ACE Accreditation at cftea.org



Start with CFTEA's courses to reduce college debt. Then enjoy 14% off every additional St. Joseph's College course as a CFTEA partner.

FEATURES	GUIDED LEARNING
Materials Included	●
Suggested Syllabus Provided	●
Dedicated Instructor Assistance	●
Can Start Any Time	●
Work At Own Pace	●
Coursework Submitted Online	●
Assessments Submitted Online	●
Grades Upon Submission	●
Course Completion Reminders	●
May Purchase Extension	●

What is Guided Learning?

- CFTEA's first non-traditional format as a correspondence style course with a dedicated instructor for questions.
- CFTEA's most flexible format! Enroll any time!
- Guided Learning provides access to more affordable options than a dedicated instructor-led online format.
- Students have up to 4 months to complete (1 credit and under.), but may complete as quickly as they would like.
- Students have up to 6 months to complete (2 and 3 credit), but may complete as quickly as they would like.
- Students do not need to follow the suggested syllabus in the event "life happens".
- This learning approach is a great fit for students who are highly motivated and self-directed.

Learn on Your Schedule Without Learning Alone.
Choose from a vast library of affordable courses.

[Board Leadership Launchpad Program](#)

[Management](#)

[Business Math](#)

[Quality Service](#)

[Ethical Issues for Bookkeepers](#)

[Speaking for Success with Impact & Authority](#)

[Financial Accounting](#)

[Statistics](#)

[Fundamentals of Real Estate Appraisal](#)

[Supervision](#)

[General Accounting](#)

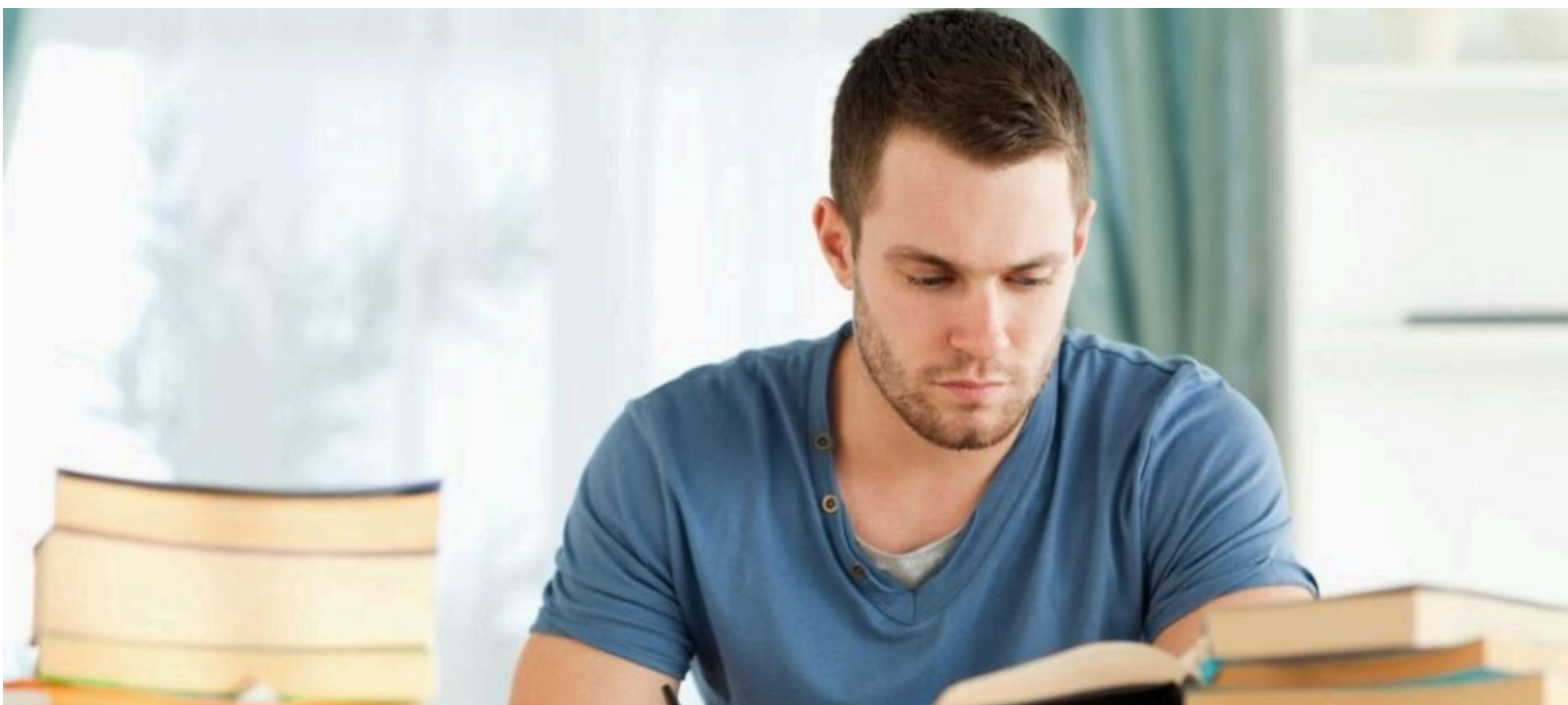
[The Leadership Experience](#)

