

**February 2015**

## **President's Notes**

**by Micheal Baer, CFE, CIA**



Can you believe that it is already February? I don't know about you, but I am ready for warmer weather and for winter to come to an end.

We had another successful Member's Benefit Day at Nashville State Community College and our three remote locations. Mr. Alton Sizemore did a fabulous job as always. This month we celebrate Black History Month, Ground Hog Day, President's Day and Valentine's Day. February is a short month and will be gone before we know it. With March quickly approaching, please don't forget to register for the 19<sup>th</sup> Annual Fraud Conference.

Our 19<sup>th</sup> Annual Fraud Conference will be held on March 9<sup>th</sup> and 10<sup>th</sup> at One Century Place Conference Center (formerly the Willis Center). Also, mark your calendars... we have our February, April and May monthly luncheons before we conclude this year with our annual June social.

It's hard to believe that another CFE year will be concluding in just a few short months. Everyone have a fabulous February, and I look forward to seeing you all at next month's conference. If you need to contact me, or any members of the board, please do not hesitate to call on us. You will find our contact information listed at the end of this newsletter.

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## Calendar of Events

Our 2014 – 2015 CFE luncheons will be held at the Scarritt-Bennett Center located at 1008 19<sup>th</sup> Avenue South in Nashville. You will find this year's calendar below. All luncheons will begin at 11:30 am. The luncheon dates this year are:

Thursday, September 18, 2014  
 Thursday, October 16, 2014  
 Thursday, November 20, 2014  
 Christmas Social – December 18, 2014  
 Member Benefit Day – January 12, 2015  
 Thursday, February 19, 2015  
 Annual Conference – March 9 & 10, 2015  
 Thursday, April 16, 2015  
 Thursday, May 21, 2015  
 Social – June 25, 2015

The **19<sup>th</sup> Annual MTACFE Conference** will be held on **March 9 & 10, 2015**, at One Century Place Conference Center (formerly Willis Conference Center). Registration is now open at <http://www.middletennesseecfe.org/conference.htm>.

Our website now lists events at surrounding chapters! See our chapter website at <http://www.middletennesseecfe.org/index.htm> for more information on these great training and networking opportunities.



## Did You Know?

The Middle Tennessee Chapter, ACFE, has a drawing each year to give away a CFE Exam Prep Course, valued at \$745 (member price) to a chapter member who is not yet a CFE.

We also give away thousands of dollars in scholarships each year to deserving students. More details may be found on our website at <http://www.middletennesseecfe.org/scholarships.htm>.



## Important Meeting Information

**Luncheons are \$10.00 for members who make their reservations by COB on Wednesday prior to the luncheon. For members making their reservations after COB on the Wednesday before the luncheon, and for members who make a reservation but do not attend or call to cancel, the cost is \$20.00. Individuals who attend without making a reservation will also be charged \$20.00.**

Adopted Policy @ \$21.09 per plate cost		
	Luncheon Fee	Chapter Cost
<b>Member w/ Reservation</b>	\$10.00	\$11.09
<b>Member w/o Reservation</b>	\$20.00	\$1.09
<b>Member No-Show</b>	\$20.00	\$1.09
<b>Non-Member w/ Reservation</b>	\$15.00	\$6.09
<b>Non-Member w/o Reservation</b>	\$20.00	\$1.09
<b>1<sup>st</sup> Time Visitor</b>	Free	\$21.09

### Luncheon Reservation/Cancellation Policy—Please Take Note!

Please be sure you make reservations for the luncheons prior to attending. We need the reservations to plan appropriately for our attendees and to eliminate confusion at the luncheons. You will receive a confirmation email after you submit your reservation.

Any cancellations **(after we have submitted the number of attendees to the facility)** or no-shows will be invoiced for the full cost of the meal: \$20.00. Payment of invoices will be due within 60 days of date of invoice. Any unpaid invoices after the 60 day period will result in any reservation for future luncheons to be **CANCELED** and you will not be allowed to attend Chapter luncheons or take advantage of member benefits until your outstanding invoices are paid.

If you must cancel your reservation, you must notify the reservationist, Mary Cole ([Mary.C.Cole@cot.tn.gov](mailto:Mary.C.Cole@cot.tn.gov)), by the deadline listed in the reservation email, which is usually one week prior to the luncheon, or you may have someone attend in your place and avoid being invoiced for the luncheon. If you have someone take your place you must notify the reservationist or have the substitution notify the reception/sign-in table at the luncheon when signing-in.

