



**North Dakota  
Public Employees Retirement System**

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**MEMORANDUM-IMMEDIATE ATTENTION REQUIRED**

**To: Deferred Compensation Program Provider Representatives**

**Subject: MANDATORY 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).

Included on the web site 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 4/19/2010. 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. A web version will also be offered for existing providers 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.

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.