

You Received a BSA Exam Request Memo, What are the Proper Steps?

WEBINAR OR ON-DEMAND WEB LINK
(LINK INCLUDES FREE CD ROM)

Thursday, March 22, 2012

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

You just received your BSA exam request memo. What's the next step? Preparing for your next BSA exam is an ongoing process that begins well before the exam letter arrives. Once you do receive it, the first thing most BSA officers notice is that it's quite long. This webinar will focus on how to address each item by turning the exam request memo into a checklist that guides you in putting together just what the examiners want. In addition, examiners' "hot buttons" and other BSA officers' experiences will be covered.

The participant manual will be provided in MS Word so banks can easily utilize the sample language to either develop or fine-tune current policy and procedures.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- Step One: Dissecting the request letter into groupings by department
- Step Two: Enlist help and delegate responsibility. Because BSA is a bank-wide exam, it will involve work papers from every department of the bank
- Step Three: Reorganize the information for submission
- Step Four: Additional steps that will keep examiners happy
- Step Five: Learn from other BSA officers' experience during exams

WHO SHOULD ATTEND?

This informative session is designed for BSA officers, compliance officers, and auditors.

MEET THE PRESENTER

Ann Brode,
Brode Consulting Services, Inc.



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Community Bankers Association of Oklahoma REGISTRATION FORM

Date of Seminar	Name of Seminar	Live Webinar \$230	On-Demand Link & Free CD Rom \$230	Both Live Webinar & On-Demand Link (includes free CR Rom) \$350	TOTAL
					\$

***CD Rom for pc use only**

Name: _____ Bank: _____

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Hook up instructions and seminar materials will be emailed approximately
7 days prior to the seminar.

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Mail registration form and check made payable to:

Financial Education and Development, Inc., P.O. Box 1780, Helena, MT 59624

Fax registration form, including credit card number to (406) 442-2357.

Important Note if Paying by Credit Card: This form will serve as your receipt. Charges will show up on your credit card statement from Financial Education and Development, Inc.

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***NOTE:** It is best to have all payments and registrations to us 10 days prior to the seminar to ensure timely receipt of hook up instructions and handout materials. We will do our best to accommodate late registrations.

FOR QUESTIONS EMAIL: CBAO@financialedinc.com

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