Course Outline

Retirement Plan Investments and Vendor Management
Four-Credit Course

Introduction

I. Retirement Plan Options for Plan Sponsors

Estimated Time to Complete: 5 minutes

Retirement Plan Decision Making

I. Plan Sponsor Responsibilities
II. ERISA-Required Roles
III. Retirement Plan Committee
IV. Board of Trustees
V. Fiduciaries
VI. Fiduciary Responsibility
VII. Fidelity Bonds

Estimated Time to Complete: 30 minutes

Fiduciary Responsibility for Plan Investments

I. Fiduciary Responsibility for Plan Investments
II. Fiduciary Safe Harbor for Participant-Directed Investments
III. Investment Education and Advice
IV. Investment Policy
V. Investment Risk
VI. Types of Investment Risks

Estimated Time to Complete: 30 minutes

Plan Investment Options

I. Plan Investment Options
II. Cash Equivalents
III. Money Market Instruments
IV. Fixed Income Investments
V. Long-Term Government Bonds
VI. Corporate Bonds
VII. Equities
VIII. Privately and Publicly Traded Companies
IX. Common Stocks
X. Preferred Stocks
XI. Stock Markets
XII. Market Indexes
XIII. Mutual Funds
XIV. Alternative Investments
XV. Asset Allocation
XVI. Asset Allocation Models
XVII. Rebalancing
XVIII. Passive and Active Investment Management

XIX. Index Funds, Lifestyle Funds and Target-Date Funds
XX. Employer Securities
XXI. Reviewing Investments

Estimated Time to Complete: 60 minutes

Types of Vendors

I. Fiduciary Responsibility Regarding Vendors
II. Vendor Fees
III. Subsidizing Vendor Fees
IV. Types of Service Provider Arrangements
V. Actuaries
VI. Investment Consultants and Managers
VII. Investment Management Fees
VIII. Monitoring Investment Fees
IX. Directed Trustees and Custodians
X. Recordkeepers
XI. Recordkeeping Fees
XII. Third-Party Administrators (TPAs)
XIII. Fee Disclosures
XIV. Legal Counsel

Estimated Time to Complete: 60 minutes

Managing Vendor Relationships

I. Selecting the Vendor
II. RFP Process
III. Key Considerations When Implementing a New Vendor Relationship
IV. Monitoring the Vendor
V. Changing a Vendor
VI. Specific Considerations for Changing Recordkeepers or Investment Consultants
VII. Investment Mapping

Estimated Time to Complete: 30 minutes

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.