Other exceptions may apply in **extreme situations** (i.e. death of a family member) and will be reviewed on a case by case basis at the discretion of the Chapter Board. If you have any questions concerning the luncheon costs or the Chapter's cancellation policy please feel free to contact Mark Ingram, Chapter Treasurer at [Mark.Ingram@tn.gov](mailto:Mark.Ingram@tn.gov).

Members, if you are inviting nonmembers to attend who are not first time attendees, please be sure that they are fully aware of their costs and our cancellation and invoicing policy. **First-time** guests eat free. After a guest's first visit, he or she will be charged \$15.00 for the lunch with a reservation, and \$20.00 without a reservation according to the non-member fee schedule. **No Free Guests are allowed** at joint luncheons, due to elevated costs, or Member Benefits Events, such as the December Luncheon or January Member Benefit Training Day.

## Important New Information Regarding CPE Suspensions



According to the ACFE's website at <http://www.acfe.com/myannouncements.aspx>, beginning January 1, 2015, CFEs with five or more years of CPE suspensions will be placed into Associate member status. Should these individuals want to reinstate the CFE credential they will be required to take the CFE Exam. If you have any questions about this new requirement, contact the ACFE at 1-800-245-3321. If a CFE does not certify compliance on an annual basis, their credential will be placed into suspension. Suspended status prohibits individuals from representing themselves as CFEs to the general public and using the credential in any form.

## New Members and New CFEs

**We would like to welcome the following new members to our chapter:**

Karen Avant, Deloitte  
 Jaci Cochran, Joseph Decosimo & Co.  
 Dawn Frazier, TennCare  
 Richard Garner, TennCare  
 Lakesha Hall, State of Tennessee  
 Polly Joralemon, Deloitte  
 Laura Key, State of Tennessee  
 Crystal Messner, Tennessee Dept. of Environment & Conservation  
 Helen Oumer, State of Tennessee  
 David Sherman, Deloitte  
 Andrew Smith, Lexon Surety Group  
 John Struyk, Tennessee Department of Health  
 Mark Swann, Metro Nashville Government  
 Walter Vance, AIG  
 Carrie Weidner, State of Tennessee  
 Benjamin Yarbrough, State of Tennessee



**And congratulations to the following new CFEs:**



Linda Main, Tennessee Dept. of Environment and Conservation  
 Kerry Rickard, Tennessee Dept. of Commerce and Insurance



## Member Benefit Day Photos

Thanks to everyone who attended the Member Benefit Day on January 12 at Nashville State Community College! We hope you enjoyed Alton Sizemore's great presentation.





## February 2015 Luncheon

The February luncheon will be held on Thursday, February 19, 2015, at 11:30 am at the Scarritt-Bennett Center in the Raintree Room. Scarritt-Bennett is located at 1008 19<sup>th</sup> Avenue South, Nashville, TN 37212. Directions are available at <http://www.scarrittbennett.org/about/meps.aspx>

Scarritt-Bennett visitor parking is available in Parking A or Parking B. Please be aware that parking can be limited due to other events held on the same day as ours. Other parking options include the Wesley Place Garage on Scarritt Place between 19th and 21st Avenues or the meters along 19th Avenue. Approximate prices are \$1.00 per half hour and the parking meters are \$1.50 per hour in the Central Business District. Members may want to consider carpooling or bringing cash or change to pay for parking if necessary.

## February Luncheon Speakers

Our February luncheon speakers will be Christopher Pikelis, Special Agent with the Internal Revenue Service, and Brian Fazenbaker, FBI Special Agent. They will be speaking about criminal investigative work by the IRS and FBI.



**Christopher R. Pikelis, Special Agent**  
**IRS – Criminal Investigation**  
**Nashville Field Office**  
**Columbia Resident Agent**

Mr. Pikelis began his career with the Internal Revenue Service in September of 1987 as a Revenue Agent in Detroit, Michigan. As a field auditor, Mr. Pikelis was involved in audits of individual and less complex business tax returns.

During July of 1988, Mr. Pikelis began his career in the Criminal Investigation Division in the Detroit Field Office. As a developing Special Agent, Mr. Pikelis conducted initially tax related investigations. After some time, Mr. Pikelis was assigned to a HIDTA (High Intensity Drug Trafficking Area) multi-agency investigative unit tasked with dismantling narcotics organizations and those associated with violence.

