

# NASCUS Examiner Certification Application Form

Please answer all information accurately and completely. Please email or email completed application to:

Tammy Gentilini  
Director of Accreditation & Examiner Programs  
1655 N. Fort Myer Drive, Suite 650  
Arlington, VA 22209

(Please Print or Type)

## Level of Certification applied for:

Certified State Credit Union Examiner (CSCUE)

Certified State Credit Union Examination Supervisor (CSCUES)

## Examiner Full Name:

### Professional Information

Title:

Organization Name:

Address:

Business Phone:

Business Fax:

E-mail Address:

Employment Date:

Length of Service at Current Title:

### Personal Information

Home Address:

Home Phone:

Education:

**Professional Training**  
(A separate page may be attached)

<u>Course Name</u>	<u>Check if Completed</u>	<u>Approximate Date</u>
NASCUS Orientation Correspondence Course	<input type="checkbox"/>	
NCUA New Examiner Level II / <b>Step 3</b>	<input type="checkbox"/>	
NCUA New Examiner Level III / <b>Step 5</b>	<input type="checkbox"/>	
NCUA New Examiner Level IV / <b>Step 7</b>	<input type="checkbox"/>	
NCUA New Examiner Level V / <b>Step 9</b>	<input type="checkbox"/>	
NCUA Capital Markets I	<input type="checkbox"/>	
NCUA Capital Markets 2	<input type="checkbox"/>	
NCUA Capital Markets 3	<input type="checkbox"/>	
NCUA Capital Markets 4	<input type="checkbox"/>	
NCUA Consumer Compliance I	<input type="checkbox"/>	
NCUA Consumer Compliance II	<input type="checkbox"/>	
NCUA Consumer Compliance III	<input type="checkbox"/>	
NCUA Consumer Lending	<input type="checkbox"/>	
NCUA Fraud	<input type="checkbox"/>	
NCUA Examination Issues Forum	<input type="checkbox"/>	
NCUA Introduction to Member Business Lending	<input type="checkbox"/>	
NCUA Introduction to Residential Mortgage Lending	<input type="checkbox"/>	
NCUA IS&T_1	<input type="checkbox"/>	
NCUA IS&T 2	<input type="checkbox"/>	
NCUA Problem Resolution	<input type="checkbox"/>	
NASCUS Webinars (Please list on separate sheet)	<input type="checkbox"/>	
NASCUS Member Business Lending School (Basic)	<input type="checkbox"/>	
NASCUS Member Business Lending School (Intermediate)	<input type="checkbox"/>	
NASCUS Annual School for State Credit Union Examiners	<input type="checkbox"/>	
NASCUS Intermediate IS&T	<input type="checkbox"/>	
NASCUS Leadership and Policy Forum	<input type="checkbox"/>	
NASCUS Member Business Lending School (Intermediate)	<input type="checkbox"/>	
NASCUS Member Business Lending School (Advanced)	<input type="checkbox"/>	
NASCUS Summit	<input type="checkbox"/>	

Please list other training courses that the examiner has taken at other institutions, interagency training and or FFEIC training along with a course description or agenda.

**Other Information:**

(Please furnish any additional information that you feel provides evidence of the successful completion of appropriate coursework or its equivalent, appropriate on-the-job experience, and/or satisfactory performance of key skill areas required at the level of certification for which you are applying. A separate page may be attached.) If you wish to be grand fathered into the program, please provide evidence that you meet the grand fathering requirements here and indicate which courses you wish the Certification Subcommittee to waive.

By signing below, I hereby declare that all information provided in this application is accurate and true. I also agree to indemnify and hold harmless the National Association of State Credit Union Supervisors, its trustees, officers, employees, agents and representatives, for all acts pursuant to the Certification Program and this application other than those adjudicated by a court of competent jurisdiction to have been grossly negligent or to constitute willful misconduct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of State Agency: \_\_\_\_\_

Date: \_\_\_\_\_

ATTESTATION FORM

To be completed by applicant's superior

**APPLICANT:**

**CERTIFICATION LEVEL APPLIED FOR:**

**Numerical Rating**

Rate the applicant on a scale of 1 to 5 (1 = poor, 3 = average, 5 = superior) for each of the following four categories:

Technical

Rating:

*Ability to understand, collect and organize data, and to employ the automated tools utilized in the examination process.*

Conceptual

Rating:

