



**CENTER FOR
FINANCIAL
TRAININGSM**

WESTERN STATES



Diplomas & Certificates Student Guide

CFTWS IS PROUD TO OFFER A SELECTION OF JOB SPECIFIC DIPLOMAS AND CERTIFICATES FOR FINANCIAL SERVICES PROFESSIONALS.



This Student Guide will assist you in keeping track of diploma and certificate requirements for courses you have completed. Include the date, grade and total credits received for each completed course.

- ◆ **Introduction to Financial Services Certificate**
- ◆ **General Financial Services Diploma**
- ◆ **Advanced Financial Services Diploma**
- ◆ **Introduction to Financial Services Operations Certificate**
- ◆ **Financial Services Operations Diploma**
- ◆ **Introduction to Human Resources Certificate**
- ◆ **Introduction to Supervision Certificate**
- ◆ **Introduction to Accounting Certificate**
- ◆ **Professional Teller Certificate**
- ◆ **Introduction to Lending Certificate**
- ◆ **Introduction to Credit Analysis Certificate**
- ◆ **Commercial Lending Diploma**
- ◆ **Consumer Lending Diploma**
- ◆ **Real Estate Lending Diploma**

Questions? Contact CFTWS ▶▶▶

**1009 Grant Street, Suite 102
Denver, CO 80203**

**(303) 825-1590
info@cftws.org**

Requirements & Eligibility

- Required courses have been successfully completed with a passing grade (D or better)
- Overall grade point average (GPA) must be 2.00.
- All courses must carry 2.00 credits unless otherwise noted.
- Up to half of the course credits needed for a diploma or certificate may be transferred from a college or university, or by local credit review.

Please use this Student Guide to keep track of diploma and certificate eligibility requirements for courses you have completed. Include the date, grade and total credits received for each completed course.

Example:

	DATE	GRADE	CREDITS
Principles of Banking	1/1/11	A	3

Course Offerings

All of the courses listed in this Student Guide are available as 5, 10 and 15-Week Instructor-Led Online Courses, Correspondent Study and/or Self-Paced Online Courses. Visit our website at www.CFTWS.org/Education/Distance Learning Options for course descriptions and start dates and easily register online!

The majority of our 15-Week Instructor-Led Online Courses have received 3 College Credit Recommendations from the **American Council on Education (ACE)**. ACE evaluates and makes credit recommendations, which are intended to guide colleges and universities as they consider awarding credit to persons who have successfully completed college-level instruction.

Diplomas & Certificates

Introduction to Financial Services Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Marketing	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____

General Financial Services Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Marketing	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____

Advanced Financial Services Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Marketing	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____
Analyzing Financial Statement	_____	_____	_____
Business Communication	_____	_____	_____
Sales Excellence	_____	_____	_____
Plus any ONE of the following:			
Consumer Lending	_____	_____	_____
Commercial Lending	_____	_____	_____
Residential Mortgage Lending	_____	_____	_____



Diplomas & Certificates Continued

Introduction to Financial Services Operations Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Deposit Accounts & Services	_____	_____	_____
Business Communication	_____	_____	_____
Business Math	_____	_____	_____

Financial Services Operations Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____
Business Communication	_____	_____	_____
Deposit Accounts & Services	_____	_____	_____
Plus the following Self-Paced Online Courses:			
IRA's (min 1/4 credit)	_____	_____	_____
EFTA or equivalent (min 1/4 credit)	_____	_____	_____

Introduction to Human Resources Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Business Communication	_____	_____	_____
Managing Human Resources	_____	_____	_____
Human Relations	_____	_____	_____
Understanding Organizational Behavior	_____	_____	_____
Plus at least FOUR of the following Self-Paced Online Courses:			
Fair Labor Standards Act (FLSA)	_____	_____	_____
Equal Credit Opportunity Act	_____	_____	_____
FMLA Leave and More	_____	_____	_____
Harassment in the Workplace	_____	_____	_____
I-9 Compliance	_____	_____	_____
Integrity in the Workplace	_____	_____	_____
Interviewing and Hiring Practices	_____	_____	_____
Workplace Diversity and Awareness	_____	_____	_____

Introduction to Supervision Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Supervision	_____	_____	_____
Business Communication	_____	_____	_____
Human Relations	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Plus ONE of the following:			
Managing Human Resources	_____	_____	_____
Ethics	_____	_____	_____
Management	_____	_____	_____

Introduction to Accounting Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Accounting: College	_____	_____	_____
Accounting: Financial	_____	_____	_____
Business Math	_____	_____	_____
Business Communication	_____	_____	_____
Economics	_____	_____	_____

Professional Teller Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Customer Service Excellence	_____	_____	_____
PRACTELL — Self-Paced Online Course	_____	_____	_____
Sales Excellence	_____	_____	_____
Business Communication	_____	_____	_____
Business Math	_____	_____	_____
Deposit Accounts & Services	_____	_____	_____

Introduction to Lending Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Analyzing Financial Statements	_____	_____	_____
Marketing	_____	_____	_____
Economics	_____	_____	_____
Plus ONE of the following:			
Commercial Lending	_____	_____	_____
Consumer Lending	_____	_____	_____
Residential Mortgage Lending	_____	_____	_____



Diplomas & Certificates Continued

Introduction to Credit Analysis Certificate

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Analyzing Financial Statements	_____	_____	_____
Commercial Lending	_____	_____	_____
Economics	_____	_____	_____
Plus ONE of the following:			
Business Math	_____	_____	_____
Money and Banking	_____	_____	_____
Real Estate Law	_____	_____	_____

Commercial Lending Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____
Analyzing Financial Statement	_____	_____	_____
Business Communication	_____	_____	_____
Sales Excellence	_____	_____	_____
Commercial Lending	_____	_____	_____
Real Estate Finance	_____	_____	_____
Real Estate Appraisal	_____	_____	_____

Consumer Lending Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____
Business Communication	_____	_____	_____
Sales Excellence	_____	_____	_____
Consumer Lending	_____	_____	_____
Marketing	_____	_____	_____

Real Estate Lending Diploma

	DATE	GRADE	CREDITS
Principles of Banking	_____	_____	_____
Law & Banking: Applications OR	_____	_____	_____
Law & Banking: Principles	_____	_____	_____
Economics	_____	_____	_____
Business Math	_____	_____	_____
Customer Service Excellence	_____	_____	_____
Accounting: College or Financial	_____	_____	_____
Money & Banking	_____	_____	_____
Business Communication	_____	_____	_____
Sales Excellence	_____	_____	_____
Residential Mortgage Lending	_____	_____	_____
Real Estate Law	_____	_____	_____
Real Estate Appraisal	_____	_____	_____
Real Estate Finance	_____	_____	_____

Request for Diploma or Certificate

Contact CFTWS at 303-825-1590 or info@cftws.org for a verification and review of your accomplishments. Upon completion of required courses for a particular diploma or certificate, contact CFTWS for a 'Diploma or Certificate Request Form'. A fee of \$25.00 is required per Diploma or Certificate. You will also receive an Official Transcript reflecting your accomplishment for your records!

Revisions May Occur

In order to keep pace with the ever-changing financial services landscape, it is necessary for CFTWS to revise the course requirements of certain diplomas and certificates from time to time. If you have already begun the process of completing the requirements for a specific CFTWS diploma or certificate, you can continue to do so under the previous guidelines.

CFTWS does not discriminate on the basis of race, color, gender, age, and national or ethnic origin.