



INTRODUCTION TO HOW IDENTITY THEFT AFFECTS YOUR BUSINESS # BUS.100.1.20
INSTRUCTOR: CINDI CIOCI, CERTIFIED IDENTITY THEFT RISK MANAGEMENT SPECIALIST

Name of Course:	Introduction to Identity Theft How Identity Thefts Affects Your Business – SSZ Owners and SS Owners and SS Instructor: “What you don’t know can hurt you!”
Course Number:	BUS.100.1.20: Session 9
Instructor(s):	Cynthia Cioci, CITRMS (Certified Identify Theft Risk Management Specialist)
Hours/CEU Credit :	2
Course Start/End Date:	August 21, 2009 (Friday) (One 1.5 hour class)
Class Size:	Minimum: 8 Maximum: 15
Course Registration Cut Off Date:	Course Cancellation Date: (If a minimum of 8 students have not registered by 5:30 pm EDT, Wednesday, August 12, 2009 the course will be cancelled.) ★ Preparation Before Class: Your immediate attention is directed to requirements for successful class participation (Preparation: see G, page 2)

A. Course Description	This course was designed to assist the SS and SSZ small business owner, employee and/or independent/sub-contractor in understanding the misconceptions, potential risks and/or consequences of identity theft and an identity theft breach.
B. Course Purpose:	To educate the SS and SSZ owner and SS instructor (employee or independent/sub-contractor) about identity theft so that they understand that they have absolute liability if an identity theft breach occurs in their business. To understand that an <i>‘identity theft breach’</i> is the loss of personal or non-personal information that they have in their files about their clients and/or employees.

C. Learning Objectives

1. Learn what identity theft means.
2. Learn what the different types of identity theft are.
3. Understand the different risks and consequences associated with the various types of identify theft.
4. Learn the potential consequences and impact on your business, and your bottom line, if a data breach occurs.
5. If you own an identity theft product(s), do you understand what it covers and how to use it? An identity theft product is available from SSZI. Further information is available from Cindi Cioci at (407) 889-0859 or cioci4justice@gmail.com.

D. Expected Outcomes

1. Learners **will not** have an identity theft plan, nor have a policy at the completion of this course. However, the learner will have the option to enroll in a membership plan through SSZI.
2. Learners should have a much better understanding about options for being proactive about identity theft.
3. Learners should be better able to understand identity theft and the potential consequences on their business.

E. Topics

1. Identity Theft
2. Identity Theft Risks And Consequences To Your Business
3. Potential Identity Theft Minimization



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Key Learning Point(s)	1. Learn what identity theft means.
	2. Learn what the different types of identity theft are.
	3. Understand the different risks and consequences associated with the various types of identify theft.
	4. Learn the potential consequences and impact on your business, and your bottom line, if a data breach occurs.
	5. What you can do to proactively minimize liability to your business if a data breach occurs.
	6. If you own identity theft products, do you understand what it covers and how to use it?

F. Class Structure


- One 1½-hour Teleconference Class/Go To Meeting on Computer: 20% Class Leader Presentation – 80% of Student Presentation - (Socratic Method creates an atmosphere to stimulate students to generate their own thinking. It is the only classic method of teaching designed to create genuinely autonomous thinkers.)

Specific Course Dates – Please Mark Your Calendar

All Students

Who	Month	Day of The Week	Class Date	Class Begin and End Times (Select Your Time Zone Below)
All Students	August	Friday	8-21-09	1:00 pm to 2:30 pm Atlantic 12:00 pm to 1:30 pm Eastern 11:00 am to 12:30 pm Central 10:00 am to 11:30 am Mountain Time 9:00 am to 10:30 am Pacific *Effective During Daylight Saving Time 03/08/09 to 11/01/09

