



Register online at
www.TNBankers.org

AIB Class Planning Outline Form

- **Deadline for submitting this form to TBA is 2 weeks prior to any class start date.**

Course Name/Title - For course information, access the current AIB catalog through the AIB sections of the TBA website at www.TNBankers.org

Instructor Name _____

Business Address _____

State _____ **Zip** _____ **Phone** _____ **E-mail** _____

Bank Name _____ **Location of Class** _____

Bank Physical Address _____

State _____ **Zip** _____ **Phone** _____ **E-mail** _____

Beginning Date for Class - Beginning date is at the discretion of the bank(s) offering the course: ____ / ____ / ____

Class Times Each Session - As long as the required instructional hours published in the AIB/ABA catalog are met, the schedule of class/course hours of delivery are at the discretion of the bank(s) offering the class:

Number of credit hours this class is to be offered – Refer to the AIB/ABA catalog or contact TBA

Misc Information - Any questions you may have with regard to planning this or future classes:

For more information on how to arrange an AIB class in your bank or area contact:

Debbie Brickles, Tennessee Bankers Association

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E-mail: dbrickles@TNBankers.org

TENNESSEE BANKERS ASSOCIATION

PROGRAM PRICING FOR AIB ACCREDITED COURSES

(This pricing structure is only in place for those who desire AIB credit for completing courses.)

OPEN ENROLLMENT

(Tennessee Bankers Association markets and coordinates the programs through the semester publication, *The Educator*. TBA will only publish a schedule if the designated region requests that courses be offered for open enrollment with a general number of students already in place to offer the class before opening the enrollment to others in the area.):

Full-Length Programs(5, 10 or 15 week classes):

The following prices are all inclusive with the exception of a textbook. Instructor honorarium is included in this pricing structure. Should banks/users determine a class should be held with fewer number of participants than the 12 enrollment minimum, an increase in participant pricing would result. Textbooks are priced separately so that banks could choose to maintain a library of books and reuse them. TBA does not mark up the cost of AIB books to their members. Students' AIB records are maintained by the TBA. Any textbook shipping charges assessed TBA by the shipper will be passed on to the end user.

- 1-credit hour/i.e., 5-week classes for AIB credit (minimum of 12 enrollments): \$125.00 + textbook costs
- 2-credit hour/i.e., 10-week classes for AIB credit (minimum of 12 enrollments): \$175.00 + textbook costs
- 3-credit hour/i.e., 15-week classes for AIB credit (minimum of 12 enrollments): \$225.00 + textbook costs

Seminar materials(usually 1 to 3 sessions):

The following prices include instructor compensation and ABA workbooks/materials. Should banks/users determine a class should be held with fewer number of participants than the 12 enrollment minimum, an increase in participant pricing would result. Student records are maintained by the TBA office. Any textbook shipping charges assessed TBA by the shipper will be passed on to the end user. TBA does not mark up the cost of AIB books to their members.

- 1-night/3 hours (minimum of 12 enrollments): \$95.00 (this price includes the ABA workbook)
- 2-night/6 hours (minimum of 12 enrollments): \$105.00 (this price includes the ABA workbook)
- 3-night/9 hours (minimum of 12 enrollments): \$115.00 (this price includes the ABA workbook)

IN-HOUSE

(In-house programming allows a single bank or a group of banks in a particular area the flexibility of offering internal training. Following are procedures for offering “in-house” AIB programming for banks/areas. There will be no marketing piece published or distributed by TBA for these classes.)

1. Program needs are determined by the coordinating bank(s). The bank contacts TBA to discuss the structure of the class.
2. A beginning class date is determined by the bank and a location/facility for conducting the class is secured by the coordinating bank(s).
Once the instructor has been determined by the bank(s), the TBA AIB administrator sends instructor materials for preparation of the class. Instructor materials are ordered and purchased by the bank(s).
3. The complete list of participants is submitted to the TBA AIB administrator 10 business days prior to the session beginning along with the necessary number of textbooks needed for the program(s). Once the roster of students is submitted they are required to remain on the class roll and grading will be assigned as outlined on the syllabus. The flexibility of in-house programming allows participants from a single bank, or there may be several banks working together, to form a class. However, only one completed list of participants is to be submitted to the TBA AIB administrator from the coordinating bank..
4. To insure delivery of products in a timely manner, Tennessee Bankers Assoc. will order the products to conduct the class 10 days prior to the class beginning date. The materials will be delivered to the instructor or coordinating bank.
5. TBA will send a packet of materials to the instructor outlining procedures for organizing, following through and completing the class.
6. In the packet of materials sent to the instructor will be a grade booklet. All grading along with supporting course materials will need to be submitted to the TBA AIB administrator within 10 days after the completion of the program unless other arrangements are made directly with the TBA AIB administrator. Tennessee Bankers Association is a decentralized record keeping entity approved by the American Bankers Association. All student AIB records are maintained by Tennessee Bankers Association.

Full-Length Programs (1 to 3 credits/15 to 45 hours in delivery time):

A fixed cost per program of \$200.00 plus \$30.00 per participant and the ABA member cost of the ABA textbook. If a bank maintains a lending library additional book purchases are not required. Per participant pricing is reduced for student numbers exceeding 20 within a program.

Short Course Programs (eLearning/print-on-demand materials)/Seminars (1/4, 1/2, 3/4 credits/1 to 9± hours in delivery time per course):

A fixed cost per program of \$150.00 plus \$20.00 per participant and the ABA member cost of the required ABA workbook. Per participant pricing is reduced for student numbers exceeding 20 in any program.

NOTE: All pricing is subject to change.

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