During April of 2000, Mr. Pikelis was promoted to a Supervisory Special Agent position in the Detroit Field Office, where he became the Task Force Commander of the HIDTA Unit where he was previously assigned. In January 2003, Mr. Pikelis was assigned as a Senior Analyst for the Criminal Investigation Office in Washington, DC, where he was assigned to identify burden reduction initiatives and to develop a knowledge based skills transfer tools that was implemented nationwide.

During August 2004, Mr. Pikelis was promoted to the Assistant Special Agent in Charge position in the Chicago Field Office. As such, he had command authority of the Northern District of Illinois, Northern District of Indiana, and Southern District of Illinois. His major program oversight involved narcotics, anti-money laundering programs, abusive trusts, public corruption and covert operations.

During March 2008, Mr. Pikelis was promoted to the Special Agent in Charge in the Nashville Field Office. He was responsible for the oversight of all criminal investigative matters in the states of Tennessee, Arkansas, and Kentucky. During part of this time period, Mr. Pikelis was assigned as the acting Deputy Director of Strategy Office in Washington DC. He had direct authority over all matters including the National CI Criminal Investigation Training Academy, Research, Human/Labor Resources, and Finance Sections.

During October 2011, Mr. Pikelis returned to the field as a Special Agent for family reasons and a desire to establish roots in Tennessee and provide family stability. Mr. Pikelis lives locally in Franklin, Tennessee with his wife and 2 daughters who attend the University of Tennessee-Chattanooga and Page High School.

**Brian E. Fazenbaker, Special Agent  
Federal Bureau of Investigation**

In 1995, Special Agent (SA) Brian E. Fazenbaker entered the Federal Bureau of Investigations Academy at Quantico, Virginia. After graduation, he was assigned to the FBI's Buffalo Field Division, Buffalo, New York. He was assigned to the Violent Crimes Task Force responsible for investigating gangs, bank robberies, drug offenses, fugitive matters, extortions, and kidnappings. While in Buffalo, SA Fazenbaker was also assigned to the Special Operations Group (SOG), where he worked undercover operations and surveillance for investigations involving organized crime and public corruption.

In 1999, SA Fazenbaker transferred from the FBI Buffalo Division to the FBI Memphis Division, Nashville Resident Agency. He was assigned to the White Collar crime squad which investigates public corruption, civil rights and financial frauds, including corporate fraud, securities and commodities fraud, healthcare fraud, mortgage fraud, mass marketing fraud, insurance fraud, identity theft, and money laundering. His primary responsibility was the investigation of public corruption. He has investigated numerous significant public corruption matters including Operation Crooked Highway, a sophisticated undercover operation into the illegal issuance of driver's licenses to undocumented illegal aliens by corrupt Tennessee officials.

In 2008, SA Fazenbaker transferred from the Nashville Resident Agency to the Memphis Division, Columbia Resident Agency. He was assigned as co-case agent on the firebombing of the Islamic Center of Columbia in April 2008. The investigation involved a group of white extremists who intentionally set fire to the religious facility. He was the case agent for Operation Empty Arms, an Organized Drug Task Force (OCDETF) which targeted gang violence and drug trafficking in Maury County, TN. The investigative efforts of federal, state, and local law enforcement agencies targeted the major gang problems throughout the community and significantly reduced violent crime associated with gang violence.

SA Fazenbaker is a Certified Fraud Examiner (CFE) and a certified FBI Computer Analysis Response Team (CART) Technician. He has been trained in computer digital extraction techniques as a certified Digital Extraction Technician (DEXT). He is certified to image computer systems and conduct forensic analysis of computer images. He has received training in the use of Access Data's FTK Imager and AD Lab Forensic Software.

SA Fazenbaker was born in Cumberland, Maryland, and graduated from the University of Maryland with a Bachelor of Arts Degree in Law Enforcement. He entered active duty as a commissioner officer in the United States Air Force, obtaining the rank of Captain. While in the Air Force, SA Fazenbaker served throughout the United States and the European Theatre. He continued his graduate work at the University of Arkansas and received a Master's of Science Degree in Operation Management.



## Member Spotlight

### Barry Pruitt, CFE, CFI



This is my Barry Pruitt moment. I am the Director of Security & Investigations for Houchens Industries, the largest ESOP in the US and named #149 by Forbes America's Largest Private Companies. We are a conglomerate of supermarkets (IGA, Save-A-Lot, Food Giant, Piggy Wiggly, Buehlers Buy Low, PriceLess Foods), convenience stores, fast food restaurants (Subway, Sonic Drive-In, Schlotzsky's Deli, Derby's), manufacturing, construction, recycling, insurance, financial services, pharmacies, and the world's largest producer of juice concentrate, Tampico Beverages. I know.... It's a mouth full.

