

### Section One - Program Information

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#### 1. Corporate Treasury Management (CTM) Program Description

The CTM Program is an exclusive arrangement between the Association for Financial Professionals® (AFP) and business schools with the objective to introduce students to cash and treasury management as a career option within the finance profession. It is intended to complement existing school course offerings in finance, business and accounting with a specific focus on short-term financial management. Full-time students enrolled in an approved CTM course broaden their academic experience by learning more about cash/treasury management, while gaining access to taking the CTP exam. In addition to providing students with a competitive edge over other graduating business/finance students, your academic institution will have access to a number of valuable resources.

Full-time undergraduate or post-graduate students who are enrolled in a CTM course, and with the CTM Director's approval, may take the CTP exam and earn the Certified Treasury Professional Associate (CTPA) designation prior to completing two years relevant work experience. Earning the CTPA designation provides students the opportunity to enhance their professional standing as they look ahead to a demanding workplace. (Individuals with two or more years of finance or treasury-related experience are not eligible to earn the CTPA designation under the CTM Program. Such students should be referred to AFP as a CTP candidate.)

##### Benefits for Colleges/Universities and Program Directors:

- Annual access to AFP's magazine, *AFP Exchange*
- One complimentary registration to the AFP Annual Conference for the CTM Program director
- Assistance in recruiting practitioners from local corporations to serve as guest speakers as part of the curricula
- PowerPoint slides for a supplemental curriculum based on *Essentials of Treasury Management, 4th Edition*
- One complimentary desk copy of *Essentials of Treasury Management* for course instructor(s) and CTM Program Director
- Full access to AFP's exclusive member website
- Member pricing on all products and services
- One complimentary Certified Treasury Professional® (CTP) exam registration for the CTM program instructor (if not already certified)
- Online access to AFP's Annual Compensation Survey Report
- Listing of school as an approved CTM Program institution on the AFP website

##### Benefits for Students:

- Gain a competitive edge over other graduating business students
- Opportunity to take the Certified Treasury Professional (CTP) examination to earn the Certified Treasury Professional Associate (CTPA) credential without having two years full-time work experience. (Students with the CTPA credential are eligible to transition to the CTP designation after two years of full-time finance-related work experience.)
- Reduced pricing on exam registration fee and *Essentials of Treasury Management*.
- Increased career advancement opportunities
- Access to AFP's Global Career Center and Job Board
- Access to AFP's *Risk, Payments, FP&A, and Futures in Finance* Newsletters
- Access to AFP's Topic Guides on Payments, Global Liquidity and FP&A
- Access to AFP's Proprietary Research on Compensation, Liquidity, and Payments Fraud.

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#### 2. Application Process

Submit the following application form (Section Two) with:

- Information about your institution's for-credit course on corporate treasury and/or short-term financial management, including the syllabus and the description of the course, including learning objectives, as it appears in the catalogue.
- Identify which text book(s), if any, you will be using in addition to the *Essentials of Treasury Management* (the body of knowledge on which the CTP exam is based).
- Provide course level, pre- or co-requisites, and the number of credits students will earn.
- Provide curriculum vitae of the Program Director and Instructor(s).
- Once received, AFP will review and respond within a week with an approval decision.

After becoming an approved school, you will be able to use the AFP and CTP logos to promote your program and advertise that all enrolled students who successfully pass the course are eligible to sit for the exam.

**Forward completed application via fax, email, or mail to:**

Association for Financial Professionals  
Corporate Treasury Management Program  
4520 East-West Highway, Suite 750  
Bethesda, MD 20814-3319 USA

Attention:  
Megan Ladd, Certification Coordinator

Email: [mladd@AFPonline.org](mailto:mladd@AFPonline.org)  
Phone: +1 301.907.2862  
Fax: +1 301.907.2864  
[www.AFPonline.org](http://www.AFPonline.org)

#### **About the Association for Financial Professionals (AFP®)**

Headquartered outside Washington, D.C., the Association for Financial Professionals (AFP) is the professional society that represents finance executives globally. AFP established and administers the Certified Treasury Professional and Certified Corporate FP&A Professional credentials, which set standards of excellence in finance. The quarterly AFP Corporate Cash Indicators serve as a bellwether of economic growth. The AFP Annual Conference is the largest networking event for corporate finance professionals in the world.

