



Important Information for Participants about *Commercial Loans to Business*



Omega Performance Corporation has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102.

You can qualify to receive Continuing Education Units (CEUs) for successfully completing Omega Performance's *Commercial Loans to Business* course. Here are some facts you should know before you begin.

Course objectives

When you complete *Commercial Loans to Business*, you will be able to:

- Evaluate a loan opportunity using the steps shown in the Preliminary Assessment job aid
- Identify borrowing needs and diagnose the causes, including sales growth, slowdowns in the operating cycle, fixed-asset purchases, low profitability, and other factors
- Identify business types and industry characteristics and evaluate how these characteristics affect your risk in lending to the borrower
- Identify and evaluate the business strategies employed by the borrower to determine whether they increase or decrease risk
- Use common-size and ratio analysis to evaluate business financial statements and company performance
- Use three formats to calculate business cash flow, and apply a deliberate three-layer approach to cash flow analysis to determine ability to repay a loan
- Identify the most appropriate credit facility, loan terms, and components of a loan agreement based on the analysis of all risk factors in the loan request

Intended audience for this course

Commercial Loans to Business was designed for:

- Entry-level and mid-career commercial lenders
- Entry-level and mid-career credit analysts
- Credit administration staff
- Loan review staff
- Management trainees
- Business development officers
- Others who need to understand or apply commercial loan analysis and decision-making skills

Prerequisite for this course

The prerequisite for this course is a solid grasp of accounting fundamentals, GAAP, and financial statements.

You may have gained this understanding from college-level accounting or finance courses or from courses such as Omega Performance’s *Financial Accounting for Lenders*. If you are unsure whether you have the prerequisite skills, ask your course administrator about the Credit Skills Assessment.

Earning CEUs

If you successfully complete the *Commercial Loans to Business* course, either as a self-study course or in a workshop led by an Omega Performance–certified facilitator, you will be eligible for the award of Continuing Education Units (CEUs) according to the following table:

Method of Taking This Course	Course No.	CEUs
Self-study materials and posttest only	OPFC.001.0006	5.2
Three-day workshop* (taken after completing the self study) and posttest	OPFC.001.0009	2.3
Self study plus three-day workshop* and posttest	OPFC.001.0008	7.5
Five-day workshop* and posttest only	OPFC.001.0007	3.5

* To qualify for CEUs, the workshop must be led by an Omega Performance–certified facilitator.

No partial credit

Partial CEUs are not awarded. You must meet *all* the criteria for successful completion to earn any CEUs.

Attendance

Workshop attendance requirements are strictly adhered to. You will be asked to arrive on time at the beginning of class and after lunch, return from breaks at the assigned times, and remain in the classroom, fully engaged in the workshop. Any absences, tardiness, business meetings, or phone calls during the published workshop hours will count against the attendance requirement.

Eligibility for CEUs

Only those who meet all the requirements for successful completion will be eligible for Continuing Education Units (CEUs). The requirements are standardized for all participants in this course, no matter where they take the course. The criteria are objective; you will know by the end of the course whether or not you qualify for CEUs.

Criteria for successful completion of Commercial Loans to Business

To be eligible for CEUs, you must meet *all* the criteria for successful completion of the course. Successful completion is defined as follows:

Self-study and posttest only:

- Complete all module progress checks
- Achieve a posttest overall score of 80% or greater, with no single module score lower than 65%

Three-day workshop and posttest:

- Achieve 100% attendance on each workshop day
- Complete all assignments
- Actively participate in all workshop activities
- Achieve a posttest overall score of 80% or greater, with no single module score lower than 65%

Note: To successfully complete the combination of self study plus three-day workshop and earn CEUs for both, you must meet all requirements of the three-day workshop plus complete all module progress checks.

