

CFTEA ASSISTED SELF STUDY SALE!!!

All of the Assisted Self Study classes are available year-round.
Enroll In the **Month of March** and get a **10% discount** on your cost!!



CENTER FOR
FINANCIAL
TRAINING™ &
EDUCATION
ALLIANCE

CLASS TITLE	TOTAL COST/SALE COST
A Question of Workplace Attitude	\$195.00/\$175.00
Accounting	\$500.00/ \$450.00
Analyzing Financial Statements	\$480.00/\$432.00
Balancing Home and Career	\$155.00/\$139.00
Balancing Priorities	\$155.00/\$139.00
Bank Security	\$195.00/\$175.00
Calming Upset Customers	\$195.00/\$175.00
Commercial Lending	\$365.00/\$328.00
Consumer Lending	\$365.00/\$328.00
Creative Problem Solving	\$155.00/\$139.00
Data Security	\$155.00/\$139.00
Dealing with Stress	\$195.00/\$175.00
Deposit Accounts and Services	\$305.00/\$274.00
Developing as a Professional	\$195.00/\$175.00
Economics for Bankers	\$365.00/\$328.00
Emotional Intelligence Works	\$195.00/\$175.00
Financial Elder Abuse	\$155.00/\$139.00
Foundations of Leadership	\$195.00/\$175.00
Fraud, Scams and Cons	\$245.00/\$220.00
Goals and Goal Setting	\$195.00/\$175.00
Human Relations	\$365.00/\$328.00
Human Resource Management	\$365.00/\$328.00
Law & Banking: Applications	\$365.00/\$328.00
Law and Banking: Principles	\$365.00/\$328.00
Leading with Influence	\$195.00/\$175.00
Management	\$365.00/\$328.00
Managing Change	\$155.00/\$139.00
Managing Your Time	\$195.00/\$175.00
Marketing	\$365.00/\$328.00
Money and Banking	\$365.00/\$328.00
Principles of Banking	\$365.00/\$328.00
Regulatory Compliance for Front Line Bankers	\$155.00/\$139.00
Residential Mortgage Lending	\$365.00/\$328.00
Safe Deposit Basics	\$155.00/\$139.00
Sales Essentials I Bundle (Or any 1 module \$75/\$67)	\$245.00/\$220.00
Sales Management	\$195.00/\$175.00
Sales Training Basics	\$195.00/\$175.00
Supervision	\$365.00/\$328.00
The Business of Listening	\$195.00/\$175.00
Teller Basics	\$305.00/\$274.00
Understanding Bank Products	\$305.00/\$274.00
Winning at Human Relations	\$195.00/\$175.00
Working in Teams	\$195.00/\$175.00
Working Together	\$195.00/\$175.00
Written Communication	\$415.00/\$373.00



SIGN UP NOW

Self Study classes are an excellent alternative to traditional classroom Instruction and you can start them any time all year long!

Upon receipt of your approved enrollment form for a self study class CFTEA will send your textbook and study quizzes to you along with an introductory letter. Complete the program on your own time within a four or six month period. Exercises and quizzes are sent to the CFTEA office for grading. Your grade for most of the two and three-credit classes will be calculated using your open book quiz scores and proctored mid-term and final exams. Most shorter classes are graded on a pass/fail basis.

Did you know that we have Certificates that can be earned COMPLETELY through Self Study?

*Why wait any longer?
Register for a self-study class now and take advantage of the 10% discount!*

****Course Descriptions can be found at WWW.CFTEA.ORG****



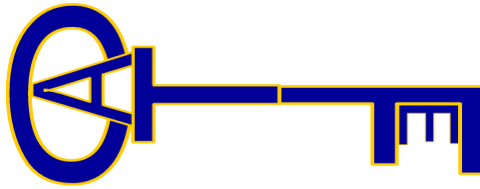
CFTEA
60 Pineland Drive
Auburn Hall, Suite 303
New Gloucester, ME 04260

Phone: 207-688-6225
Fax: 207-514-8260
E-mail: tammy@cftea.org

WWW.CFTEA.ORG

Sale Price Offer Expires March 31, 2018

SIGN UP NOW



SALE

If you find attending live classes difficult with your busy schedule and family obligations, and online computer training is not your preference, self study may work well for you. For each self study class you will be required to study on your own; however, you will have an instructor available to help you just a telephone call away. Upon registering for a self study class you will receive the class material including an introduction letter, a syllabus and instructions for working through and completing your chosen class.

If you have registered to take a 3 credit class* you will be required to complete and send in quizzes that will be graded and returned to you. You will be required to complete two exams that will not be returned. Upon satisfactory completion of the class, which you must complete within six months, you will receive your grade and the appropriate credits for the class.

If you have registered for a class of less than three credits you will be required to complete exercises that will be sent to the CFTEA office for grading to be completed within four months. One final exam will be required for completion of the class.

**Written Communication requires the completion of several writing exercises and one final exam.*

Accounting and Analyzing Financial Statements require sending work to your assisting instructor on a regular basis.

REGISTRATION AND WITHDRAWAL POLICIES FOR SELF STUDY

Registration Requirements for Self Study: Registration for any of these programs will be accepted at any time throughout the year. To register online, complete the enrollment form under [Registration Options](#), have the enrollment form approved by the proper individual at your financial institution, and fax to (207-514-8260) or send the form to CFTEA.

Extension Policy for Self Study: Extensions **ARE NOT GRANTED** for 1 and ½ credit classes. Any 1 and ½ credit class not completed within six months will be automatically closed. One three-month extension for a 2 or 3 credit class may be granted with no fees. Any 2 or 3 credit class requiring an extension past nine months from the start date of the class will be assessed a \$50.00 extension fee per three-month period. **NO THREE CREDIT CLASS WILL REMAIN AN OPEN ENROLLMENT PAST 18 MONTHS OF THE START DATE OF THE CLASS.** **Extension Policy for Testing Out:** One three-month extension will be granted. **NO TESTING OUT ENROLLMENT WILL REMAIN OPEN LONGER THAN SIX MONTHS.**

Withdrawal Policy: Withdrawal from a self study class or testing out must be made in writing and sent to the CFTEA office. A withdrawal notice received prior to fifteen days after the date of the introduction letter will result in a tuition refund less a \$25.00 cancellation fee and the cost of any materials sent to the student along with postage and shipping fees incurred. No refunds will be issued for withdrawals of a self study class or testing out after that time. The class may be transferred to another student for a transfer fee of \$50.00

Assisted Self-Study SALE Enrollment Form: March Sale 2018

Name: _____ Last four digits of your SS#: _____

Financial Institution name and address (**BOTH** physical and mailing, please) _____

Office Telephone Number: _____ Email address: _____

Class: _____ Authorized By: _____

Student Signature: _____ Date: _____



ENROLL ONLINE AT: WWW.CFTEA.ORG

Scan/Email enrollment to Tammy@cftea.org

OR Fax your enrollment form to: **1-207-514-8260**

or mail it to: CFTEA, 60 Pineland Drive, Auburn Hall, Suite 303, New Gloucester, ME 04260.

CFTEA
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Auburn Hall, Suite 303
New Gloucester, ME 04260

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