[www.AFPonline.org](http://www.AFPonline.org)

### Section Two - Application Form

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#### Part I: Institution Information

1. INSTITUTION NAME: \_\_\_\_\_
2. INSTITUTION ACCREDITATION: \_\_\_\_\_
3. DATE OF MOST RECENT ACCREDITATION: \_\_\_\_\_
4. PROGRAM DIRECTOR CONTACT INFORMATION (ATTACH CURRICULUM VITAE)  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
5. INSTITUTION'S WEB SITE: \_\_\_\_\_
6. CHIEF ACADEMIC OFFICER/DEAN INFORMATION  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

#### Part II: Course Information (Please photocopy and complete for each course.)

1. COURSE TITLE/NUMBER: \_\_\_\_\_
2. COURSE LEVEL:  Undergraduate  Graduate
3. NUMBER OF CREDITS PER COURSE: \_\_\_\_\_
4. LIST ANY PRE-REQUISITES OR CO-REQUISITES: -----
5. TERM(S) OFFERED:  Spring  Summer  Fall  Winter
6. NUMBER OF CLASS SECTIONS: \_\_\_\_\_
7. CURRENT OR PROPOSED COURSE DESCRIPTION FOR SCHOOL CATALOG:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. LIST THE NAMES AND TITLES OF THE FACULTY MEMBERS WHO WILL TEACH THE COURSE AND ATTACH CURRICULUM VITAE.  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_
9. LIST ANY ADDITIONAL PUBLICATIONS OR SUPPLEMENTARY MATERIAL TO BE USED (INCLUDE AUTHOR AND PUBLISHER):  
\_\_\_\_\_  
\_\_\_\_\_

### Section Three - Agreement

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It is understood and agreed that:

1. Participation in the CTM Program is valid for a period of three years from the date of approval and is conditional upon compliance with the policies and guidelines outlined in this document. The application will be re-evaluated and re-signed every three years at the agreement of both parties.
2. The Program Director will provide the following information to AFP at the start of every semester/quarter/trimester that the course is offered. The course must be offered at least once every 24 months.
  - Course Listing
  - Syllabus
3. The Program Director (or course instructor) will inform students of the opportunity to sit for the CTP examination as well as verify eligibility of interested students by signing the CTPA Exam Registration Form.
4. Students with less than two years of finance or treasury-related work experience can be recommended by the Program Director (or course instructor) to sit for the exam to earn the CTPA credential. Students with two or more years of work experience are not eligible to earn the CTPA designation- they must earn the CTP designation.
5. The Program Director will notify AFP of any of the following changes:
  - The current CTM Program Director retires from the position
  - The current CTM Program Director is replaced by a new Director (Submit contact information)
  - Instructor is on sabbatical and the course is suspended (Indicate the length of the suspension period)
  - Instructor discontinues teaching the course and a new instructor assigned (Submit the new instructor's contact information to AFP)
  - New Instructor added to teach additional course section (Submit to AFP the contact information for the incoming instructor)
  - The CTM Program Director plans to offer the course at another academic institution at which they are affiliated. The Director must submit a new Corporate Treasury Management Program Application for each school
  - The CTM Program is discontinued at the participating institution for any reason

NOTE: AFP uses the above requested information solely to be informed of activities relating to course offerings, maintaining the most current contact information on the AFP website, ensuring new Directors and Instructors receive the most current teaching material and compiling and maintaining current statistical data.

### License Agreement:

The registered institution is granted a non-exclusive, revocable, non-transferable license to use the CTP mark in connection with the promotion of the CTM Program, its associated courses and curriculum.

- The institution agrees that it will use and display the AFP, CTP, and CTPA marks attributing copyrights to AFP in all material promoting or advertising the CTM Program.
- All material containing the above marks will be submitted to AFP for prior approval. The institution will not use material AFP finds unsuitable in its sole discretion.

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- AFP reserves the right to revoke this license agreement if the Program Director does not comply with the terms of the AFP CTM Program, which are incorporated by reference herein and made part hereof.
- Use of the license is immediately discontinued if the institution ceases to be affiliated with the CTM Program.
- The Program Director and/or instructors associated with the CTM Program shall not use any of AFP copyrighted material for any purpose other than the AFP CTM Program without the written consent of AFP.

**Term of Agreement:** The term of this agreement is effective for three years from the date of approval and can be terminated by either party.

**Termination:** Notwithstanding anything in this agreement to the contrary, this agreement may be terminated by either party hereto with or without cause, upon 30 days written notification from one party to another.

**Governing Laws:** This agreement shall be governed by and construed under the laws of the State of Maryland (excluding conflicts of law rules thereof) concerning contracts between private and/or public parties. All disputes arising under this Agreement shall be resolved exclusively in any state or federal court in the State of Maryland, and each party agrees, solely for purposes of this Agreement, to submit to the personal jurisdiction of that court.

I hereby certify that I have carefully reviewed and understand the information in the above statement and that information provided on the CTM Program Application form, to the best of my knowledge, is accurate.

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CTM Program Director

Date

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Accepted by: AFP Representative

Date