

RSVP

REQUIRED INFORMATION

Name: _____
National Producer Number (NPN): _____
NDPERS Deferred Compensation Company you are appointed with (list all): _____
Address: _____
Telephone Number: _____
Email Address (Required for Confirmation Notice) _____

To attend a Provider Training session, please indicate your first and second choice and return this form by September 6, 2010.

For individuals attending a presentation in person, please feel free to bring your own refreshments as none will be provided.

Similar to last year's training two alternatives are being offered to attend the training in person. If you have a personal computer and a telephone in your office, the first option you will have is remote attendance using "Go To Meeting". This option is available to the first 60 individuals who RSVP for each date. After your RSVP has been confirmed, you will be mailed instructions regarding how you can join the meeting from a remote location. It will be an interactive meeting and it is expected that you will attend the entire session and not merely sign on for the meeting. The second option that will be available is to review the information on the NDPERS web site (see Page 3 of this packet for instructions). This training may be done at your convenience and will be available until December 31, 2010. No continuing education credit will be provided for the web version. However, it will be sufficient to meet the contractual requirements pending your written confirmation of completion of the course.

√1 st Choice	√2 nd Choice	Day	City	Facility	Time
		September 28, 2010	Bismarck	NDPERS Office Conference Room 400 E Broadway Ste 505	9:30 am
		September 28, 2010		Attending via Go To Meeting (Remote)	9:30 am
		September 29, 2010	Bismarck	NDPERS Office Conference Room 400 E Broadway Ste 505	1:30 pm
		September 29, 2010		Attending via Go To Meeting (Remote)	1:30 pm

YOUR CONFIRMATION WILL BE SENT TO YOU VIA EMAIL ONLY.

**Return to:
NDPERS
PO Box 1657
Bismarck ND 58502-1657
or FAX (701) 328-3920**

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

457 Provider Website Training Instructions:

Go to the NDPERS Website at www.nd.gov/ndpers and select the Deferred Comp Providers section from the left side of the page

Look for the 457 Provider Training icon and click on it to begin watching the web-based training.

Note: At the end of the webcast you were directed to print the Certificate of Completion. However, printing the form from the presentation slide is not an option. The Certificate of Completion is found near the presentation icon on the NDPERS web site.

You will need to print, complete and mail the Certificate of Completion form to the following address:

Kim Humann
NDPERS
PO Box 1657
Bismarck, ND 58502-1657

If you do not certify that you completed the web-based training and do not complete any of the alternative trainings in 2010, you will be considered out of compliance and your name will be reported to the provider company you represent for further action.

Please take the time to complete and return the evaluation form found near the presentation icon on the deferred comp providers section of the NDPERS website.