November 2021

Greetings Tuition Exchange Liaison Officers,

As a result of COVID-19, many long-serving TE Liaison Officers have left their position. As these individuals departed, a vast amount of institutional history went with them. TE Central is happy to share some membership service updates, which we hope will help reduce any knowledge gaps as you navigate the TE portal.

TE Central has created four on-demand webinars. Each webinar has one focus to help you focus on the tasks required for membership compliance.

[Tuition Exchange 101](https://attendee.gotowebinar.com/recording/7911802418175087117) outlines the responsibilities of membership, TE Liaison Officer expectations, the EZ-app, and announces a voluntary TE certification program and ability to earn three (3) CEU credits annually.

[Tuition Exchange 102](https://attendee.gotowebinar.com/recording/7676274932877926412) provides a verbal tour of the [TE website](http://www.tuitionexchange.org), [family section](https://www.tuitionexchange.org/vnews/display.v/SEC/Families), [Liaison Officer section](https://www.tuitionexchange.org/vnews/display.v/SEC/Liaison%20Officers), and [TE Liaison Officer portal.](https://telo.tuitionexchange.org/officers.cfm) We will also review the voluntary TE certification program and the ability to earn three (3) CEU credits annually.

[Tuition Exchange 103](https://attendee.gotowebinar.com/recording/3597803675410684174) sole focus is TE Guidelines. What each TE school needs to consider, and how the information is shared. A reminder of how to log into the TELO Only Resource section of the website concludes the webinar.

[Tuition Exchange 104](https://attendee.gotowebinar.com/recording/4673480090181480463) reminds the TE Liaison Officer of the importance of an accurate enrollment report and helps the Financial Aid contact complete the Import Confirmation Report. Once again, we will review the voluntary TE certification program and ability to earn three (3) CEU credits July 1 through June 30.

Within the next 60 days, TE Central will provide specific details about the TE Certification program and how you can earn up to three (3) CEU credits. In the meantime, please take advantage of these four quick and focused training webinars. All webinars and supporting documents are posted inside the [Liaison Officer section](https://www.tuitionexchange.org/vnews/display.v/SEC/Liaison%20Officers%7CTELO) of the main website.

If you have suggestions for training topics, please share your ideas with Janet. Thank you for your continued support of employees and students. TE Central appreciates your support of the program.

Sincerely,

Bob Shorb

Robert “Bob” D. Shorb

Executive Director/CEO

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