


# 2015 COMMERCIAL LOAN ADMINISTRATION CLINIC

APPLY  
FOR FUNDING  
THROUGH THE  
CANADA-ONTARIO  
JOB GRANT  
PROGRAM



**COMMERCIAL LOAN ADMINISTRATION** is a key contributing factor in every successful and profitable commercial loan department. By diligently following policies, procedures and processes in an efficient, well organized way Commercial Loan Administrators become the foundation for building a strong commercial portfolio. The two day clinic is a rigorous, practical approach training session that will expand your knowledge, give you the tools and skills you need to perform the required tasks. You will gain in-depth understanding of the commercial loan administration process. Participants gain insight through real-life commercial loan scenarios.

JUNE 3<sup>RD</sup> & 4<sup>TH</sup>, 2015 • HILTON GARDEN INN, MISSISSAUGA

|||| LEVELFIVE  
strategic partners inc.

[www.levelfive.ca](http://www.levelfive.ca)

# COMMERCIAL LOAN ADMINISTRATION CLINIC

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## WHO SHOULD ATTEND

This clinic is best suited for commercial loan administrators wishing to refresh their skills and knowledge and/or those who have not had the benefit of formal training. It is also designed for employees wishing to move into this important role or those providing temporary or back up support to this critical area.

## FACILITATOR – PAULA-JEAN LYN

Paula-Jean has more than 25 years senior management experience in the areas of commercial credit administration, branch operations and cash management. She has held senior level positions including Commercial Credit Administration Manager at CitiBank, Jamaica and Commercial Credit Administrator at Central1 and Community Partners Inc. Paula-Jean provides commercial credit administration consulting to several Ontario credit unions and provides management support to several community cooperatives. She is recognized as an outstanding instructor and has taught the Commercial Loan Administration course which was previously offered at Professional Credit Granting School.

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### DAY 1 – WEDNESDAY, JUNE 3RD, 2015

7:30 – 8:30 am	Breakfast
8:45 – 10:15 am	<b>Welcome and Introductions</b> <ul style="list-style-type: none"><li>• Introduction and Process Overview</li><li>• The Commercial Lending Department – Loans Origination and Credit Administration</li><li>• Personal vs Commercial Loans</li></ul>
10:15 – 10:30 am	Nutrition Break
10:30 – 12:00 pm	<b>Commercial Lending Criteria</b> <ul style="list-style-type: none"><li>• Types of Commercial Credit Facilities</li><li>• Elements of a Contract</li><li>• The Commitment Letter including:<ul style="list-style-type: none"><li>• Commitment Letter Schedules</li><li>• Standard Charge Terms</li></ul></li></ul>
12:00 – 1:00 pm	Lunch
1:00 – 2:30 pm	<b>Legal Representation and Legal Instructions</b> <ul style="list-style-type: none"><li>• Security Introduction</li><li>• Property vs Real Property</li><li>• Land Registry and the PPSA</li></ul>
2:30 – 2:45 pm	Nutrition Break
2:45 – 4:30 pm	<b>Conditions Precedent to Funding</b> <ul style="list-style-type: none"><li>• Appraisals</li><li>• Environmental Reports</li><li>• PNW Statements and Financial Statements</li></ul>
6:00 – 8:00 pm	Dinner

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### DAY 2 – THURSDAY, JUNE 4TH, 2015

7:30 – 8:30 am	Breakfast
8:45 – 10:15 am	<b>Brief Overview of Construction Lending</b> <ul style="list-style-type: none"><li>• The Closing Process</li><li>• Group Case Study</li></ul>
10:15 – 10:30 am	Nutrition Break
10:30 – 12:00 pm	<b>Overview of Syndicated Loans</b> <ul style="list-style-type: none"><li>• The loan servicing agreement</li><li>• Participation agreement</li></ul>
12:00 – 1:00 pm	Lunch
1:00 – 2:30 pm	<b>The Credit File</b> <ul style="list-style-type: none"><li>• Monitoring Tools</li><li>• Credit Administration Diary</li></ul>
2:30 – 2:45 pm	Nutrition Break
2:45 – 3:30 pm	<b>Form Letters</b> <ul style="list-style-type: none"><li>• Statutory Claims</li><li>• Security Evaluation</li><li>• Letters of Credit &amp; PPSA</li></ul>
3:30 – 4:00 pm	Closing

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## DATES:

Wednesday, June 3rd, 2015 – Thursday, June 4th, 2015

## TIME:

8:45 AM to 4:30 PM

## REGISTRATION FEE + MEETING PACKAGE

\$750.00 + HST = \$847.50 + \$177.20 + HST = \$1,047.74

## FEES INCLUDE:

2 Continental Breakfasts, 2 lunches, 4 nutrition breaks,  
1 dinner.

*Note: Rooms are available at a corporate rate  
of \$139.00 plus applicable taxes.*

## LOCATION:

### Hilton Garden Inn Toronto Airport West

1870 Matheson Blvd.

Mississauga, ON L4W 0B3

Telephone: 905-361-6300

*Contact the hotel directly if a room is required.*



## TO REGISTER:

Return the completed registration form to:

**Jan Hall, National Training Coordinator**

Level Five Strategic Partners Inc.

27-4444 Eastgate Parkway, Mississauga, ON L4W 4T6

Telephone: 905-602-0644 Ext. 0

Fax: 905-602-0063

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## COMMERCIAL LOAN ADMINISTRATION CLINIC – REGISTRATION FORM

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

Credit Union: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cheque Enclosed: \$ \_\_\_\_\_

Please make cheque payable to Level Five Strategic Partners Inc.