MEMO# 9554

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RETIREMENT PLANS & IRAS: BASIC TRAINING PROGRAM (VERSION 3.0) NOW AVAILABLE

[9554] December 30, 1997 TO: BROKER/DEALER ADVISORY COMMITTEE No. 26-97 COMPLIANCE ADVISORY COMMITTEE No. 33-97 CONTINUING EDUCATION AND TRAINING ADVISORY COMMITTEE No. 12-97 CONTINUING EDUCATION/TRAINING MEMBERS No. 5-97 DIRECT MARKETING COMMITTEE No. 29-97 HUMAN RESOURCES FORUM No. 7-97 HUMAN RESOURCES MEMBERS No. 9-97 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 47-97 MARKETING POLICY COMMITTEE No. 38-97 OPERATIONS COMMITTEE No. 45-97 OPERATIONS MEMBERS No. 37-97 PENSION COMMITTEE No. 53-97 PENSION MEMBERS No. 69-97 PRIMARY CONTACTS - MEMBER COMPLEX No. 83-97 PUBLIC INFORMATION COMMITTEE No. 38-97 PUBLIC INFORMATION MEMBERS No. 4-97 RESEARCH COMMITTEE No. 23-97 SALES FORCE MARKETING COMMITTEE No. 28-97 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 21-97 RE: RETIREMENT PLANS & IRAS: BASIC TRAINING PROGRAM (VERSION 3.0) NOW AVAILABLE ____ The Institute now has available an updated version of its Retirement Plans & IRAs: Basic Training program. The revised version of the course, which is a three- to four-hour computer-based training program that provides basic information on the types, characteristics, and terminology of retirement plans, has been updated to include information on the Roth IRA, the new contribution limits for spousal IRAs, and the new distribution rules for retirement plans and IRAs. The course has been designed for use by those employed by fund groups and their service-providers (such as transfer agents), banks, broker-dealers, and other financial service industry professionals. Retirement Plans & IRAs: Basic Training (Version 3.0) is a self- paced, computer-based training course consisting of interactive software and a reference book. Retirement Plans & IRAs: Basic Training (Version 3.0) consists of four modules that cover such topics as the main types of retirement plans and Individual Retirement Accounts (IRAs); 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, trainees must pass a final examination to complete the course. Documentation of completion is provided by the software, and a framed certificate of achievement is available for course graduates. Attached is more information on Retirement Plans & IRAs: Basic Training (Version 3.0), as well as technical requirements and ordering information. For more information on the other training and continuing education courses offered by the Institute, please consult the Institutes Catalog of Training Materials for Financial Industry Professionals. To obtain a copy of this catalog, please call 202/326-5866.

Stephanie Brown Assistant Vice President, Training and Marketing Attachments

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