Frequently Asked Questions (FAQ's)

Am I eligible to attend?

You are eligible to attend if you serve on the board of directors of a *national community bank or federal savings association*. The board of directors supervises the affairs of the institution, oversees the management of the institution's activities and are responsible for signing the OCC's Report of Examination. Senior management and other key executives of national community banks and federal savings associations supervised by the OCC are also eligible to attend the Building Blocks workshop.

How do I know if my institution is a national bank or a federally chartered savings association?

National banks must have the word "national" in their legal title as defined in 12 USC 22. The words "national association" or the initials "N.A." may be used to indicate a national bank's corporate status.

Under 12 CFR 543.1, federal savings associations are not required to have identifiers in their legal title. The best way to find out if your institution is a federal savings association would be to go to the FDIC website (http://www2.fdic.gov/idasp/main.asp) and search the institution directory database by the name of the institution. After finding the institution, check if the Class field is SA (SA = savings associations, state or federal charter).

What's included with my registration?

Each workshop includes:

- Course-related materials such as handbooks and other OCC publications

- Lunch

Are travel arrangements included in my registration?

No. You will need to make hotel reservations and travel arrangements on your own. However, you can receive a discount on your hotel reservation by reserving a room under the function name "OCC Bank Directors Workshop" before the cutoff date, which is usually four weeks prior to the workshop. We strongly advise registrants to refrain from making travel arrangements until you receive a registration confirmation email.

Can I earn CPE credits by attending these workshops?

The OCC does not give CPE credits; however, you may submit your registration confirmation letter, the workshop agenda, and the participant list showing your attendance to your affiliation for credit.

What are the workshop times?

Building Blocks
Day 1: Registration 7:00 a.m. Workshop 8:00 a.m. to 5:00 p.m.
Day 2: Registration 7:00 a.m. Workshop 8:00 a.m. to 12:00 p.m.
Risk Governance
Registration 7:00 a.m. Workshop 8:00 a.m. to 4:00 p.m.
Credit Risk
Registration 7:00 a.m. Workshop 8:00 a.m. to 4:00 p.m.
Compliance Risk
Registration 7:00 a.m. Workshop 8:00 a.m. to 4:00 p.m.
Operational Risk
Registration 7:00 a.m. Workshop 8:00 a.m. to 4:00 p.m.

What is the policy for canceling a registration?

Notice of cancellation must be in writing and can be e-mailed to BankDirectorWorkshop@occ.treas.gov. If a cancellation is received less than one month before a workshop, there is no refund.

Can I still register if I can only attend a portion of the workshop?

Yes, you may still register. Although we encourage attending the entire workshop to maximize your learning experience, the OCC understands prior commitments may prevent directors from attending all day. When registering, please advise the registration center manager if you are only able to attend a portion of the workshop.

What happens if a workshop I want is sold out?

We will set up a waitlist for workshops at capacity. The registration center will notify you no later than two weeks prior to the workshop in the event space becomes available.

Why was my registration not approved?

Your registration indicated that you are not on the Board of Directors of a national bank or a federal savings association AND/OR your institution is not supervised by the OCC. If you have additional information that you believe would verify your eligibility or any additional questions, please email BankDirectorWorkshop@occ.treas.gov

Who can I contact if I still have questions?

Please contact the registration center at 202-649-6490