

LOAN DOCUMENTATION FOR ADMINISTRATORS & LENDERS



LOAN

This loan agreement is made and will be effective on ___/___/___

BETWEEN

_____ hereinafter referred to as the "Borrower" with a street address of _____

AND

_____ hereinafter referred to as the "Lender" with a street address of _____

Terms and Conditions:

Promised to Pay:

_____ from today. P



**On-Demand Recorded Session
Available through
December 31, 2024**

Loan documentation is a critical component to lending. After the decision to make a loan has been made, the next step is the documentation-closing process. This part of the lending process is essential in order to avoid loan losses due to poor documentation. Many community banks assign this important responsibility to loan administrators with input from the sponsoring loan officer. If not performed properly, poor documentation can cause loans to be adversely classified, even if the underlying credit is sound or if the loan is performing as agreed. The purpose of this seminar is to provide participants with a good understanding of the loan documentation process.

Participants are exposed to the five steps in the loan documentation process, which include identifying the borrower, identifying and documenting the collateral, evidencing the debt, attaching the collateral, and perfecting the security interest.

Five Steps of the Loan Documentation Process

- Review of the five steps and the documents required to accomplish this process
- Identifying the borrower
- Identifying, protecting, and valuating the collateral
- Evidencing the debt
- Attaching the collateral
- Perfecting the security interest

Key Topics

- Recognize the documents required to complete the five steps in the documentation process
- Have a good working knowledge of the purpose of each document
- Be able to provide a broad overview of the document's provisions to the borrower
- Know the rules of perfecting the security interest under the rules of Article 9 of the Uniform Commercial Code and Non-Article 9 rules
- Be exposed to some loan-processing management techniques

Who Should Attend?

This seminar is directed toward loan operations staff and loan administrators, as the material focuses on the operations aspects of loan documentation.

**On-Demand Recorded Session
available through
December 31, 2024**

Meet Your Instructor

Jeffery Johnson, president and founder of Bankers Insight Group, Atlanta, Georgia, has more than 40 years' experience in the banking field. He began as management trainee and was promoted to group vice president for South Trust Bank, Atlanta. Johnson also was senior vice president and commercial banking division manager for Citizens Trust Bank, Atlanta. He has taught AIB classes and lending seminars for several community and state banking associations and private banks. He has also presented lending seminars in Singapore. He has been a training professional and consultant for over 20 years.

Johnson is a graduate of Morehouse College, Atlanta; John Carroll University in University Heights, Ohio; and the Prochnow Graduate School of Banking, Madison, Wisconsin. He received graduate certification in bank management from Wharton School of Business at the University Pennsylvania, Philadelphia.



Registration Fees & Information

CBAI MEMBER

On-Demand Recording.....\$500 per bank

PROSPECTIVE-MEMBER

On-Demand Recording.....\$1,000 per bank

*CDD members receive a 10% discount. *Only financial institutions/firms eligible for CBAI membership.*

CANCELLATION POLICY

Registrants cancelling two days prior to each seminar receive a 100% refund; one day prior, 50%; the day of the seminar, no refund. *All cancellations must be made in writing prior to the seminar day. Invoices and training materials will be sent to all "no shows."* Fees include handout materials, breakfast, lunch and refreshment breaks. An income-tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills.

TRAINING MATERIALS

You will be sent an email with the on-demand recorded session link, handout materials, seminar certificate and evaluation form. The on-demand recorded session will be emailed approximately 10 business days after the live program. Your entire bank can utilize this recording as it includes the same training materials as the live program.

CONTINUING EDUCATION

CBAI is a registered Public Accounting Continuing Professional Education (CPE) provider by the Illinois Department of Financial and Professional Regulation. If you have earned an ICBA Certification, CPE credit earned through your state banking association may be submitted for CPE purposes. Please note, approval is subject to review and must satisfy the respective certification requirements.

Registration Form

LOAN DOCUMENTATION FOR ADMINISTRATORS & LENDERS

___ On-Demand Recorded Session available through December 31, 2024

Bank Name _____ Telephone # _____

Address _____

City, State, Zip _____

First Registrant Name _____

First Registrant E-Mail _____ Title _____

Additional Registrant Name _____

Additional Registrant E-Mail _____ Title _____

I have special needs, please contact me before the seminar.

Please select your payment method: Check Enclosed Check in Mail Pay at Door Credit Card*

**If you are paying by credit card, please fill out the following information. (Visa, MasterCard & Discover accepted.)*

Name as it Reads on Card _____

Billing Address of Card _____

Card Number _____ Exp. Date _____ Security Code _____

For More Information

DEPARTMENT OF EDUCATION & SPECIAL EVENTS

Tracy McQuinn, Senior Vice President

Melinda McClelland, Vice President

Jennifer Nika, Vice President

Tina Wilder, Administrative Assistant



Community Bankers Association of Illinois
901 Community Drive, Springfield, IL 62703



800.736.2224 or 217.529.2265



217.585.8738



www.cbai.com