



Certificate Worksheet

CFT Upper Midwest Professional Teller Certificate

The CFT Professional Teller Certificate curriculum provides students with both general knowledge and specific competencies that establish a foundation for a successful financial services career.

NAME: _____ **Last Four Digits of SS#:** _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL: _____

REQUIRED COURSES	Credits	Date	Grade
Principles of Banking			
Teller Operations			
Selling Bank Services			
Customer Service			
Law & Banking: Applications*			
Written Communication*			
Elective			
Elective			
Total Credits			

** One book used for two courses: Law & Banking Applications & Principles and Written Communications & Business Communications. See the Course Description at www.cftum.org for details.*

DIPLOMA REQUIREMENTS AND ELIGIBILITY

The student is eligible for the diploma when the following requirements have been met:

- Successfully complete 18 credits
- Required courses are completed with a passing grade
- Grade Point average is at least a "C"
- All electives must be Business, Financial Services or Computer Courses
- Up to half of the course credits needed for this diploma can be transferred from a college or university or by local credit review. All transfer courses must directly relate to the study of finance and financial services.

*Center For Financial Training – Upper Midwest
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