

AAP2016

Accredited ACH Professional
Study Program by PaymentsFirst



PaymentsFirst

Service • Education • Support



AAP Study Program

The PaymentsFirst AAP Study Program was designed by trainers with an extensive background in electronic payments for aspiring AAP candidates. This program offers comprehensive knowledge to help you prepare for the AAP exam, while proving you with an interactive experience and a valuable support system outside the classroom.

What you can expect...

- Interactive learning environment from June until testing date
- Learn what areas to study for the exam
- You will learn the importance of UCC4A, OCC 235, OFAC, Regulation D, Regulation E and the *NACHA Operating Rules and Guidelines*
- Review ACH risk management and ACH marketing

4 convenient ways for you to participate:

- All-Inclusive Program combines classroom and summer study*
- Choose from two In-Person sessions that best fit your needs
- Join us during the summer session
- Self-Pace



Materials for Program

- Once registered to sit for the exam you will receive the *AAP Handbook* from NACHA
- PaymentsFirst workbook
- Reading Assignments
- Follow up quizzes
- PaymentsFirst members will receive email and phone support
- Once a month conference call sessions

Sign up at
www.paymentsfirst.org
under *Education* click
AAP Testing Center or
call us at 678-384-9791

STEPS TO BECOMING AN AAP

1. If you're reading this you're off to a good start.
2. Enroll in an AAP study prep program or read AAP materials.
3. Sign up for the exam
4. Pass the exam

The AAP Exam is offered during the testing window

Monday, Oct. 10 – Saturday, Oct. 29

AAP STUDY PROGRAM- YOU CHOOSE!

All-inclusive Program

EXCEPTIONAL VALUE- ONLY \$750 MEMBER*

1. Both in-person sessions
2. Participate in the summer program
 - a. PaymentsFirst study workbook provides you with information on which areas to study
 - b. Summer reading assignments created to reinforce the skills you learn from the course
 - c. On-line quizzes designed to ensure you are gaining the most from your studying
 - d. Once a month 30-minute conference calls to discuss questions or concerns regarding study materials and reinforce key concepts, core information, skills, and tips to pass the AAP exam.

In-Person Sessions- can be purchased a la carte

AAP Review Course –\$350/Member \$700/ NonMember
\$250 Member / \$500 Non Member

This full-day review class is designed to assess your proficiency in ACH and your readiness to take the exam. Knowing what areas to study is the key to success for passing the AAP Test. You'll leave this AAP Study Preparation course with summer reading assignments and a workbook for study.

AA Wrap - Up \$350/Member \$700/NonMember

This two day intensive review class is designed to review key components of the exam and complete retention activities that hone in on the skills needed to take and pass the test. The sessions will assess your proficiency in ACH and your readiness to take the exam. A sample exam will be administered during the course. Attendees of this session should have study hours completed prior to attending.

Summer Session – can be purchased a la carte

\$300/Member \$600 NonMember

1. Summer reading assignments created to reinforce the skills you learn from the course
2. On-line quizzes designed to ensure you are gaining the most from your studying
3. Once a month 30-minute conference calls to discuss questions or concerns regarding study materials and reinforce key concepts, core information, skills, and tips to pass the AAP exam.

Other AAP Study resources can be found on our website under *Education* click *AAP Testing Center*

Suggested additional Publications – each publication is individually priced:

- | | |
|-------------------------------------------------------|-------------------------------------------------------------------------|
| ➤ 2016 NACHA Operating Rules and Guidelines | ➤ The ACH Compliance Manual |
| ➤ ACH Pro2016 CD | ➤ AAP Test Prep Package* |
| ➤ AAP Flashcards | ➤ ACH Marketing Handbook |
| ➤ The Regulation E Book Guidelines for ACH Compliance | ➤ Revised Uniform Commercial Code Article 4A and the Automated Clearing |

* Includes: Current *NACHA Rules Book*, *ACH Compliance Manual*, *ACH Risk Management Guide*, *ACH Marketing Handbook*, *UCC-4A* and the *ACH Network*. Call PaymentsFirst Member Services to discuss customization of materials in AAP Test Prep package.

PAYMENTSFIRST ACCREDITED ACH PROFESSIONAL (AAP) STUDY PLAN

This May Sound Crazy To Some!

Read the *most current NACHA Operating Rules & Guidelines book*. The *Rules* (OR pages) provide the legal framework for the ACH Network. The *Guidelines* (OG pages) provide the guidance on implementing the *Rules*. The appendices and charts are excellent resources.

Map Out a Study Plan

Your preparation efforts should be similar to getting ready for a big presentation. Take the number of weeks between now and October 1, 2016 and develop a plan of study for each section of the exam.

What's on the Exam?

General Payment Overview

- The ACH Network
- Comparative payment systems

Marketing/Products

- Applications, etc..PPD, CCD

Risk Management

Rules and Regulations

- NACHA Operating Rules
- Government payments
- Federal and state regulations

Operational Process/Flow

- Origination/Receipt
- Settlement
- Exception processing

Technical

Focus Your Study Efforts on What You Need to Learn, Not on What You Already Know

Spend your study time focusing on areas where you have little or no expertise.

Personalize material

Make your own flashcards, memory games and test.

Choose an AAP Study program

- 1) **All-Inclusive Program combines classroom and summer study* - \$750**
- 2) Choose from two In-Person sessions that best fit your needs - \$350 per workshop
- 3) Join us during the summer session - \$300
- 4) Self Pace Program - \$300

Other AAP Study publications can be found on our website under Education click AAP Testing Center