When I joined Houchens four years ago, I never knew their operations were so exciting. I manage high dollar employee theft cases and oversee the physical security of 16,000 employees and \$3 billion in assets and inventory. My staff and I train management to deter theft and enforce proper cash controls.

With two sons in college, my retirement from a law enforcement career was short lived. In fact, I slept through most of it. I left my twenty-two year police career one day and started my new job in the corporate world the very next morning. Making the transition was easy due to my management, investigative and criminal intelligence skills. In addition to a rewarding career with the Bowling Green Kentucky Police Department, I served on the United States Marshals Service Fugitive Task Force and the United States Attorney General's Anti-Terrorism Task Force.

2015 is an exciting year for me. In March, our oldest son Corey marries the love of his life, Lindsey. She is already calling me her "father-in-love". Our youngest son Brandon will spend the summer studying abroad in Taiwan enhancing his Chinese language skills. Considering he is also fluent in Portuguese and Spanish, he gets all his "smarts" from his mother, Cristi. She has a thirty-year career in accounting and healthcare administration. This June, we will celebrate our 30<sup>th</sup> wedding anniversary.

I earned my Criminal Justice degree from Eastern Kentucky University. I have been a CFE since 2012. I interviewed people for years in law enforcement but realized I needed to obtain the professionalism for the private sector. Therefore, I became a Certified Forensic Interviewer (CFI) through the International Association of Interviewers.

Because my sons were avid student athletes, Cristi and I spent many hours at the football stadium, the basketball court, the swimming pool and the soccer field. Now that I have "Barry time", I like to use my detective skills for genealogy research. I am a wealth of useless information and love trivia. On weekends, I can usually be found on the farm target practicing and shooting sporting clays. I binge watch House of Cards and never miss the weekly episode of Homeland. And when the University of Kentucky Wildcats are on, you can find me in my leather armchair, ready to cheer them on to another victory.



## National Conference Contest Points System

**Congratulations to Nathan Abbott, who won an all-expense paid trip to the 2014 national conference, which was held in San Antonio, Texas.** You can earn points to compete for next year's trip, which will be held in June 2015 in Baltimore, Maryland. Simply earn points according to the following schedule. The Chapter's treasurer, Mark Ingram ([Mark.Ingram@tn.gov](mailto:Mark.Ingram@tn.gov)) will be tracking the points earned. Please submit your points to him as you earn them to be sure you are appropriately credited. Points earned between January 2014 and December 2014 will be for the June 2015 trip to Baltimore! The trip will be awarded in March 2015.

<u>Category</u>	<u>Points</u>
Attending Monthly Chapter Meeting	1 point per meeting
Publish Article in Chapter Newsletter	2 points
Sponsoring a New Member	2 points per new member
Publish member profile in Chapter Newsletter	1 point
Contribution to "Been There, Said That, Done That"	1 point/contribution/month
Publication of Case Results	2 points
Participating as a speaker in the Chapter Speaker's Bureau	2 points per engagement
Publication of an article in the Association's <i>Fraud Magazine</i>	3 points
Attending the Chapter's 19 <sup>th</sup> Annual Conference	2 points
Service on Chapter Committee	2 points





## ACFE Middle Tennessee Chapter 2014- 2015 Chapter Officers, Board Members, and Committee Members

### CHAPTER OFFICERS AND BOARD MEMBERS

<b>President</b>	Micheal Baer, CFE, CIA	367-8376	<a href="mailto:mbaer@genesco.com">mbaer@genesco.com</a>
<b>Vice-President</b>	Nathan Abbott, CFE, CISA, EA	401-7841	<a href="mailto:nathan.abbott@cot.tn.gov">nathan.abbott@cot.tn.gov</a>
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<b>Treasurer</b>	Mark Ingram, CFE	532-5060	<a href="mailto:mark.ingram@tn.gov">mark.ingram@tn.gov</a>
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<b>Member at Large</b>	Sharon Matheny, CGFM	330-6302	<a href="mailto:sharonmatheny@hotmail.com">sharonmatheny@hotmail.com</a>

### COMMITTEE CHAIRS AND MEMBERS

<b>Website</b>	Nathan Abbott, CFE, CISA, EA <b>(Chair)</b>	401-7841	<a href="mailto:nathan.abbott@tn.gov">nathan.abbott@tn.gov</a>
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	Melissa Wilson, CFE	747-5214	<a href="mailto:melissa.b.wilson@tn.gov">melissa.b.wilson@tn.gov</a>
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	Sharon Matheny, CGFM	330-6302	<a href="mailto:sharonmatheny@hotmail.com">sharonmatheny@hotmail.com</a>