G. COURSE TELECONFERENCE CLASS HOURS (Important Class Preparation Notice)*

Total Hours Teleconference Class (Distance Learning): 2 CEUs	Appx. Reading/Preparation Hours: Appx. 60 minutes	Total Class Hours: 1½ Plus Prep Time: Appx. 1 hour	Total Evaluation Time: Appx. 15 min.
Important Note: Preparation Before Class required for successful class participation	Reading Resource Assignment before Class:		Assignment(s) before Class:
	<input type="checkbox"/> RR# 1: FTC - TAKE CHARGE: Fighting Back Against Identity Theft. Read specifically pages 5, 6, 19, 20, 27 and 28. <input type="checkbox"/> RR# 2: FTC FACTS for Business <input type="checkbox"/> RR# 3: FTC Identity Theft Brochure <input type="checkbox"/> RR# 4: FTC Protecting Personal Information – A Guide For Business – Special emphasis on this document required. Be prepared for classroom discussion. <input type="checkbox"/> Courseware read and study pages 1-25: Review scenarios of the 5 common areas of identity theft in preparation for discussion.		<input type="checkbox"/> Complete Self-Assessment and fax to registrar toll-free (866) 687-7585 (Self Assessment will be emailed to you) (Due Wed., 8-19-09) <input type="checkbox"/> Watch / Listen to the 10 minute video on the FTC Identity Theft website go to the web link http://www.ftc.gov and click on button  then select – [watch the video] under the heading Hot Links or type the following into your web browser: http://www.ftc.gov/bcp/edu/microsites/idtheft/index.html



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H. SOFTWARE APPLICATION REQUIREMENTS:

Software Application Requirements: Everything Below Applies – You Must Have Some or All of The Following

- I HAVE Word For Windows HAVE GoToMeeting-Ready Training
 I HAVE Acrobat Reader for My PDF I **DO NOT** have Acrobat Reader for My PDF
Hardware Requirements: Computer High Speed Data (DSL, Broadband, Satellite, etc.) Telephone

Teleconference Course Number: Call: TBA PIN #: TBA then press #

REQUIRED Class Orientation – set appointment prior to attending class

(NOTE: If you have already been on a Go To Meeting, you do not need to repeat the “test drive” of the system.)

- Prior to attending class, I will be contacted by the Registrar to make arrangements for a “test drive” of the Go To Meeting to:
- Download software – free of charge and test
 - Adobe Acrobat Reader:
<http://www.adobe.com/products/acrobat/readstep2.html>
 - GoToMeeting/Webinar (Registrar will send specific link by email invitation)
 - Test connectivity of my equipment for best viewing
 - Familiarize me with software control panel and attendee options
 - Conference Bridge Review: Q&A

I. COURSE FEE – DOES NOT INCLUDE COURSE MATERIALS

COURSE FEE

- Course Fee \$50 per student

Required Course Materials: Must be purchased by each registrant

- Courseware: **\$15** per student (Includes US postage and handling)
 International Courseware and Handling: Email Registrar at registrar@superslowzone.com to confirm cost at the time of enrollment.

J. CEU Course Policies and Procedures

1. What if I need to cancel taking this course?	If you are unable to take a CEU Course that you have registered and paid for, then you must cancel 2 weeks (14 calendar days) before the first class or forfeit the entire class fee.
2. How to cancel taking this course – What to do:	<ol style="list-style-type: none"> Email: registrar@superslowzone.com The following information must be included: Your Name, Your Telephone Number, Your e-mail Address, Date Course Begins, Name of Course, Course Instructor.
3. Confirmation of your Course Cancellation	<p>You will receive a confirmation by email or regular mail that your cancellation has been received, and you will be asked to acknowledge that you have received this notice.</p> <ul style="list-style-type: none"> If sent by email, we will use the email address that we have on file for you when you registered unless otherwise indicated.
4. Administrative Fee (for your course registration, un-registration, class logistics, coordination with instructor, etc):	There is a non-refundable \$35 administrative fee for each course that is cancelled regardless of when the cancellation is made.
5. Rescheduling Fee (rescheduling from one to another, logistics, coordination with instructor, etc.)	If you reschedule a substitute course at the time you cancel your course, you will pay only the rescheduling fee (\$25) and <u>not</u> incur the Administrative Fee above.
6. Refund Policy: This course is refundable – See Refund Terms	Refund Terms: If a refunded course fee is applicable, you will receive your refund within 30 calendar days of your cancellation notice. Not all courses are refundable.

