

	Time	Length	CPE	Jan	Feb	Mar	Apr			
<b>Financial Series I</b>										
Foundation - 8811	9am - 5pm	1 Day	7	1/19/2009	2/9/2009	3/2/2009	4/13/2009			
General Ledger - 8812	9am - 5pm	1 Day	7	1/20/2009	2/10/2009	3/3/2009	4/14/2009			
Payables Management - 8819	9am - 5pm	1 Day	7	1/21/2009	2/11/2009	3/4/2009	4/15/2009			
Receivables Management -8823	9am - 5pm	1 Day	7	1/22/2009	2/12/2009	3/5/2009	4/16/2009			
Bank Reconciliation -8671	9am - 1pm	1/2 Day	3	1/23/2009	2/13/2009	3/6/2009	4/17/2009			
Fixed Assets - 8691	9am - 4pm	1 Day	6	1/26/2009	2/16/2009	3/9/2009	4/20/2009			
<b>Other Courses</b>										
Human Resources -8885	9am - 5pm	2 Day	14		2/2/2009					
Payroll - 8820	9am - 5pm	1 Day	7		2/4/2009					
Inventory - 8816	9am - 5pm	1 Day	7						4/22/2009	
Purchase Order Processing - 8822	9am - 5pm	1 Day	7						4/23/2009	
Sales Order Processing - 8824	9am - 5pm	1 Day	7						4/24/2009	
FRx Financial Reporting I - 8399	9am - 5pm	2 Day	14						2/18/2009	3/10/2009
FRx Financial Reporting II - 8400	9am - 5pm	2 Day	14					3/12/2009	4/30/2009	
Report Writer - 8517	9am - 5pm	2 Day	14		2/23/2009					
Integration Manager - 8815	9am - 5pm	2 Day	14		2/25/2009					
Year End Close Procedures	9am - 1pm	1/2 Day	0		1/7/2009					
Workstation Installation Class	9am - 5pm	1 Day	0							4/10/2009

## About Our Training

The value of your business application is determined by how you use it. The goal of InterDyn AKA is to help you get more out of your software, and make more productive use of your time. You'll benefit from a fully equipped classroom setting, providing a dedicated environment in which to learn – with no distractions. Our courses follow strict guidelines and our staff has been rigorously trained, holding the Microsoft Certified Trainer designation. With over 300 successful implementations of the products you use, we offer real-world knowledge and are committed to improving your company's success through better use of your technology.

## NASBA Sponsorship Statement

**Company** is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).

## Statement of Administrative Policies

### Registration Policy

Students can register for training up to 24 hours prior to the scheduled start date of training. Space is limited. Program seats will be granted by the order of registration. A confirmation notice will be sent to registrants upon completion of the registration process. Registrations must be secured by credit card. Program fees will be billed two weeks before the first scheduled day of training.

### Refund Policy

Up to two weeks prior to the scheduled course date, 100% of the program fee will be refunded. Less than two weeks prior to the start date cancellations and/or transfers will result in a 25% penalty fee. The penalty fee will be charged to the applicant's credit card. Student substitutions are allowed.

### Program Cancellation

Program cancellations will be made within a minimum of two weeks prior to the scheduled class date. Cancellation notices will be sent via email to each registered party. InterDyn AKA assumes no responsibility for non-refundable airline tickets or other expenses that may be incurred due to program cancellation.

### Record Retention

InterDyn AKA will retain a copy of all student records for a period of five years. CPA records will be available within a five-year period from the date of training for audit by the National Association of State Boards of Accountancy (NASBA). CPA's can receive a copy of their records within a five-year period from the date of training by submitting a faxed copy to Company. A signature must be printed on the submitted request.

### Complaint Resolution

InterDyn AKA will review all written complaints regarding its CPE Sponsor program, facility and/or management to determine if any violations of NASBA Standards or any other National Registry of CPE Sponsors Registry has occurred. Depending upon the nature of the complaint, InterDyn AKA will request the advice of NASBA to determine a fair and legitimate resolution. If the complaint proves a violation of standards or procedures on the part of InterDyn AKA, we will act to resolve the problem within 60-days.

## Please contact the following person with complaints:

Michelle Roy  
875 Sixth Avenue  
New York, NY 10001

Email: [Michelle.Roy@InterDyn.com](mailto:Michelle.Roy@InterDyn.com)  
Phone: (212) 502-3923  
Fax: (212) 629-0811