[Human Relations](#)

[Written Communication](#)

[Human Resource Management](#)

[Verbal Communication](#)



A Step-by-Step Guide to Repairing Your Credit

Accounting Basics

Adapting Your Leadership Style*

Art of Influencing Others*

Artificial Intelligence and Business Writing

Artificial Intelligence Basics

Assertiveness Skills*

Balancing Priorities*

Basics of Style: How Personality Shapes Communication, Leadership & Teamwork*

Behavioral Interviewing*

Beyond Email: Mastering Professional Digital Dialog

Business Etiquette for Supervisors*

Business Telephone Skills*

Challenging Negative Attitudes*

Coaching for Development*

Contributing to a Respectful Workplace*

Creating a Culture of Ownership & Responsibility*

Creating Chemistry in Teams*

Creating Psychological Safety at Work

Creative Problem Solving*

Critical Thinking Skills*

Cultural Competency*

Dealing with Distractions

Delegating for Growth*

Developing Positive Work Relationships*

Developing Your Direct Reports*

Effective Presentation Skills*

Effectively Managing Stress in the Workplace

Email Confidence: Your Guide to High Impact Messages

Emotional Intelligence*

Employee Engagement*

Engaging Adult Learners

Essentials of Board Service

Essentials of Strategic Planning*

Essentials of Workplace Conduct*

Ethical Issues for Bookkeepers

Ethics in the Workplace*

Fighting Fraud: Top Scams Targeting Our Nation's Seniors

Finding Your Way by Finding Your Why

Fundamentals of Bookkeeping

Fundamentals of QuickBooks Online

Fundamentals of Small Business Banking

Handling Challenging Behaviors in the Workplace*

Handling Workplace Conflict*

Harnessing AI for L & D

How to Make Yourself a Valued Professional*

Increasing Your Financial Intelligence

Keys to Successful Mentoring*

Leadership Fundamentals*

Leading Others Through Change*

Learning to Manage*

Managing Remote Employees*

Managing the Work of Your Direct Reports*

Managing Emotions in Times of Stress & Uncertainty

Managing Up*

Managing Your Time at Work

Mastering Grammar and Mechanics

Meaningful Recognition for Today's Workforce

Meetings That Work*

Meeting Minutes That Matter

Microlearning Focused on Practice & Application

Motivating Employees to Be Their Best*

Navigating Difficult Conversations*

Onboarding New Employees*

Ongoing Performance Development*

Organizational Trust*

Peer Coaching Without Authority

Productive Work Habits*

Purposeful Relationship Building: Keeping Customers Engaged

Reach Your Goals

Resilience in Challenging Times*

Servant Leadership*

Staying Focused: Handling Change & Uncertainty in the Workplace

Steps to a Powerful Personal Brand

Successful Writing at Work

Supervisor Communication Skills*

Tailoring Messages by Audience Reaction

Taking Initiative*

Talk Like a Leader*

Team Excellence*

The Business of Listening*

The Power of Writing More with Less

The Purpose Project: Fearlessly Find and Foster Your Life

Top 10 Financial Habits That Matter The Most

Toughest Supervisor Challenges*

Transformational Leadership*

Transforming Key Areas of Your Life

Understanding Budgets and Financial Reports

Understanding Generational Differences*

Upping Your Professional Game

