



# PFAT Guide

**Pennsylvania Financial Aid Training (PFAT)** is a cooperative education initiative for financial aid administrators between the **Pennsylvania Association of Student Financial Aid Administrators (PASFAA)** and the **Pennsylvania Higher Education Assistance Agency (PHEAA)**.

PASFAA, a professional organization, is always looking for volunteers to promote research, studies, seminars and workshops necessary for the continued growth of professional student financial aid administrators. If you are interested in volunteering to help educate the public on financial aid and funding opportunities, please contact PASFAA.

The following information provides you with a description of all the training events including those sponsored by PFAT, American Education Services (AES), PHEAA Regional Services and PA State Grant and Special Programs.

## About Registration

- Registrations for all training events are processed online via the AES or PASFAA websites. Registration is available on [aesSuccess.org](http://aesSuccess.org) unless otherwise specified.
- Additional training events may be planned by PHEAA during the year as needed. Be sure to visit the PASFAA and AES websites for all current training events. Information with details on dates and locations will be available prior to the workshops.
- Questions may be directed to PFAT training staff at [800.443.0646](tel:800.443.0646), [Option 4, Option 3](#) or to your [AES Manager/Director](#).

January – March		Fee	Level
AES Financial Aid Services (FAS) Spring Update Training	<p>AES offers webinars throughout <b>February</b>, to inform Financial Aid Services (FAS) participants of:</p> <ul style="list-style-type: none"> <li>• Delivery system changes</li> <li>• Technical updates mandated by the U.S. Department of Education</li> <li>• FAS system enhancements for the upcoming award year</li> </ul> <p>We will conduct webinars to provide this information, illustrate screen shots, and encourage discussions. Schools will be provided instructions on connecting to the webinars upon registration confirmation.</p>	No	All FA Staff
AES Web and Loan Processing Options Survey Webinars	<p>Each <b>February</b>, the Automated Loan Services group at AES presents webinar sessions to assist schools in completing the annual web and loan processing options survey. These sessions will review each portion of the survey and discuss, in detail, the benefits of the various processing options. We will conduct webinars to provide this information and to illustrate the discussions. Schools will be provided instructions on connecting to the webinars upon registration confirmation.</p>	No	All FA Staff
PFAT FAFSA Completion Sessions	<p>A series of workshops held in <b>February</b> allows families to get assistance to complete the Free Application for Federal Student Aid. Approximately 50 free, public workshops will be conducted concurrently at sites across the state. PHEAA Regional Directors as well as Financial Aid Officers will provide instruction during the workshop. <b>Contact your <a href="#">PHEAA Regional Office</a> to register.</b></p>	No	Borrowers and Families
PFAT Teleconference	<p>This annual teleconference provides information on current topics for the financial aid community. The latest information from both federal and state resources will be presented to assist in preparing for the next financial aid awarding cycle. This teleconference is broadcast free of charge and can be viewed via the internet. Participants can phone or email comments and questions while the program is on the air. <b>This year's teleconference is scheduled for March 5, 2010.</b></p>	No	All FA Staff