Workshop and posttest only (5-day version):

- Achieve 100% attendance on each workshop day
- Complete all assignments
- Actively participate in all workshop activities
- Achieve a posttest overall score of 70% or greater, with no single module score lower than 60%

Cell phones, pagers, messaging devices, and meetings

All cell phones, pagers, and messaging devices should be turned off during class, and used only during breaks and lunch. These devices distract both you and those around you. If you use any of these devices in class, you will be asked to leave the classroom, and the time away will count against your attendance requirement.

Please plan ahead to wrap up or defer any pending business before coming to class so you can concentrate fully on the workshop.

What is a CEU, and why is it important?

Each CEU represents your hard work and participation in 10 hours of quality, interactive instruction. Many professions and organizations require a certain number of CEUs each year to maintain certification or position. CEUs are evidence of your commitment to remaining up-to-date in your field.

Omega Performance has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, Omega Performance has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of its Authorized Provider membership status, Omega Performance is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.

Omega Performance's IACET CEU Authorized Provider status reflects our commitment to sound, effective training, and our skill in designing and developing training programs based on sound instructional design principles—programs designed to help you improve your performance on the job. For more information about IACET and the CEU, log on to www.iacet.org.

Fee for CEU registry: \$10

Each eligible participant may choose to register the CEUs he or she has earned in a permanent continuing education record maintained by the American Council on Education's Registry Transcript Service.

A fee of \$10, in the form of a check payable to Omega Performance Corp., must accompany your application for registration. The application form appears on the following page.

Why should I register my CEUs?

The ACE Registry Transcript Service provides a permanent record of your continuing education achievements and can provide a complete transcript of all CEUs that you have earned and registered with this national service. You may already have courses on file there; if this is your first one, you are on your way to creating a permanent record of your achievements that may assist you in maintaining your current position, advancing in your career, or landing a new job. ACE registers CEUs from thousands of courses offered by hundreds of employers and training companies.

The registry offers you security and complete privacy: Only you can access your records or request a transcript.

If you choose not to register your CEUs, your only record of your CEUs will be on the Certificate of Completion that you will receive upon successful completion of the course.

For more information about ACE, log on to www.acenet.edu.



Application for Registration of Continuing Education Units Commercial Loans to Business



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Note: For use by participants who have successfully completed the *Commercial Loans to Business* training program, which is approved for the award of Continuing Education Units (CEUs). To qualify, you must have met all the criteria for successful completion as listed in the "Important Information for Participants" document for this program, and you must have *begun* your study of the program *no earlier than* November 17, 2003. Registering your CEUs will create a permanent lifetime record of your CEUs for this course at the American Council on Education (ACE) CEU Transcript Service.

Questions about this form or the CEU registration process? See our website, www.omega-performance.com, or contact Omega Performance Corp. at 704-672-1400.

Applicant Information (Please PRINT. Abbreviate as needed to fit the number of cells available.)

Last name										First name										Course Number (see Important Information for Participants)									
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Mailing address (number and street, or P.O. box)																				City									
State/Prov		Zip code				Social Security number/ID number						Date of birth (mm/dd/yyyy)						Sex M/F											
Your daytime phone number (in case we need additional information)												(Optional) E-mail address, if you would like to hear about other Omega programs																	

Course Information

Course name: _____ Bank or company name: _____

Date started: _____ Date completed: _____ Would you like a Certificate of Completion? Yes__ No__

Print the name and phone number of your facilitator, course mentor, or course administrator (not required for online courses):

Name: _____ Phone number: _____

I certify that the applicant has met the criteria for successful completion of the above-named course as shown on the Important Information for Participants found on Omega's website.

X _____ X _____

Applicant's signature Signature of course facilitator, mentor, or administrator (not required for online courses)

Give this form with your check or money order for the processing fee of \$10.00,
payable to Omega Performance Corp., to your workshop leader, or send it directly to:

Customer Accounts Group
Omega Performance Corporation
8701 Red Oak Blvd., Suite 450
Charlotte, NC 28217-3972



2300-C01898