Why We Struggle with Tough Decisions*

Working Effectively with Co-Workers*

Your Role as a Facilitator*

Note: CFTEA self-paced courses marked with an asterisk (*) include instructor materials for in-house use. All other courses may still be taught in-house, but do not include instructor materials.

Bring CFTEA Courses In House



Thinking about teaching CFTEA courses in-house?

When you bring training inside your organization a learning culture is created. Employees gain a stronger understanding of your culture, build confidence in their roles, and apply what they learn right away. It creates consistency, shared language, and real growth across your team. And it makes sense financially. In-house delivery allows you to reach more people while keeping costs down, without losing the quality of the content or the impact of the learning.

Cost per employee for
courses only available
self-paced

\$35

Instructor and student
materials are unavailable

Cost per employee
1 credit or less

\$125

All instructor and student
materials included!!

Cost per employee for
2-3 credit

\$255

All instructor and student
materials included!!

Contact the CFTEA office today to explore how your organization and employees can leverage our training solutions. Become a certified CFTEA instructor through an experience review or by completing our "**Engaging Adult Learners**" course. For those delivering virtual training, enhance your skills with our "**Modern Classroom Certified Trainer**" program.



Teach CFTEA courses your way, with your people, in your environment. No need to build content from scratch. CFTEA has your class materials ready to go.



Are you looking to:

- maximize your training budget?
- customize course delivery to fit your schedule and culture?
- gain access to quality instructor materials at no cost?
- manage the learning experience?
- teach in-person or virtually?
- seamlessly integrate your procedures?
- infuse your culture and policies into training?
- support recognition opportunities for retention?
- create opportunities for leaders and subject matter experts to share organizational knowledge?
- run courses when it works for your organization and employees?

Self-paced courses created by CFTEA can also be utilized to teach at your organization for greater flexibility and savings!

What This Means

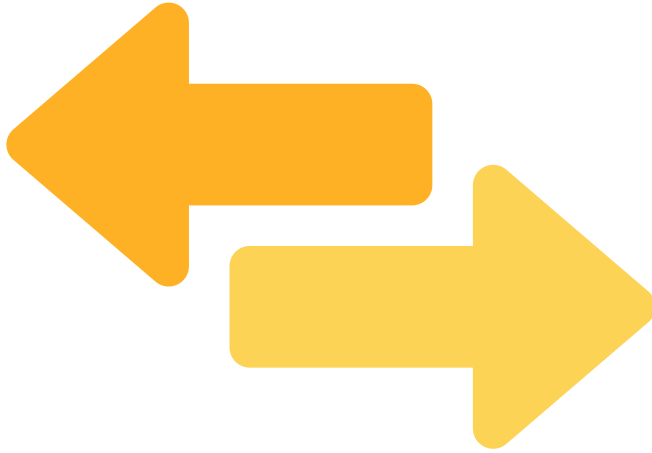
- Learn together, not alone
- Faster ramp-up for new staff
- Employees step forward and lead
- Training connects directly to real work
- Use proven content
- Reduce training costs

That's where the real value shows up.

**Bring CFTEA courses
into your organization!**
Let's talk through what
that could look like for
your team.

Transfer Prior Knowledge

Let CFTEA help you reach your goals.



Have you completed internal or other outside training?

Consider training you've already taken and discover if you are already closer to a career certificate or diploma!

An equivalent course may transfer for credit into CFTEA to apply toward course requirements for certificates and diplomas. There is a small fee for each course transfer to cover the review and approval process.

Not sure where to begin? Contact the CFTEA office for guidance.