April – June		Fee	Level
PFAT Spring Training Seminars	This day-long conference <b>offered every April</b> gives participants the latest information in student financial aid administration. Experienced PASFAA presenters, PHEAA staff and special guests will conduct sessions on timely regulatory and administrative topics. These seminars run in concurrent sessions, including a general session providing federal and PHEAA updates, and will be offered regionally at an eastern and western location within Pennsylvania. <b>Registration will be available at <a href="http://pasfaa.org">pasfaa.org</a>.</b>	Yes	All FA Staff
PFAT Don Raley Institute	This is a week-long basic nuts and bolts training event for new financial aid administrators with two years or less experience. This session provides an excellent opportunity to network with others in the financial aid community. A wealth of information regarding financial aid is delivered in a casual atmosphere. The institute is <b>conducted annually each June</b> on the campus of Dickinson College in historic Carlisle, PA.	Yes	New FA Staff (1-2 yrs.)
PFAT Intermediate Summer Institute for Financial Aid Administrators	This institute is typically held concurrent with the Don Raley Institute. It is two and one-half days in length and is designed for aid administrators with three or more years experience. A discussion format is the basis for this very informal program, with updates and more focus groups than the basic institute. <b>This event is tentatively planned for June 2010.</b>	Yes	New FA Staff (1-2 yrs.)
PFAT Financial Aid Basics Seminar	This day-long seminar is designed to meet the needs of lender representatives and postsecondary personnel such as in the admissions office and in the business office who need to know the basics of financial aid and keep abreast of current aid regulations. Additional information will be available as planning progresses. <b>This training is tentatively planned for the summer of 2010.</b>	Yes	Non-FA Staff
July – September		Fee	Level
PHEAA PA State Grant Program Certification Procedures Workshops	This is a series of workshops for financial aid personnel who are responsible for working with and administering the Pennsylvania State Grant Program. These workshops provide a comprehensive, yet basic review of the certification procedures for the upcoming year. Workshops are one half-day in length and presented during <b>July and August</b> at several locations throughout the state. Dates and locations will be provided closer to the workshop dates.	No	All FA Staff
October – December		Fee	Level
AES Fall Workshops	The AES Fall Workshops are hosted by the AES Education Services Group staff. These workshops are open to all financial aid personnel at postsecondary institutions and provide updates on a wide range of topics and new developments relative to all programs and AES initiatives. Workshops are one half-day in length and are presented throughout <b>September, October and November</b> .	No	All FA Staff
PFAT Business, Trade & Technical Seminars	A series of seminars to address the specific needs of business, trade and technical school administrators who find it increasingly difficult to keep current with all of the changes in financial aid. <b>These seminars are projected for December 2009.</b>	Yes	FA Staff at BT&T Schools

October – December (continued)		Fee	Level
PFAT Fundamentals Training Workshop	<p>This session provides an overview of the financial aid programs at a basic level for new financial aid administrators and staff. This training will be presented in two half-day sessions the weekend of the PASFAA Conference (<b>October 3–4, 2009</b>). It will help new aid administrators better understand and relate to the conference topics being offered.</p> <p>This workshop does not replace the week-long Don Raley Institute for new financial aid administrators. Rather, this workshop assists new aid officers until the Institute next June. For those who have already attended the Institute, it is a good refresher course. The workshop is an opportunity to ask questions prior to the PASFAA Conference. <b>Registration will be available at <a href="http://pasfaa.org">pasfaa.org</a>.</b></p>	Yes	New FA Staff (1-2 yrs.)
PFAT Leadership Development	<p>This training session has become very popular. It is offered to PASFAA members who have the potential and aspiration to evolve as leaders within the association. Participants are nominated to attend this session. Nominations are accepted through May; self-nominations are accepted. The training is presented in two half-day sessions the weekend of the PASFAA conference. <b>Registration will be available at <a href="http://pasfaa.org">pasfaa.org</a>.</b></p>	No	All FA Staff
PFAT Support Staff Seminars	<p>A series of half-day seminars to review day-to-day operations in a financial aid office. This training is held opposite years of the Business, Trade &amp; Technical Seminars. This is an excellent opportunity for your office support staff to network and discuss with their peers many of the front-line issues and concerns that they encounter every day. This training series is next <b>scheduled for November 2009</b>, and always has new topics that are of interest to office personnel.</p>	Yes	FA Support Staff
PHEAA Counselor Training Workshops	<p>A series of 40 half-day workshops held at multiple locations throughout Pennsylvania, co-presented by experienced PASFAA financial aid professionals from postsecondary institutions and PHEAA Regional Directors. Counselors will receive Act 48 credits for completing one of these workshops. Participants will receive new materials and updates on financial aid programs. This series is offered free of charge to counselor personnel during <b>November</b>. All high school counselors are encouraged to attend one of the workshops being offered.</p> <p>The workshops provide information about PHEAA programs, federal programs and school-administered aid programs for students. <b>Contact your <a href="#">PHEAA Regional Office</a> to register.</b></p>	No	HS Guidance Counselors

All Year		Fee	Level
AES Customized System Training	<p>Individual customized training can be scheduled any time by calling Financial Aid Services (FAS) or Automated Loan Services staff. Financial Aid administrators can tailor training to suit the needs of their staff or a series of overview training programs can be conducted for new or inexperienced staff.</p>	No	All FA Staff



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