Dear **<Insert Manager’s Name>**,

I would like to request your approval to prepare for and take the 2021 Accredited ACH Professional (AAP) exam.

The AAP certification is viewed by examiners as extremely important to financial institutions to mitigate many facets of risk and losses. By allowing me to prepare for the exam it will ensure **<Organization>** and myself understand the numerous warranties we carry. Preparing for the AAP exam will test my knowledge on a wide range of financial topics pertaining to the ACH Rules and regulations of not only ACH, but other electronic payment systems. At the end of this preparation program I will have a better understanding of technical and operational requirements and risk management.

The success of any organization depends on reputation, the quality and integrity of services offered to its members/customers. By making this investment in me and our programs, it will help **<Organization>** maintain a reputation of the highest quality. **<Organization>** assumes an abundant amount of liability on a daily basis. The breach of a single warranty can result in a substantial financial loss, as well as, potential damage to our reputation with the communities we serve.

I would like to utilize UMACHA’s AAP Exam Preparation Series to ensure the best opportunity in passing the exam. UMACHA is known within the industry as a premier educator on this matter. The following page contains an outline of the format and what benefits I will receive from UMACHA’s unique four-level approach to this training series.

The total cost the UMACHA’s AAP Exam Preparation Series is $1,200 for the members only package. The 2021 AAP exam registration fee is approximately $525, bringing the total for my preparation and exam to **$1725.**

Thank you for your consideration of this request. UMACHA’s AAP Exam Preparation Series starts in May therefore I appreciate your attention to this request.

Sincerely,

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|  |  |  | À la Carte Options | | | Combo Package |
| AAP Training Tier | **Tier Details** |  | **Tier 1 - Blueprint Only** | **Tier 2 - Summer Series Only** | **Tier 3 -Workshop Only** | **AAP Exam Prep Series** |
| Tier 1 - Design Your Successful AAP Blueprint  (aka Blueprint Series) | * 5-part live webinar series * High-level overview of many ACH topics * 90-minute weekly webinar on Tuesdays * May – June * Unlimited playback through AAP exam testing window * Build a customized study plan unique to your knowledge and experience * Learn about materials helpful in preparing for the AAP Exam |  | ✓ | - | - | ✓ |
| Tier 2 - Execute Your AAP Blueprint  (aka Summer Series) | * 10-part live webinar series * Deep examination of the Nacha Operating Rules & other areas related to ACH * 90-minute weekly webinar on Tuesdays * June – August * Unlimited playback through AAP exam testing window |  | - | ✓ | - | ✓ |
| Tier 3 - Final Walkthrough | * Two-day workshop * September 29-30, 2021 * Final review before sitting for AAP Exam * PowerPoints, activities, & games used to further understanding on ACH topics |  | - | - | ✓ | ✓ |
| Discuss in an Open Forum Environment (AAP Exam Prep Series Exclusive) | * Only available live for AAP Exam Prep Series registrants * 6-part webinar series * 90-minute webinar every other week on Thursdays * 30 minutes dedicated to an ACH topic & 60 minutes dedicated to open forum discussion * August - September |  | - | - | - | ✓ |
|  | **Cost per Tier/Package:** |  | Members: **$750**  Non-members: **$1,500** | Members: **$1,000**  Non-members: **$2,000** | Members: **$375**  Non-members: **$750** | Members only: **$1,200**  ($925 in savings) |