*Ability to draw sound conclusions from data and information collected within the examination process.*

Legal/Compliance

Rating:

*Demonstrated knowledge of applicable laws/regulations and ability to apply knowledge to the examination process.*

Interpersonal Relations

Rating:

*Ability to communicate and work effectively with others to achieve common goals.*

# **Examiner Competencies**

## **Level I: Certified Credit Union Examiner**

- Knowledge of financial, accounting and auditing principles and practices.
  - Knowledge of state and federal laws and regulations as they affect state-chartered credit unions.
  - Knowledge of the operations of credit unions.
  - Limited knowledge of the principles and techniques of effective supervision and training.
  - Ability to perform detailed work using financial, accounting and loan portfolio/appraisal data.
  - Ability to effectively analyze operations, investments and loan portfolios of credit unions.
  - Ability to direct the activities of other examiners to complete assigned work in a timely manner.
  - Ability to use a calculator, personal computer and related office equipment.
  - Ability to establish and maintain effective working relationships with examiners, credit union employees, board members and management.
  - Ability to communicate orally and by writing effectively and to prepare clear and concise reports.
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## **Level II: Certified Credit Union Examiner Supervisor**

- Thorough knowledge of financial, accounting and auditing principles and practices.
- Thorough knowledge of state and federal laws and regulations as they affect state-chartered credit unions.
- Extensive knowledge of the operations of credit unions.
- Working knowledge of the principles and techniques of effective supervision and training.
- Extensive ability to perform detailed work using financial, accounting and loan portfolio/appraisal data.
- Extensive ability to effectively analyze operations, investments and loan portfolios of credit unions.
- Ability to supervise the activities of other examiners to complete assigned work in a timely manner.
- Ability to train and mentor new examiners.
- Ability to use a calculator, personal computer and related office equipment.
- Ability to establish and maintain effective working relationships with examiners, credit union employees, board members and management.
- Ability to communicate orally and by writing effectively and to prepare clear and concise reports.



# Continuing Education

(A separate page may be attached)

## Course Name

## Approximate Date

### **NASCUS Course Offerings**

- |  |                          |
|--|--------------------------|
| Annual School (28)                       | <input type="checkbox"/> |
| Leadership and Policy Forum (24)         | <input type="checkbox"/> |
| Compliance Red Flags                     | <input type="checkbox"/> |
| Information Technology Series (12 to 32) | <input type="checkbox"/> |
| Member Business Lending Series           | <input type="checkbox"/> |
| Webinars                                 | <input type="checkbox"/> |

### **NCUA Course Offerings**

- |  |                          |
|--|--------------------------|
| NCUA Level 2 (60)                                  |                          |
| NCUA Level 3 (27)                                  |                          |
| NCUA Level 4 (60)                                  |                          |
| NCUA Level 5 (27)                                  |                          |
| Advanced Member Business Lending: (18)             | <input type="checkbox"/> |
| Capital Markets 1, 2, 3 or 4: (18)                 | <input type="checkbox"/> |
| Consumer Compliance Regulation: (18)               | <input type="checkbox"/> |
| Consumer Lending: (18 )                            | <input type="checkbox"/> |
| Effective Writing for Examiners: (12)              | <input type="checkbox"/> |
| Electronic Payment Systems: (18)                   | <input type="checkbox"/> |
| Essential Communication Skills: (22)               | <input type="checkbox"/> |
| Examination Issues Forum: (18 )                    | <input type="checkbox"/> |
| Fraud Detection and Prevention: (18)               | <input type="checkbox"/> |
| Impact Presentations: (18)                         | <input type="checkbox"/> |
| Introduction to Member Business Lending: (18)      | <input type="checkbox"/> |
| Introduction to Residential Mortgage Lending: (18) | <input type="checkbox"/> |
| Problem Resolution: (18)                           | <input type="checkbox"/> |

On separate sheet, please list other courses completed. Please provide the date of the class and a copy of the agenda. The list above is not

By signing below, I hereby declare that all information provided on this form regarding continuing education is accurate and true. I also agree to indemnify and hold harmless the National Association of State Credit Union Supervisors, its trustees, officers, employees, agents and representatives, for all acts pursuant to the Certification Program and this document other than those adjudicated by a court of competent jurisdiction to have been grossly negligent or to constitute willful misconduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of State Agency: \_\_\_\_\_