Now on Spotify, The KEY to Your Next Step with Andrew

Hosted by CFTEA Executive Director, Andrew Lederer, **The KEY to Your Next Step** explores career growth, leadership, personal finance, workplace challenges, and the everyday decisions that shape your future. Each episode offers honest conversations, practical perspective, and encouragement for wherever your next step may lead. **Follow the podcast on Spotify and turn on notifications so you never miss a new episode from CFTEA.**



The Power Behind the First Step

What if the next step in your career isn't about having all the answers, but simply being willing to take one step forward? In this first episode, Andrew kicks things off with a real conversation about growth, confidence, and what it actually takes to move forward, especially when you're not sure you're ready.



Breaking the Debt Cycle - Strategies for Financial Freedom

What does it actually take to break out of the cycle of debt... and start moving toward financial freedom? In this episode, Andrew tackles a challenge that millions of people face every day, balancing the pressure to pay off debt while trying to build savings.



The Connections That Change Careers

What if one of the biggest factors shaping your career... isn't your talent, but the relationships around you? In this episode, Andrew explores the real meaning of networking inside organizations and why authentic workplace relationships matter more than most people realize.



Dealing with Difficult People - Protecting Your Energy and Focus

Ever walk away from a conversation and wonder why it stuck with you all day? In this episode Andrew breaks down how to deal with difficult people without losing your energy or focus.



Are These Productivity Myths Quietly Slowing You

Down? Ever feel like you're doing all the "right" things... and still falling behind? In this episode, Andrew breaks down five common productivity myths that look good on paper but often work against you in real life.



The **CFTEA Global Workplace Skills Library** is a unique collection of audiobooks, workbooks, and eBooks available for one price. This is not a subscription. Gain access to new content as it is released and at no additional charge. Content can be accessed multiple ways through the CFTEA Workplace app or on your smartphone browser. Contact the CFTEA office to learn more.

Titles include:

- A People Pleasers Guide to Standing Up For Yourself
- Anger in the Workplace
- Be Unforgettable
- Becoming a Manager
- Building Confidence and Assertiveness
- Beating Burnout
- Build Better Boundaries
- Can You Become a More Inspirational Leader?
- Delegation
- Difficult Conversations at Work
- Distractions at Work
- Flexible Work Schedules
- Gratitude Journaling
- Help Me Plan My Best Year Ever
- How Can I Improve My Company Culture?
- How Do I Balance My Work and My Kids?
- How Do I Decide?
- How Do I Say No At Work?
- How Do I Set Goals and Stick To Them?
- How Do You Build Trust at Work?
- How Do You Collaborate in a Hybrid World?
- How Do You Connect Hybrid Workers with the Organization's Mission?
- How Do You Get Better At Presenting?

Titles include:

- How Do You Manage When People Are Missing From The Team?
- How Do You Rebuild Yourself After Breaking?
- Improving Mindfulness
- Increasing Your Happiness
- Network Within Your Organization
- Never Stop Learning
- Pressure at Work
- Receiving Feedback
- Seasonal Stress - Holiday Special
- Today's Most Important Soft Skills
- Transforming Key Areas of Your Life
- What Are The Best Ways To Be More Organized?
- What Are The Dos and Don'ts of Interviewing People?
- What's the Problem with Praise?
- Why Am I Such A Perfectionist?
- Why Didn't Anyone Tell Me?
- Why Do I Feel Like An Imposter?
- Work-Life Balance Strategies

New content is added every month through 2027, and once you are in, every new release is yours at no extra cost.



CFTEA Leaders Conference

Learn more about CFTEA and connect with those that have a passion for education. This is an opportunity to share best practices, engage with peers, and find solutions! For nearly three decades, this affordable two-day conference has been dedicated to development, collaboration, and networking.

What are people saying about the conference?

“I found new ways to creatively incorporate CFTEA in our training programs at my organization.”

“I felt welcome as a newcomer. Everyone was very kind and made me feel comfortable.”

