

**\*Registration for one or more courses that include accompanying textbooks will also incur a shipping & handling fee of \$7.00 assessed by ABA . All prices are subject to change with ABA pricing.**



**TENNESSEE BANKERS**  
ASSOCIATION *Service Since 1890*

# AIB Online-Instructor Led Courses

## **NOW.....You can register for the ONLINE, INSTRUCTOR-LED COURSES the same way you register for any Tennessee Bankers Association (TBA) program/course.....**

The high quality of AIB, industry specific education, is now available via the internet through Tennessee Banker Association, your Local ABA Training Provider. Following is a list of some of the most popular AIB programs that can be delivered right to your office or home through your computer! There is no need to leave your office or home thanks to today's technology.....no need to lose valuable time traveling to and from classes. You will note the credit applications on this schedule. In addition, these courses may be approved for college credit depending on the higher education entity you may be working with.

### **How do AIB online courses work:**

After you have registered through TBA, you will receive an email from ABA with the information you need to start your course. This email is usually sent the Friday before your class begins on Monday. Most textbooks arrive the first week of class for those classes requiring textbooks. The course will be facilitated by an instructor who will guide you through each lesson and is available to answer questions and provide feedback on your assignments. Each week you will receive an assignment over the Internet. Each assignment will include:

- Reading a chapter (provided by ABA prior to the course start date)
- Completing a short assignment and either forwarding the assignment electronically to your instructor or posting it on the electronic class "Discussion Board"
- Taking a self-check test.

In addition, you will have some assignments where you will collaborate with other students using electronic discussion boards, chat rooms, and e-mail.....A VIRTUAL CLASSROOM!

The 10 and 16-week classes include a week devoted to mid-term and the final. These examinations and the self-check quizzes for each assignment will be taken electronically over the Internet. Your overall grade for the class will be based on your performance on the weekly assignments, mid-term examination and the final examination. Classes lasting fewer than 10 weeks are considered seminar style classes.

### **Pricing (all inclusive):**

- Refer to the current schedule of classes. All prices listed on the current schedule are at the ABA member price and are all-inclusive.

### **How To Register:**

- Complete the AIB ONLINE COURSE REGISTRATION FORM.
- Have the individual within your bank who makes decisions on training to approve this registration and forward it to Tennessee Bankers Association **at least one week before the class is scheduled to begin. This assures you that you get your information and materials on time.**
- You will be contacted by ABA via your email address no later than the Friday afternoon before your class is scheduled to begin with instructions on how to log into your course.
- Depending on your bank's internal billing policies, TBA will invoice your bank for the program fee; however, you may send in payment with the mailed in registration form.

**SIMPLE**



**TENNESSEE BANKERS**  
ASSOCIATION *Service Since 1890*

**TENNESSEE BANKERS ASSOCIATION**

211 Athens Way, Ste 100

Nashville, TN 37228-1381

800/964-5525 or 615/244-4871

FAX #s 615/324-1986

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Access to the internet is required for this course. A list of computer hardware requirements and instructions may be obtained from TBA.

• Print clearly and **Fax** then **Mail** to Tennessee Bankers Association.

**TBA Office Use Only:** Reseller number issued by ABA for billing/tracking purposes # \_\_\_\_\_

## Registration Information (student):

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Email Address \_\_\_\_\_ SS# \_\_\_\_\_  
(needed for participation tracking purposes)

Employer/Institution Name \_\_\_\_\_

Employer/Institution Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Billing Information (only if different from student information and for TBA use only):

Employer/Institution Name \_\_\_\_\_

Attention \_\_\_\_\_ Department \_\_\_\_\_

Employer/Institution Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Course Registration (descriptions are available in the AIB course catalog on our website):

Course Title (listed on the Online-Instructor Led Courses Schedule) \_\_\_\_\_

Course Number (listed on the Online-Instructor Led Courses Schedule) \_\_\_\_\_

Course Beginning Date \_\_\_\_\_ Course Ending Date \_\_\_\_\_

**Other Information (optional):**  Male  Female

Ethnic Origin:  African American  American Indian  Asian  Caucasian  Hispanic  Other: \_\_\_\_\_

## Student disclosure:

Descriptions of courses are available in the AIB course catalog. I understand that proper selection is my responsibility. I agree to abide by all registration requirements of my financial institution/employer including cancellation procedures. Upon completion of the ABA/AIB course, I authorize the release of my grades to TBA and/or to my employer.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Department/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_ Bank Representative Signature \_\_\_\_\_

**NOTE: FAX (615/313-0214 or 615/244-0995) THEN MAIL THIS FORM TO Tennessee Bankers Association, 211 Athens Way, Ste 100, Nashville, TN 37228-1381. Registrations must be received by TBA at least one (1) week before the class beginning date.** Registrations received after this date will be subject to a \$25.00 late charge. Registrations are processed on a first come, first served, space available basis. Payment may accompany mailed registration form or TBA may invoice your bank depending on your bank's participation policies. Student will be contacted by ABA during the week prior to the class beginning date. Grades will be reported by ABA/AIB when the class is completed. **Contact Debbie Brickles, Email: [dbrickles@TNBankers.org](mailto:dbrickles@TNBankers.org), Tennessee Bankers Association for additional information.**