

# CFT PROFESSIONAL TELLER CERTIFICATE WORKSHEET

Date \_\_\_\_\_

Name \_\_\_\_\_ Employer \_\_\_\_\_

*The CFT Professional Teller certificate provides participants with the general knowledge that establishes the foundation for a successful teller career.*

## CERTIFICATE REQUIREMENTS AND ELIGIBILITY

- Required courses, seminars and electives have been successfully completed.
- "C" average or better (minimum 2.00 GPA).
- Required courses must be completed with a passing grade (D or better).
- Up to half of the course credits needed for this certificate may be transferred from a college or university or by local credit review.
- In order to keep pace with the ever-changing financial services landscape, it is necessary for CFT to revise the course requirements of certain diplomas and certificates from time to time. If you have already begun the process of completing the requirements for a specific CFT diploma or certificate, you can continue to do so under the previous guidelines.

## REQUIRED PROGRAMS

You must complete the following requirements:

#Credits	Grade	
_____	_____	Principles of Banking and Financial Systems
_____	_____	Customer Service (2 Credit Minimum)
_____	_____	Teller Training (2 Credit Minimum)
_____	_____	Selling Skills (1 Credit Minimum)
_____	_____	Communication Skills - Verbal or Written (1 Credit Minimum)
_____	_____	Business Math
_____	_____	Deposit Accounts & Services (2 Credit Minimum)

## ELECTIVES

#Credits	Grade	Course Title
_____	_____	_____
_____	_____	_____
_____		<b>TOTAL CREDITS (Total Credits needed 14)</b>