



ASSOCIATION FOR  
FINANCIAL  
PROFESSIONALS

May 19, 2017

Jane Padgett  
President  
Mid-Atlantic AFP  
10025 Governor Warfield Pkwy, Ste 300  
Columbia, MD 21044

Dear: Mrs. Padgett,

Thank you for your application for AFP Program Registration. We are pleased to inform you that your program, “2016 November Program Meeting”, has been approved for AFP program registration. **A recording of this program is not approved for CTP/CCM credits. To be eligible, it must have an accompanying assessment and the passing score must be 80% or higher.**

This program has earned registration for a period of one year following the date of this letter and is extended only to multiple dates and/or multiple locations held during this one-year period of registration. Should you offer this program again next year, a new program registration application is required. Program registration is non-renewable.

You are required to use the following tagline in advertising the program: **Approved for up to 2.0 CTP/CCM recertification credits by the Association for Financial Professionals.** Organizations are unable to deviate from this tagline or alter it in any way without prior authorization from AFP. Camera-ready copies of the CTP logos are also provided. In the event that these logos are used, *one must immediately precede the approved tagline with no intervening verbiage.* Organizations using the logos and tagline incorrectly will be charged a fee for their incorrect usage.

CTPs and CCMs earn one credit for every fifty minutes of qualified treasury/cash management continuing education activity. CTPs and CCMs are required to provide documentation of credits if audited. AFP requires sponsors to provide verification of attendance to participants if and when requested. Sponsors may duplicate and distribute the attached *Confirmation of Attendance* form for CTPs and CCMs to retain in their files. Comprehensive recertification policy information may be found at [www.AFPonline.org/recertguidelines](http://www.AFPonline.org/recertguidelines).

**Sponsor:** Mid-Atlantic AFP

**Program:** 2016 November Program Meeting

**Date(s)/Location(s):** November 16, 2016 - Timonium, MD

**Fee:** \$.00

If you have any questions, please feel free to contact me at (301) 961-8613. Thank you for your interest in and support of the AFP Certification programs.

Sincerely,

Glenn A. Douglas  
Certification Specialist



**Certified  
Treasury  
Professional®**

### **CONFIRMATION OF ATTENDANCE**

The Association for Financial Professionals has approved the following program for CTP/CCM recertification credits:

**Sponsor:** Mid-Atlantic AFP

**Program:** 2016 November Program Meeting

**Program Date/Location:** November 16, 2016 - Timonium, MD

**Number of Eligible Recertification Credits:** 2.0

**NOTE:** Recorded/archived programs must have an accompanying assessment to be eligible for CTP/CCM credits

**Determining Allowed Credits:** CTPs and CCMs are responsible for determining the number of credits earned based upon actual attendance, at the rate of one credit for every 50 minutes of qualified cash/treasury or finance related continuing education.

The following are sessions that do not qualify for recertification credits:

- Sessions specific to organizational products and/or sales
- Fundamental or introductory courses in finance or cash/treasury management
- Career development sessions not specific to finance or cash/treasury management
- Business development sessions not specific to finance or cash/treasury management
- CTP exam preparation sessions

**Reporting of Credits:** CTPs/CCMs must report credits directly to AFP at the end of the recertification cycle. Credits should be submitted via the online Recertification Resource Center or the paper form found on AFP's Web site at [www.AFPonline.org/recertguidelines](http://www.AFPonline.org/recertguidelines). Documentation of credits is required if audited. CTPs and CCMs **must** retain documentation of their attendance for a period of two years after the end of their cycle in the event of an audit.

#### **CREDIT RECORD:**

I have earned \_\_\_\_\_ CTP/CCM recertification credit(s) by attending this continuing education activity.