



## Important Information for Participants about *Business Lending Fundamentals*



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 *Business Lending Fundamentals* course. Here are some facts you should know before you begin.

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### Course objectives

When you complete *Business Lending Fundamentals*, you will be able to:

- Explain the legal and operational characteristics of the common forms of business organization
- Identify the information necessary to continue the loan process
- Distinguish between cash and accrual accounting methods
- Describe the information provided by the balance sheet and income statement
- Identify connecting links between the financial statements
- Define the key concepts of *asset conversion cycle*, *operating cycle*, and *capital investment cycle*
- Calculate accounts receivable days on hand (ARDOH), inventory days on hand (INVDOH), and accounts payable days on hand (APDOH), and determine the impact of changes on the length of the operating cycle and on borrowing needs
- Identify long-term and short-term sales growth, and determine the impact of sales growth on borrowing needs and appropriate financing
- Identify the stages in the common life cycle of a business as well as the risks and borrowing causes associated with each stage
- Identify strengths and weaknesses in the company's general, strategic, operational, and financial management
- Analyze trends in common-size financial statements
- Calculate and interpret basic financial ratios and measures to evaluate the performance of a business
- Identify the basic sources and uses of cash in a business
- Recognize common differences between income and expenses reported on tax returns and those reported on financial statements prepared for external users

Course objectives (continued)	<ul style="list-style-type: none"> <li>• Identify the types of credit facilities that can be used to meet borrowing needs</li> <li>• Identify loan situations requiring support and the type of support that should be taken</li> <li>• Recognize the different components of loan pricing and describe the different bases on which loans are priced</li> <li>• Explain declinations and counteroffers to credit applicants</li> </ul>
Intended audience for this course	<p><i>Business Lending Fundamentals</i> was designed for:</p> <ul style="list-style-type: none"> <li>• Branch managers and other branch staff who have business banking responsibility</li> <li>• Business bankers</li> <li>• Business development staff</li> <li>• Personal and private bankers and others who have primary responsibility for managing relationships with individuals</li> </ul>
Prerequisite for this course	<p>There are no prerequisites for <i>Business Lending Fundamentals</i>.</p>
Earning CEUs	<p>If you successfully complete the <i>Business Lending Fundamentals</i> course (both the self-study component and the workshop led by an Omega Performance-certified facilitator), you will be eligible for the award of 2.5 Continuing Education Units (CEUs) for course no. OPFC.001.0028.</p>
No partial credit	<p>Partial CEUs are not awarded. You must meet <i>all</i> the criteria for successful completion to earn any CEUs.</p>
Attendance	<p>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.</p>
Eligibility for CEUs	<p>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.</p>

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**Criteria for successful completion of *Business Lending Fundamentals***

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

- Complete all module progress checks
- Achieve 100% attendance at each workshop session
- 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%

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**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.

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**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](http://www.iacet.org).

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**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.

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**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](http://www.acenet.edu).

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## Application for Registration of Continuing Education Units Business Lending Fundamentals



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.

*Note:* For use by participants who have successfully completed the *Business Lending Fundamentals* 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](http://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)											
<input type="text"/>	<input type="text"/>	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td>O</td><td>P</td><td>C</td><td>F</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>2</td><td>8</td> </tr> </table>	O	P	C	F	0	0	1	0	0	2	8
O	P	C	F	0	0	1	0	0	2	8			
Mailing address (number and street, or P.O. box)		City											
<input type="text"/>		<input type="text"/>											
State/Prov	Zip code	Social Security number/ID number											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
Date of birth (mm/dd/yyyy)		Sex M/F											
<input type="text"/>		<input type="text"/>											
Your daytime phone number (in case we need additional information)		(Optional) E-mail address, if you would like to hear about other Omega programs											
<input type="text"/>		<input type="text"/>											

### 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







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