The Asset Management Industry
SERVING INDIVIDUAL INVESTORS
INVESTMENT COMPANY INSTITUTE

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# NEW TRAINING COURSE AVAILABLE ON RETIREMENT PLANS

1 Please note that there is legislation currently under consideration by Congress that may affect some of the subject matter covered in this course. Reasonable measures have been taken to ensure the material covered in Retirement Plans & IRAs: Basic Training was as current as possible as of the date the course was released. December 13, 1995 TO: DIRECT MARKETING COMMITTEE No. 56-95 HUMAN RESOURCES FORUM No. 13-95 MARKETING POLICY COMMITTEE No. 64-95 MEMBERS - ONE PER COMPLEX No. 107-95 MEMBERS INTERESTED IN CONTINUING EDUCATION/TRAINING No. 4-95 OPERATIONS MEMBERS No. 50-95 PENSION MEMBERS No. 52-95 PUBLIC INFORMATION COMMITTEE No. 47-95 SALES FORCE MARKETING COMMITTEE No. 61-95 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 46-95 RE: NEW TRAINING COURSE AVAILABLE ON RETIREMENT PLANS ____________________________________________________________________________ The Institute now has available a new training course for fund group employees, Retirement Plans & IRAs: Basic Training. This 3- to 4-hour computer-based training program provides basic information on the types, characteristics, and terminology of retirement plans. It is designed for use by those employed by: fund groups and their service-providers (such as transfer agents), banks, broker-dealers, and other financial service providers. The self-paced training course consists of interactive software and a reference book. A framed certificate of achievement is also available for course graduates. Retirement Plans & IRAs: Basic Training consists of four modules, which cover such topics as the main types of retirement plans, the main requirements for qualified plans, the major roles in organizing and operating a retirement plan, the types of retirement plan distributions, some of the major provisions of ERISA Section 404(c), and more. Each module consists of text, graphics, and practice questions, as well as a module test and online glossary. After completing all four modules of the self-paced course, trainees must pass a final examination to complete the course. Documentation of completion is provided by the software. Attached is more information on the topics covered in Retirement Plans & IRAs: Basic Training1, as well as technical requirements and ordering information. For more information, please call Tracy Weiland at 202/326-5871. An updated version of another Institute course, Mutual Funds: Basic Training, is also now available. First released two years ago, this 12- to 14-hour computer-based training course covers the basics of what mutual funds are and how they operate, as well as how funds are distributed and regulated. More information on Mutual Funds: Basic Training, and the other training and continuing education courses available from the Institute, can be found in the Institutes Catalog of Training Materials for Financial Industry Professionals. To obtain a free copy of this catalog, please call Alesha Helm at 202/326-5866. Stephanie Brown Assistant Vice President, Training and Marketing Attachment

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