



VIRTUAL CREDIT ANALYST DEVELOPMENT PROGRAM



VERMONT BANKERS ASSOCIATION, INC.



March – May 2026

State Banking Association Members*†: \$2,750

Providing a Strong Foundation for the Next Generation of Bankers



Register online: www.bankerscontent.com/0326cadp

WHO SHOULD ATTEND

The Credit Analyst Development Program is designed for credit analysts, credit officers, credit administrators, commercial loan officers/managers, loan review officers, branch managers and management trainees. In order to obtain the greatest benefit from this course, participants should have a general understanding of accounting and have a basic understanding of financial statement and credit analysis.

AVAILABLE LIVE & ON DEMAND

CADP is offered LIVE and will remain available OnDemand through July 10, 2026. Perfect for catching up on any missed sessions!

THE BANK/ THE ROLE AND SKILL SET OF THE CREDIT ANALYST/ THE CADP

March 12, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

This first session of the Credit Analyst Development Program (CADP) will provide an overview of depository and lending services offered by a bank, the importance of commercial lending, bank regulatory agencies and regulations, and the role, characteristics, and skills of a successful credit analyst within a bank's commercial loan environment.

The session will then outline the upcoming sections of the CADP, including accounting fundamentals, key ratio analysis, personal and business tax return analysis, loan structure, documentation, and compliance, as well as commercial and industrial (C&I) lending, commercial real estate (CRE) lending, and the final exam.

SESSION HIGHLIGHTS

Students will develop an understanding of the following areas of banking:

- Review depository products and lending services
- Discuss commercial lending in the bank, regulatory agencies, and banking regulations
- Explore the role, characteristics, and necessary skills required of a credit analyst
- Preview upcoming CADP sessions

ACCOUNTING BASICS/REFRESHER

March 13, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

This session will give the student a basic refresher on accounting. It will demonstrate how the income statement, statement of owner's equity, balance sheet, and statement of cash flows are created and how they relate to each other.

The session will also cover the "ten step" accounting cycle that leads to the preparation of financial statements, the rules of debits and credits, the differences between accrual and cash basis accounting, adjusting entries, accounting for receivables, inventory, short- and long-term assets and liabilities, depreciation, proper analysis of the notes to the financial statements, types of financial statements, and the CPA opinion. Several "hands-on" examples will be included to reinforce the accounting concepts.

SESSION HIGHLIGHTS

Students will develop an understanding of the following areas of banking:

- Discuss the four financial statements
- Review the ten-step accounting cycle
- Discuss the rules of debits and credits
- Cover accrual versus cash basis accounting and adjusting entries
- Review accounting for short and long-term assets/liabilities and depreciation
- Analyze the notes to the financial statements
- Describe types of financial statements and the CPA opinion
- Display examples to reinforce accounting concepts

KEY RATIO ANALYSIS: CALCULATING AND INTERPRETING THE NUMBERS CORRECTLY

April 16, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

During this session, students will calculate and interpret key ratios using a "five-step" model that covers liquidity, activity, leverage, operating performance, and cash flow analysis. This will help the students clarify this critical discipline and assist them in better negotiating the "numbers" with their business borrowers and bank management.

The session will also include a review of "spreading" a financial statement using software to calculate and analyze key ratios. Three case studies will be presented to illustrate the main concepts associated with key ratio analysis.

SESSION HIGHLIGHTS

Participants will develop an understanding of the following key concepts:

- Utilize a "five-step" key ratio analysis model
- Discuss using key ratios to negotiate with business clients and bank management
- Spreading a financial statement
- Case analysis: Applying the concepts

BASIC PERSONAL & BUSINESS TAX RETURN ANALYSIS

April 17, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

This session will enable students to gain knowledge of the often complex and confusing topic of taxes. The first part of this session

HOMEWORK AND MENTORS

Participants are required to complete 6-8 hours of homework. This prepares them to best understand the topics, challenges them to be proactive in their learning, and to seek out the advice of key individuals within their own institution when needed. After completing their individual assignments, participants then discuss within their class to compare notes and learn how their peers approached the questions. Each student is also paired with an executive-level mentor from their bank, who works with them to reinforce the classroom learning experience. Mentors are a required part of the program, and act as a sounding board to assist in understanding new concepts.

will concentrate on personal tax return analysis, while the second part will focus on business tax returns.

SESSION HIGHLIGHTS FOR PERSONAL TAXES

- Review the basic structure of the personal 1040 federal tax return (including the schedules and K-1 forms)
- Use analysis techniques to prepare a personal cash flow from information gleaned from the 1040 and the related schedules
- Discuss recent changes in the tax code, including the OBBA (One Big Beautiful Bill), and how they affect the bank's "individual" borrowers/ guarantors

SESSION HIGHLIGHTS FOR BUSINESS TAXES

- Analyze the structure of a C corporation, S corporation, and Partnership (including LLC) tax return
- Explore business tax returns and prepare cash flows for these entities, along with the preparation of a global cash flow (personal & business)
- Review tax and technology issues, identify fraudulent returns, and describe how tax returns can be used to market the bank's products and services better
- Discuss updates in the tax code and how they apply to businesses

LOAN STRUCTURE, DOCUMENTATION, & COMPLIANCE

May 7, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

This session will cover the interrelated disciplines of structuring and documenting a commercial loan, as well as meeting applicable compliance requirements. Appropriate management of these areas will assist the bank in maintaining a "vibrant" commercial loan portfolio. Concepts will be reinforced through a comprehensive case study.