**NOTE: Chapter officers and board members comprise the Annual Fraud Conference Committee**

## Contact Us



### Middle Tennessee Chapter, Association of Certified Fraud Examiners:

Email: [info@middletennesseecfe.org](mailto:info@middletennesseecfe.org)

Website: [www.middletennesseecfe.org](http://www.middletennesseecfe.org)

Mailing address: P.O. Box 198361  
Nashville, TN 37219

### Association of Certified Fraud Examiners Headquarters:

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512-478-9000

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Follow the ACFE in social media:



<https://www.linkedin.com/groups?mostPopular=&gid=66889>



<https://www.facebook.com/AssociationofCertifiedFraudExaminers>



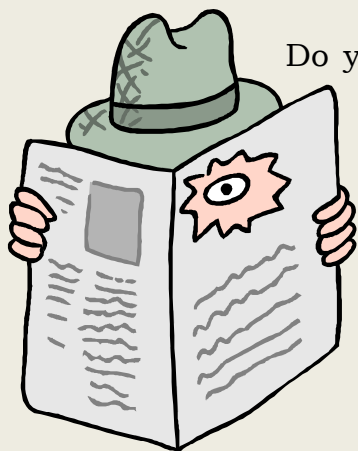
<https://twitter.com/TheACFE>



<https://www.youtube.com/user/TheACFE>



## Newsletter Articles



Do you have a great article to contribute to the Middle Tennessee Chapter, ACFE newsletter? If so, we would love to hear from you! Please contact Melissa Boaz at [Melissa.Boaz@cot.tn.gov](mailto:Melissa.Boaz@cot.tn.gov) or Jennifer Whitsel at [Jennifer.Whitsel@cot.tn.gov](mailto:Jennifer.Whitsel@cot.tn.gov) with your ideas and articles. Remember, you receive points for your articles that count toward the trip to the National ACFE conference!





# 19th Annual Fraud Conference

## March 9-10, 2015

### Middle Tennessee Chapter

White-collar crime continues to drain resources from businesses, governments, and other organizations locally, nationally, and globally. To increase awareness of the problem and to offer practical solutions for preventing, detecting, and investigating fraud, the Middle Tennessee Chapter, Association of Certified Fraud Examiners is pleased to announce its 19<sup>th</sup> Annual Fraud Conference.

Because Middle Tennessee Chapter, ACFE Annual Fraud Conferences sell out quickly, early registration is recommended. Don't lose your seat as one of the 240 participants at this year's conference. Registration information is on Page 3 of this brochure.

Past comments from attendees:

***Best conference I've attended for CPE in a very long time. Excellent work.***

***The information provided by the speakers helped me immediately.***

***The speakers were all on point for issues relevant for fraud, waste, and abuse aversion, detection, and/or prosecution.***

***Good Job and kudos to the Nashville Chapter of ACFE for another very fine conference!***

The Middle Tennessee Chapter, ACFE instructional method for this event is "Group Live." In accordance with the standards of Tennessee Board of Accountancy, CPE credits have been granted based on a 50-minute hour. Sponsor Number TNSBA051. This conference is recommended for **16 hours CPE credit (8 hours each day)**.

### Who:

CFEs, CPAs, CIAs, CISAs, auditors and others who want to increase their fraud awareness and update their fraud knowledge. Topics of discussion will include asset protection, legal considerations, and financial fraud.

### Where:

**One Century Place Conference Center**, 26 Century Blvd., Nashville, TN. Phone (615) 872-6400. The One Century Place Conference Center is Nashville's premier conference facility with "state of the art" equipment and food service.

### When:

Check-in begins **Monday, March 9**, at 7:15 a.m. with continental breakfast provided; Monday's sessions are scheduled for 8:00 a.m. - 4:10 p.m..

On **Tuesday, March 10**, continental breakfast starts at 7:15 a.m.; sessions are scheduled for 8:00 a.m. - 4:10 p.m.

### Lodging:

A block of rooms has been allocated at Embassy Suites Nashville Airport Hotel, 10 Century Boulevard, Nashville, TN 37214, at the rate of \$139 per night, single occupancy. **For reservations**, call (615) 871-0033.

This rate includes a full complimentary cooked-to-order breakfast each morning, and a two hour complimentary manager's reception each evening. Shuttle service is available to the One Century Place Conference Center.

