

MEMORANDUM

2011-2

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

September 22, 2011

Please make a copy of the **Invitation/Registration Form** for each employee in your agency to notify him or her of the upcoming **NDPERS Pre-Retirement Education Program** being offered in Fargo ND. The program is designed for individuals who have not previously attended a NDPERS Pre-retirement Seminar within the last 5 years, but we also encourage new employees to attend, it is for all ages. It will be held at the Kelly Inn in Fargo ND from 8:00 a.m. to 5:00 p.m. on **Thursday - September 22, 2011**. Registration begins promptly at 7:15 a.m. Cost of attendance is \$20.00 per NDPERS member which should be accompany with the registration form. Spouses are encouraged to attend at no extra cost, but **MUST** be register at the time we receive the registration form, due to limited seating. Please see additional details below.

REGISTRATION

The registration form should be sent to NDPERS no later than **August 12, 2011**. Registration forms received after **August 12, 2011** will not be accepted. Payment must accompany the completed registration form. **No cash will be accepted!** Checks should be made payable to "NDPERS".

This year the maximum attendance is 150 people, including spouses. Registration will be based on first come, first serve. Agencies with more than 50 interested members should contact the NDPERS office (Sharon Kaiser 701-328-3923) about conducting their own seminar.

REGISTRATIONS WILL NOT BE TAKEN OVER THE TELEPHONE!

IDB SYSTEM

State agencies may wish to be billed through the IDB system. (The IDB will be sent out after the Seminar) If your department is equipped with the IDB system and wishes to be billed through IDB, please group all attendee's registration forms together and send them along with a letter that includes the following information:

1. Name of agency to be billed
2. Agency contact person's name and telephone number
3. Agency's IDB billing number
(MUST have a IDB Billing number on registration)

REMINDER NOTICE

We are **Unable** to send out a reminder notice, so please keep this for your records.

MATERIALS

Each registered NDPERS member will receive a binder the day of the seminar, along with a Benefit Projection. Spouses will need to share a binder unless registered separately.

REFUNDS

No refunds will be granted for cancellations received after **August 12, 2011**. Also you if you do not attend the Seminar, there will be no refund.

VACATION TIME

NDPERS cannot require you to provide time off for your employees to attend this program. However, we encourage you to provide them with the time off without requiring them to take a vacation day if at all possible.

SPONSORING A PRE-RETIREMENT EDUCATION PROGRAM (PREP)

If you are interested in sponsoring a **Pre-Retirement Education Program** in your area, please contact the NDPERS office (Sharon Kaiser 328-3923) for more information. A facilitator's handbook is available so you can get an idea of what would be involved. If you are a smaller employer or cannot provide the minimum of 50 people, we encourage you to combine efforts with other participating employers in your area. We have had several co-sponsored programs both outside of Bismarck and in Bismarck that went very well! To secure a date, you must provide a written request to the retirement staff indicating at least two dates that would be acceptable. A minimum of **90 days** lead-time is necessary for programs held outside of Bismarck. NDPERS only conducts one seminar per month so get your requests in early.

Any individual requiring an auxiliary aid or service must contact the NDPERS ADA Coordinator at 328-3900 at least 5 business days before the scheduled meeting.