

# LOAN ASSISTANTS & PROCESSORS WORKSHOP

March 12, 2020

## ABOUT THE INSTRUCTOR

**John Cochran** of John Cochran & Associates, LLC in Jefferson City, Missouri has served in various lending and senior management positions including President and CEO of a community bank. John established Cochran & Associates LLC in 2000 to provide bank training and consulting services.



To date, he has presented lending seminars for many state banking associations and annually participates in several commercial lending schools as a principal instructor or sole presenter. He is also a member of the Pacific Coast Banking School where he presents a series of lectures on the topic of credit risk management.



## INCLEMENT WEATHER POLICY

Cancellations due to inclement weather are refundable. If you have questions concerning the status of an ABA program due to inclement weather, please call (501) 376-3741 or visit [www.arkbankers.org](http://www.arkbankers.org) for further information.



## INCREASE YOUR LENDING KNOWLEDGE AND ADMINISTRATIVE EFFECTIVENESS

This seminar is designed to increase the lending knowledge and administrative effectiveness of one of the most important positions in a community bank's lending staff – the loan assistant/loan processor. All of the objectives of this program are directed at increasing the performance effectiveness of these individuals.

The topics will address two basic questions: Given the applicant's loan request, (1) What specific loan documentation will be required; and (2) What "fair lending" compliance requirements must be considered?

## ON THE AGENDA

- The loan assistant's primary role in loan origination and bank profitability.
- The loan assistant's role in developing and maintaining effective, working partnerships with lenders.
- The loan assistant's role in compliance with federal lending regulations, including a discussion on the Truth-in-Lending/RESPA disclosures.
- Updated HMDA reporting information.
- A review of the primary loan documentation for consumer, residential and small business loans.
- A variety of lending resources to increase the lending knowledge of loan assistants.

## LENDING RESOURCES

The seminar handouts will include the following:

- Lending risk management and regulatory websites
- Sample loan documentation
- Sample loan policy narrative
- Sample credit administration guidelines
- Sample loan underwriting guidelines and documentation procedures
- Sample loan closing checklists
- Sample post-closing loan review format



## WHO SHOULD ATTEND

- Loan Assistants & Processors
- Credit Administration Supervisors
- Loan Support Staff



## WHEN

March 12, 2020  
9:00 a.m. – 4:30 p.m.



## WHERE

Arkansas Bankers Association  
1220 W. Third Street  
Little Rock, AR 72201

## REGISTRATION FEES

### ABA Members:

Early Registration Price: \$340; After February 12: \$390

### Non-Members:

Early Registration Price: \$680; After February 12: \$780

Registration fees include continental breakfast, instruction, materials, refreshment breaks, and lunch. To receive a registration confirmation, please provide an e-mail address on the registration form. If you do not receive a confirmation within 48 hours, please check with the ABA.

## HOTEL INFORMATION

This event will be held at the Arkansas Bankers Association. Should you need a hotel room reservation, a Local Negotiated Rate (LNR) has been reserved for your convenience at the following hotels. The LNR is based on hotel availability, and you are responsible for all hotel room charges.

**Hilton Garden Inn Downtown** | (501) 244-0044  
Group Rate: \$122 | Group Code: 3197385

**Downtown Marriott Little Rock** | (501) 906-4000  
Group Rate: \$159 | Group Code: A5698

## CANCELLATION

Register before February 12 if possible. Full registration fees will be refunded if a cancellation is received before February 27. No refunds will be given for cancellations made after February 27. Substitutions are welcome and encouraged. All cancellations and substitutions must be submitted in written format prior to the event.

## MORE INFORMATION

- Registration will begin at 8:30 a.m. on March 12.
- Dress for the seminar is business casual. To ensure your comfort, please bring a jacket or sweater.
- If you have any special dietary requests, please contact the ABA Professional Development Department at (501) 376-3741.
- By attending an ABA event, you are consenting to the ABA taking and using your photograph and name for use in its marketing or promotional materials, news publications or website.



## CONTINUING EDUCATION

Attendants qualify for 6 Continuing Professional Education (CPE) Credits in Specialized Knowledge in group-live training. No advance preparation is required. The Arkansas Bankers Association is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

# Arkansas Bankers Association Professional Development Department

1220 West Third Street | Little Rock, Arkansas 72201 | (501) 376-3741 | [www.arkbankers.org](http://www.arkbankers.org)

## LOAN ASST. & PROCESSORS WORKSHOP

March 12, 2020

Arkansas Bankers Association

### REGISTRATION INFORMATION

Registrant #1 Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Registrant #2 Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Registrant #3 Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Bank/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Contact \_\_\_\_\_

Phone \_\_\_\_\_

### PAYMENT INFORMATION

Charge my:  Mastercard   Visa   
 American Express   Discover 

Account Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_ CSC Number \_\_\_\_\_

(3-digit security code on back of your card)

If you would prefer to give us your credit card information over the phone, please call the ABA Professional Development Department at (501) 376-3741. Please do not email credit card information.

Note: Non-Members must pay with credit card or check prior to the event.

Email: [kami.coleman@arkbankers.org](mailto:kami.coleman@arkbankers.org)

Fax: (501) 376-9243

Mail: Check Payable to  
Arkansas Bankers Association  
Professional Development Department  
1220 West Third Street  
Little Rock, AR 72201

#### ABA USE ONLY:

Registered: \_\_\_\_\_

Amount: \_\_\_\_\_

Received: \_\_\_\_\_