



Washington, DC 20219

Frequently Asked Questions – OCC Director Workshops

Am I eligible to attend?

You are eligible to attend if you serve on the board of directors of a *national community bank* or *federal savings association*. The Board of Directors supervises the affairs of the institution, oversees the management of the institution's activities and the directors are responsible for signing the OCC's Report of Examination.

How do I know if my institution is a national bank or a federally chartered savings association?

National banks must have the word "national" in its legal title as defined in 12 USC 22. The words "national association" or the initials "N.A." may be used to indicate a national bank's corporate status.

Under 12 CFR 543.1, Federal savings associations are not required to have identifiers in its legal title. The best way to find out if your institution is a federal savings association, would be to go to the FDIC website (<http://www2.fdic.gov/idasp/main.asp>) and search the institution directory database by the name of the institution. After finding the institution, check if the Class field is SA (SA = savings associations, state or federal charter).

What's included with my registration?

Each workshop includes

- Pre-course reading package
- Course-related materials such as handbooks, a tool box, or CD
- Lunch

Are travel arrangements included in my registration?

No. You will need to make hotel reservations and travel arrangements on your own. However, you can receive a discount on your hotel reservation by reserving a room under the function name "OCC Bank Directors Workshop" before the cutoff date, which is usually four weeks prior to the workshop. We strongly advise registrants refrain from making travel arrangements until you receive a registration confirmation letter from the OCC.

Can I earn CPE credits by attending these workshops?

The OCC does not give CPE credits; however, you may submit your registration confirmation letter, the workshop agenda, and the participant list showing your attendance to your affiliation for credit.

What time will the workshop end?

The workshops end by 4:00 p.m. with the exception of the “Mastering the Basics” workshop which runs until 5:00 p.m. on day one and day two and until 12:00 p.m. on day three.

What is the policy for canceling a registration?

Notice of cancellation must be in writing and can be e-mailed to OCC@seiservices.com or submitted by fax to 240-485-1982. If a cancellation is received less than one month before a workshop, there is no refund.

Can I still register if I can only attend a portion of the workshop?

Yes, you may still register. Although we encourage attending the entire workshop to maximize your learning experience, the OCC understands prior commitments may prevent directors from attending all day. When registering, please advise the registration center manager if you are only able to attend a portion of the workshop.

What happens if a workshop I want is filled?

We will set up a wait list for workshops at capacity. The registration center will notify you no later than two weeks prior to the workshop in the event space becomes available.

Who can I contact if I still have questions?

Please contact the registration center at 240-485-1700.

