{stdlongdate}

{ContactNameAdr}

{ContactAddress1}

{x ContactAddress2}

{ContactCity} {ContactState} {ContactZip}

**RE: MANDATORY TRAINING**

Dear {ContactName}:

NDPERS is offering Deferred Compensation Provider Training.

The Provider Administrative Agreement has a contractual requirement that you attend a NDPERS training session or one approved by the NDPERS Board within one year of beginning services and once every two years thereafter, in order to retain your eligibility to provide services under the program. Our records indicate that it will be necessary for you to attend one of the upcoming sessions to fulfill your company’s contractual requirements.

In addition to satisfying the contractual requirement, it is beneficial for you to attend a training session for at least two more reasons. First, it allows you to stay abreast of administrative and federal changes in the program and second, we continue to anticipate expanding interest and participation in the NDPERS deferred compensation program as members grow to understand the benefits of supplemental retirement planning, pretax contributions, and the additional benefits that may accrue as a result of participation in the Portability Enhancement Provision (PEP).

Enclosed is a schedule of upcoming training sessions. Please check the session you wish to attend as well as a second choice in the event of a scheduling conflict. Return the enclosed RSVP by faxing it to (701) 328-3920 or by mail no later than 5:00 PM on {SeminarDueDate}. Please note: In addition to our traditional meetings, NDPERS will be conducting a remote program complete with continuing education credits for the first 60 individuals who respond to the RSVP for each date. {x when IsNewDefComp has “N”}

However, continuing education credits will not be provided for the web version of the training.{endblock}{x when IsNewDefComp has “Y”}

A web version will also be offered for existing providers that will enable to you to complete your training at your convenience. However, continuing education credits will not be provided for the web version of the training. {endblock}

If you do not attend a session this calendar year, you will be out of compliance with your company’s contractual requirements which will suspend your ability to service your current accounts.

We look forward to seeing you there.

**DEFERRED COMPENSATION TRAINING REGISTRATION**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM



SFN 58757 (Rev. 03-2010)

**NDPERS • 400 East Broadway, Suite 505 • PO Box 1657 • Bismarck • ND • 58502-1657**

**(701) 328-3900 or (800) 803-7377 • Fax: (701) 328-3920**

**Email:** [**NDPERS-INFO@ND.GOV**](mailto:NDPERS-INFO@ND.GOV) **Website:** [**www.nd.gov/ndpers**](http://www.nd.gov/ndpers)

|  |  |
| --- | --- |
| PART A: DEFERRED COMPENSATION PROVIDER REPRESENTIVE | |
| Name: {ContactName} | National Producer Number (NPN): |
| Telephone Number: {ContactPhoneNumber} | |
| Email Address: {ContactEmail} | |
| **CONFIRMATION WILL BE SENT VIA EMAIL ONLY** | |
| For individuals outside the Bismarck Mandan area, an alternative is being offered to attend the training. If you have a personal computer and a telephone, you will have the option to attend the training remotely. After your registration has been confirmed, you will be mailed instructions regarding how you can join the meeting remotely. It will be an interactive meeting and it is expected that you will attend the entire session. | |
| PART B: SCHEDULED SESSIONS | |
| To attend a Provider Training Session, please indicate your first and second choice and return this registration form by {SeminarDueDate} | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **City** | **Facility** | **Time** | √1st Choice | √ 2nd Choice |
| {tb tblSeminarDetails} |  |  |  |  |  |

**NOTE:** Materials will be supplied for registered participants only. **In the event that there are less than five (5) participants enrolled for a training session, the session will be cancelled and those participants will be asked to attend a training session at one of the other locations.**