7. CEU Course Evaluation REQUIRED

In compliance with IACET guidelines, prior to issuing your Continuing Education Units (CEUs), the SuperSlow Zone Institute (SSZI) is required to receive your completed assessment of the course you registered for and participated in. Your evaluation will be placed in your student file and a copy will be sent to Dr. Scott Preissler, Compliance Officer. Additionally your assessment will be used to give each instructor feedback on how registrants perceive him/her in teaching excellence. The confidential results of all evaluations will be tabulated and made available to faculty, through Continuing Education and Compliance (CECI) division of SSZI to help monitor the quality and outcomes of this instructional experience.




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ENROLLMENT - Print Page 5 Only for Enrollment Purposes

Fax To: (866) 687-7585 (24/7 - No Cover Sheet Required)

If you prefer to e-mail your enrollment print, complete and scan it or create a PDF and e-mail to: registrar@superslowzone.com

A. Your Name: Please print legibly			
B. Today's Date			
C. Phone Number (Best Number to Reach You)			
D. Your Email Address			
E. Name of Course	Introduction To Identity Theft - How Identity Theft Affects Your Business – SSZ Owners and SS Owners and SS Instructor: "What you don't know can hurt you!"		
F. Course Number	BUS.100.1.20: Session 9		
G. Instructor(s)	Cynthia Cioci, CITRMS		
H. CEU Credits	.2		
I. Course Start/End Date	Friday, August 21, 2009 (One 1.5 hour class)		
<u>REQUIRED</u> Class Orientation – set appointment <u>prior to attending class</u>: Go To Meeting – Please Check:	<input type="checkbox"/> I need to make arrangements to do a "test drive" of the Go To Meeting <input type="checkbox"/> I have already done a Go To Meeting and do not need a "test drive"		
J. COURSE FEE & MATERIALS			
1. Course Fee	<input type="checkbox"/> Registration Fee USD \$50 per student		
2. Required Courseware Cost <i>Courseware must be purchased by each registrant</i>	<input type="checkbox"/> Courseware: \$15 USD (Courseware may be sent by email or US Mail.) <input type="checkbox"/> International Courseware and Handling: Email Registrar at registrar@SSZI.com to confirm cost at the time of enrollment.		
3. Total Cost For Registration + Courseware	<input type="checkbox"/> Registration + Courseware - US Mail \$65.00 USD <input type="checkbox"/> Registration + Courseware - International Mail - \$65.00 plus cost of postage and handling		
4. If You Pay By Check - Check Here <input type="checkbox"/>	Make your check payable to: SuperSlow Zone, LLC		
<i>Please Note: This Process Takes Longer Thus Delaying Enrollment Confirmation</i>	Please mail your check to: The SuperSlow Zone, LLC, Attn: Continuing Education 1326 Palmetto Avenue, Winter Park, FL 32789		
5. If You Pay By Credit Card (AmX, Discover, Visa, MasterCard)	List your credit card number below:		
6. Expiration Date			
7. Name as it appears on credit card			
8. Billing Address (where your credit card statement is sent) <i>Please print legibly!</i>	Street:		
	City:	State:	Zip:
9. If Courseware is to be mailed to an address other than the one provided above, please indicate:	Street:		
	City:	State:	Zip:
10. Your Signature – <u>Required</u>: <i>My signature also acknowledges that I will be prepared for the course by completing my course pre-assignments and evaluation as indicated. Failure to do so will result in forfeiture of class with no refund.</i>	<input type="checkbox"/> Yes! Enroll me: 		
	_____ Your Signature Required Above		

Return Instruction Options: Fax To: 1-866-687-7585 (24/7) -- No cover sheet required. If you prefer to e-mail your enrollment print, complete and scan it or create a PDF and e-mail to: registrar@superslowzone.com.