Reservations must be made no later than **February 06, 2015** to get the conference rate.





**Middle Tennessee  
Chapter**

# 19th Annual Fraud Conference

## March 9-10, 2015

### Monday, March 9, 2015

7:15 AM – 8:00 AM	Continental Breakfast and Registration
8:00 AM – 8:10 AM	Welcome
8:10 AM – 9:50 AM	Don Mullinax <b><i>Government Fraud-Taxpayer Funds Under Siege</i></b>
9:50 AM – 10:00 AM	Break
10:00 AM – 11:40 AM	Tiffany R. Couch <b><i>Small business and small town fraud, expense reimbursement fraud</i></b>
11:40 AM – 12:40 PM	Lunch
12:40 PM – 2:20 PM	Tiffany R. Couch <b><i>Exploring the hidden impact of fraud from main street to wall street</i></b>
2:20 PM – 2:30 PM	Break
2:30 PM – 4:10 PM	Dave Coderre <b><i>Data Analytics: how to employ data-driven analysis techniques using ACL to "Let the Data Tell the Story"</i></b>

### Tuesday, March 10, 2015

7:15 AM – 8:00 AM	Continental Breakfast and Registration
8:00 AM – 8:10 AM	Welcome
8:10 AM – 9:50 AM	Donald A. Mills <b><i>Ethics</i></b>
9:50 AM – 10:00 AM	Break
10:00 AM – 11:40 AM	Walt Manning <b><i>Computing in the Cloud: New potential problems for investigators, auditors and security professionals</i></b>
11:40 AM – 12:40 PM	Lunch
12:40 PM – 2:20 PM	Walt Manning <b><i>The Challenges of BYOD: How the trend developed, issues that should be addressed to minimize the impact of BYOD and help with a successful deployment</i></b>
2:20 PM – 2:30 PM	Break
2:30 PM – 4:10 PM	Scott E. Augenbaum <b><i>Emerging National Computer Security Threats: Why foreign intelligence, criminal enterprises and transnational services target your organization</i></b>



## Middle Tennessee Chapter

# 19th Annual Fraud Conference March 9-10, 2015

This conference offers a high quality program, providing 16 hours of practical CPE for a reasonable price. Fees include conference, continental breakfast, lunches, and breaks.

**Please Note:** Amphitheater seating is limited to 200 people. Additional seats are available in an overflow room. The overflow room offers high-quality split-screen video, allowing attendees to see both the speaker and the presentation. A clear, two-way audio connection facilitates overflow room interaction with presenters and participation in Q & A sessions. Seating in the amphitheater will not be assigned, but will be first-come, first-served. Attendees arriving early will have their option of sitting in either the amphitheater or the overflow room. Later attendees' choices may be limited.

**Attention Chapter Members:** Discounts are available to members of the Middle Tennessee Chapter, ACFE. Please make all payments by February 27, 2015. For State Agencies, the Middle Tennessee Chapter, Association of Certified Fraud Examiners' vendor number is 0000083329.

**Reservations and payment **MUST** be received by February 27, 2015.**

**Registration Fees: \$375** non-members  
only **\$350** MTACFE chapter members

Non-members can join, prior to the event, for a yearly fee of \$25 or \$50 for three years and avoid the additional charge for the training!

You can find information on chapter membership at <http://www.middletennesseecfe.org/faq.htm>

### Directions to the One Century Place Conference Center:

From Briley Parkway: take Exit 7, turn East onto Elm Hill Pike. Turn Right (South) at light onto McGavock Pike. Turn right at light onto Century Blvd., and right into One Century Place.

### Special Assistance

Persons requiring special assistance under the Americans with Disabilities Act or for any other reason are asked to indicate so on their reservation. Vegetarian meals are available. Please indicate on your reservation if you would like one.

### Refund Policy

- Registrants who cancel **on or before February 27** will be charged a **\$30.00 cancellation fee.**
- Registrants who cancel **after February 27**, but before the conference, will be charged **\$100.00 cancellation fee.**
- No refunds can be made for registrants who do not attend the conference without a timely cancellation.

Registration **MUST** be made online at the following link:

<https://docs.google.com/a/middletennesseecfe.org/forms/d/1rLQpy-gK2lGb6QwTcK8i8XC0L7JTtQsBf6719eZxkJI/viewform>

Credit Card Payments will be accepted, but need to be made online from our website at the following link:

<http://middletennesseecfe.org/conference.htm>