The CFTEA Leaders Conference is an opportunity for CFTEA board and council members, along with those in HR & Learning and Development to gain insights and invest in their own learning and development. [For the latest information, see the CFTEA website under the Explore tab for the conference agenda and details.](#)



Learning Formats

CFTEA provides accessible education by offering diverse delivery options. CFTEA will tailor your educational needs as your journey develops or changes fitting into the challenges of everyday life.

In House

CFTEA content can be paired with an organization's culture, policies, and procedures all focused on your employees by your employees at a considerable cost savings. (*See pages 30-31 for details.*)

Guided Learning

Work on longer classes at your own pace. A highly flexible option that includes a dedicated instructor to answer content questions, suggested syllabus to help manage time, and online assessments. Required textbooks are mailed directly to students. (*See pages 26-27 for details.*)

Self-Paced eLearning

ABA, MindEdge and CFTEA self-paced courses can be accessed from anywhere and provide a high quality learning experience. (*See pages 5-9, 11-23 for details.*)

Virtual Classroom

There is a high demand for structured, live format conducted remotely over Zoom. Collaborate with instructors that are also subject matter experts. A camera and microphone is required for classroom interaction.

Class: **Calming Upset Customers**

Dates and Times Available at cftea.org.



CFTEA
 100 YEARS of Investing in YOU

CFTEA also has access to **webinars** from a variety of vendors. Each webinar sale directly supports CFTEA as a non-profit organization.

Withdrawal Policy

Withdrawal from a seminar, live, or virtual classroom 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 before the start of the class. Within 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 \$50.00 before the start date.

Additional cancellation charges:

Instructor Led Online or daytime seminars/classes.	\$130
Instructor Led Online short classes	\$ 75
Guided Learning	No refunds
Self-Paced 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.

Class Attendance Policy

Student attendance and class participation are critical to successful learning objectives and the integrity of CFTEA's reputation in the learning community.

- Student absences are considered with documented reasons on a case-by-case basis by the instructor and after discussions with the CFTEA office.
- Each instructor will outline how attendance will impact a student's overall grade in the course syllabus for a live or virtual classroom.
- A lack of attendance can impact the final grade for a student as it is considered part of the participation percentage for the overall course.

Student File Change Policy

Student files are maintained at the CFTEA office. A file is begun for a student when their first enrollment form for any class arrives at the CFTEA office. Student records are maintained by the month and day of their birth. 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.

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 using AI to represent their work, 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.

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.

Transcript Policy (Continued)

When ordering, please include in the request your name, your month and day of birth or your student ID number. Include 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 registration for a course, it may cause any transfer request to be incomplete.

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. Upon request, grade reports to organizations 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 their human resource department sooner than at the end of the semester if the grade is necessary for a promotion, salary increase, etc.

Grading Policy (Continued)

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.

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:

- Self-Paced Classes..... \$35.00
- Under 3 Credit Classes..... \$75.00
- 3 Credit Classes \$105.00

Transfers from Vendor Programs (outside enrollment):

- Per course transfer \$25.00

Transfers from College Programs:

- Per institution transfer \$90.00

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.

- \$50 extension fee for one month for guided learning courses.
- \$100 extension fee for three months for guided learning courses.

Additional Assessment Attempts Policy

CFTEA courses found within the CFTEA Workplace portal receive two assessment attempts for Guided Learning and CFTEA self-paced content. An additional two attempts may be purchased for \$25.

Grandfathered Certificate and Diploma Policy

Certificates and diplomas may change at any time based on the needs of the business community. Any student actively working 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.

At times additional textbooks are sent to an organization to cover late enrollments. Remaining textbooks may be kept by an organization for future classes. Unused textbooks stocked by the CFTEA office may be returned within 30 days to avoid a charge. Always check with the CFTEA office to ensure that a textbook is one that is stocked before sending them. Textbooks will be examined for acceptable condition. Any textbooks not in a usable condition will be billed to the 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. Entities and individuals that do not have an approved payment relationship with CFTEA will gain access to course content once successful payment through ACH, check, or credit card has been received by CFTEA.

Course Descriptions Policy

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