SESSION HIGHLIGHTS

- Review basic "business" structures from C Corporations to LLCs
- Explore the six elements of "loan structure": loan purpose, sources of repayment, adequate amount, appropriate term, adequate support, framework for monitoring
- Summarize the four elements of "loan support": collateral, guarantees, business loan agreements, and subordination agreements
- Explore the use of a basic Borrowing Base Certificate (BBC)
- Highlight commercial loan documentation, including promissory notes, security agreements, and guarantees
- Discuss loan pricing and monitoring issues
- Review current compliance issues: Equal Credit Opportunity

Act (Reg. B); Truth in Lending Act (Reg. Z); Bank Secrecy Act (BSA); Fair Debt Collection Practices Act (FDCPA); and UCC Article 9

- Analyze a comprehensive loan structure/ documentation/ compliance case study

BASICS OF C&I LENDING AND COMMERCIAL REAL ESTATE (CRE) LENDING & FINAL EXAM

May 8, 2026

8:00 – 3:00 p.m. PT • 9:00 – 4:00 p.m. MT
10:00 – 5:00 p.m. CT • 11:00 – 6:00 p.m. ET

C&I LENDING

This session will start with an overview of commercial and industrial (C&I) loan products, including working capital lines of credit, ABL facilities, and equipment financing (loans/leases). It will also include the structure and basic underwriting for these credit instruments, as well as pricing, documentation requirements, and other challenges in managing the C&I loan portfolio.

SESSION HIGHLIGHTS

- Explore underwriting C&I loans, including accounts receivable, inventory, and equipment financing
- Review documentation, collateral, pricing, and management of C&I loans

COMMERCIAL REAL ESTATE (CRE) LENDING

We will then review the underwriting of a CRE loan, including assessing the borrowing entity, examining the loan structure, determining the loan support, and calculating the property's cash flow. Documentation, closing, and monitoring of CRE loans, as well as related environmental issues, will then be explored. A review of problem CRE loans and related collateral issues will follow this.

SESSION HIGHLIGHTS

- Analyze the underwriting of a CRE loan, including assessing the borrower, exploring the loan structure and support, and determining cash flow
- Explore loan documentation, closing, monitoring issues, environmental concerns, and problem CRE loan workout

FINAL EXAM

The content and skills training of the Credit Analyst Development Program (CADP) will be summarized through a comprehensive final exam.

SESSION HIGHLIGHTS

- Review the main points of the CADP through a final exam

COST FOR PROGRAM

- State Banking Association Members*†: \$2,750

SPEAKER PROFILES



David L. Osburn is the founder of Osburn & Associates, a business training and contract CFO firm that provides seminars, webinars, and keynote speeches for bankers. His extensive professional background of over 30 years encompasses 21 years as a trainer and contract CFO and 16 years as a bank commercial lender. His banking credentials include loan underwriting, loan “work-out”, management, and business development. David has been an adjunct college professor for over 30 years including the College of Southern Nevada.

ATTENDANCE

Students may miss one class during the program. However, missing more than one class will result in ineligibility for the graduation certificate. Students must inform the WBA course administrator of any planned absences to explore options for earning attendance credit for the missed class.

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Learn more online: www.wabankers.com/cadp

Recommended Prerequisites

Before joining the WBA’s CADP, we strongly recommend several courses to help you prepare and be successful. These courses are offered through the ABA and are available online at your convenience.

Loan Structuring, Documentation, Pricing and Problem Loans
Introduction to Analyzing Financial Statements
Understanding Business Borrowers Suite

We also strongly recommend attending our Understanding Bank Performance to help prepare. Students who register for both CADP and UBP will receive a \$500 discount on their UBP registration. Learn more about the program at www.wabankers.com/ubp.



*Attendance at WBA programs is limited to employees, officers and directors of WBA members, non-members eligible for membership in the WBA and members of other state banking associations which grant reciprocal privileges to WBA members.

†Subject to Washington sales tax.

Cancellation Policy: For all cancellations that occur up to seven days prior to the start date, a \$300 cancellation fee will be charged. For cancellations with less than seven days notice, there will be no refunds. A substitute can attend at no fee. For cancelled courses and/or seminars, full fees will be refunded. Cancellation Procedure: Cancellations must be sent in writing to the WBA office via email, fax, or mail. No refunds will be granted until a written cancellation request is received by WBA.