

MEMORANDUM

2011-1

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

May 18, 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 Bismarck 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 will be held at the Civic Center, in the Prairie Rose Rooms from 8:00 a.m. to 5:00 p.m. on May 18, 2011. Registration begins promptly at 7:15 a.m. Cost of attendance is \$20.00 per NDPERS member. Spouses are encouraged to attend at no extra cost. Please see additional details below.

REGISTRATION

The registration form should be sent to NDPERS no later than **April 6, 2011**. Registration forms received after April 6, 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 300 people, including spouses. Registration will be based on first come, first serve. Agencies with more than 20 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. 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

REMINDER NOTICE

An agenda will be sent via email to all registered NDPERS members on or before **May 2, 2011**

MATERIALS

Each registered NDPERS member will receive a binder the day of the seminar. Spouses will share a binder unless registered separately.

REFUNDS

No refunds will be granted for cancellations received after **April 6, 2011**.

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 20 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.

REGISTRATION FORM

(NDPERS Sponsored PREP in Bismarck ND on May 18, 2011)

REGISTRATION FEE: \$20.00 - No charge for accompanying spouse.

NAME: _____

SSN: _____ Perslink ID# _____

(In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to 26 U.S.C. § 3402. The individual's social security number will be used as an identification number.)

ADDRESS: _____

PHONE: (work) _____ E-MAIL ADDRESS: _____

NAME OF EMPLOYER: _____

My spouse will be attending. Name: _____

Paying by Check (enclosed) IDB Billing Dept Number _____ Contact Person _____

NDPERS BENEFIT ESTIMATE INFORMATION

Retirement Projection (LIMITED to 2 projections; this includes Unused Sick Leave):

Age 55 Age 62 Age 65 Earliest Rule of 85 Other-Specify Date: _____

Unused Sick Leave Purchase:

(Please Leave blank if unused sick leave purchase is not desired)

_____ Number of hours of accumulated sick leave

RETURN NO LATER THAN April 6, 2011

**TO: NDPERS
 Sharon Kaiser
 PO BOX 1657
 Bismarck ND 58502-1657
FAX: 701-328-3920 E-mail: sakaiser@nd.gov**

IF PAYING BY CHECK, THE REGISTRATION FEE OF \$20 MUST BE INCLUDED WITH A COMPLETED REGISTRATION FORM. Make check payable to "NDPERS". NO REFUNDS GRANTED FOR CANCELLATIONS RECEIVED AFTER April 6, 2011. Confirmations will be sent via E-mail on Month-Date-Year

**Cash will NOT be accepted! Registrations will NOT be taken over the phone!
Registration forms received after Month-Date will NOT BE ACCEPTED!**

If you have any questions please give Sharon Kaiser a call at 701-328-3923.

For Office Use:

Check #:

Contact Ticket #: 184262