

MEMORANDUM-IMMEDIATE ATTENTION REQUIRED

To: Deferred Compensation Program Provider Representatives

From: NDPERS Staff

Date: September 10, 2009

Subject: MANDATORY TRAINING

As you know, the administrative provider contract requires 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.

NDPERS will be offering two rounds of Deferred Compensation Provider Training Sessions in 2009. Sessions have already been conducted in June. Dates in the fall are October 20th and 21st for first year provider representatives who have not attended a previous training and October 27th and 28th for provider representatives who have attended previous sessions but not one this year. In addition to satisfying the contractual requirement, it is beneficial for you to participate in a training session for at least two more reasons. First, it allows you to stay abreast of administrative 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 and advantages of participation in the Portability Enhancement Provision (PEP). It is to your benefit to be up to date on the procedures and regulations of the NDPERS deferred compensation program and to understand the PEP program thoroughly.

Enclosed are the scheduled dates, times, and place that NDPERS will be conducting the sessions. **Please note: In addition to our traditional meetings, NDPERS will be conducting a remote pilot program complete with continuing education credits for the first 60 individuals who respond to the RSVP for each date. Per your requests, a web version will also be offered that will enable you to complete your training at your convenience. However, continuing education credits will not be provided for the web version of the training.** (See RSVP form for details.) Due to technical limitations, individuals who wish to attend a session in person **must** attend a training session provided at the NDPERS offices located at 400 E Broadway, Suite 505 in Bismarck. Please check the session you plan to attend and also list a second choice in case there is a scheduling conflict. **RETURN THE ENCLOSED RSVP EITHER BY FAX (701) 328-3920 OR MAIL BY 5:00 PM ON OCTOBER 8, 2009. Please note: If you do not RSVP, there will not be a phone line to accommodate your participation through the remote access.** Specific information will be provided with your RSVP confirmation concerning the training program. Please be aware that if you do not participate in a session in 2009, you will be out of compliance with your company's contractual requirements, which will result in suspension of your ability to service your current accounts.

For those attending the sessions in person in Bismarck, please feel free to bring your own refreshments. We look forward to your continued participation.