

Section One - Program Information

1. Program Sponsor

The Association for Financial Professionals® (AFP) in Bethesda, Maryland, serves more than 30,000 corporate treasury and financial management professionals. AFP provides professional certification, continuing education, public policy research, development of industry standards, financial tools and publications, training and career development, and representation to legislators and regulators. For more information, visit www.AFPonline.org.

2. Program Description

AFP's Corporate Treasury Management (CTM) Program is intended to be an academic partnership between AFP and business schools across the country for the purpose of generating interest in corporate treasury career options for business, accounting and finance students. The program can facilitate networking opportunities within the field, many times providing students with job opportunities. Students enrolled in an AFP-approved CTM Program may take the CTP exam and earn the Certified Treasury Professional Associate 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. CTM students are eligible to register for the Certified Treasury Professional® (CTP) examination to earn the Certified Treasury Professional Associate (CTPA) designation once the following requirements are met:

- CTM Program Director's signature on the CTPA Exam Registration Form
- Less than 2 years of finance- or treasury-related work experience

(Individuals with 2 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.)

3. Course Content and Description

The educational focus of the CTM Program is based on topic areas presented in the current edition of Essentials of Treasury Management®. Other academic publications, such as a short-term financial management textbook, may be paired with Essentials of Treasury Management at the discretion of the Program Director/Instructor.

The ETM2 is available at a discounted rate of \$45 (subject to change) to students at participating schools. Students may order the text at the special rate through the AFP Customer Service department using the student order form provided to the CTM Program Director or instructor.

4. CTM Program Benefits

CTM Program Director/Institution

- Complimentary annual subscription to AFP Exchange Magazine
- One complimentary desk copy of Essentials of Treasury Management, Second Edition and other instructional aides.
- One complimentary full registration to the AFP® Annual Conference
- Complimentary AFP membership
- Member pricing on all AFP products and services
- One complimentary Certified Treasury Professional Associate® exam registration (for initial exam registration by Program Director or Instructor only: not applicable to re-exam or exam transfer applications)
- Access to AFP's exclusive member Web site with more than 9,000 pages of professional content and information
- Access to AFP's Online Research Database (for members only)
- Assistance in recruiting local corporations for guest speakers

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5. CTM Program Benefits (*continued*)

CTM Program Students

- Complimentary 2 year AFP Student Membership
- Discounted Essentials of Treasury Management, Second Edition
- Member pricing on all AFP products and services
- Access to AFP's online resources including the Career Center and Job Board
- CTPA Exam Registration fee reimbursed on earning the CTPA designation.
- Gain the Certified Treasury Professional Associate (CTPA) designation on passing the CTP exam
- Opportunity to transition to full Certified Treasury Professional (CTP) status
- Access to AFP's exclusive member Web site with more than 9,000 pages of professional content and information

6. Institution Application Process

A completed CTM Program Application providing the following information must be submitted for review:

- Institution information
- Signed CTM Program Participation License Agreement
- Curriculum vitae of the Program Director and Instructor
- Course syllabus

7. Program Contacts

AFP's Certification Coordinator is the primary contact for the CTM Program. Participating schools must be represented by a designated CTM Program Director who will oversee the delivery of the program and serve as the main contact between the school and AFP.

Mail or fax completed application to:

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

Attention:

Marcia Solomon
Certification Coordinator

msolomon@afponline.org
Phone: 301-907-2862
Fax: 301-907-2864
www.AFPonline.org

Section Two - Application Form

Part I: Institution Information

1. INSTITUTION NAME: _____
2. INSTITUTION ACCREDITATION: _____
3. DATE OF MOST RECENT ACCREDITATION: _____
4. PROGRAM DIRECTOR CONTACT INFORMATION
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):

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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 3 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 (or course instructor) will provide the following information to AFP at the start of each semester/quarter/trimester:
 - Student roster
 - Completed AFP Student Membership Applications
 - 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 students by signing the CTPA Exam Registration Form.
4. Students with less than 2 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 2 or more years of work experience are not eligible to earn the CTPA designation- they must earn the CTP designation.
5. The Association for Financial Professionals (AFP) is the sole owner of the marks AFP, CTP, and CTPA and must be so attributed when used in promotional material and course titles and descriptions.
6. The Program Director will notify the AFP contact 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 the curriculum vitae and contact information for the incoming Director*)
 - 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 curriculum vitae and contact information to AFP*)
 - New Instructor added to teach additional course section (*Submit to AFP the curriculum vitae and 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 this 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.
- AFP reserves the right to revoke this license agreement if the academic institution 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 instructor 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 3 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 90 days written notification by certified mail from one party to another. In case of termination, any and all outstanding accounts will be settled by either/both parties.

Force Majeure: The parties shall not be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include but not be limited to acts of God, strikes, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, communication line failures, power failures, private or public carrier failures, earthquakes or other disasters.

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Other Provisions: OTHER PROVISIONS: The parties mutually agree to make a good faith effort to cooperate with each other and to resolve any and all disputes which might arise out of this agreement.

Indemnification: The Institution agrees to indemnify, defend, and hold AFP and its directors, officers, employees, agents and members harmless with respect to any and all claims, losses, damages, liabilities, judgements or settlements, including reasonable attorney's fees, costs and other expenses incurred on account of any activities conducted by the Institution pursuant to this agreement. The rights and responsibilities established in this section shall survive indefinitely the termination of this agreement.

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.

Entire Agreement and All Amendments in Writing: This constitutes the entire agreement between the parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby. No change, alteration or amendment to this agreement shall be effective unless it is in writing and signed by both parties.

This statement constitutes the agreement between the parties with respect to participating in the Corporate Treasury Management (CTM) Program. All prior agreements, representations, statements, negotiations and undertakings are superseded hereby. No change, alteration or amendment to this agreement shall be effective unless it is in writing and signed by both parties.

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.

CTM Program Director

Date

Chief Academic Officer/Dean

Date

Accepted by:

AFP Representative

Date