Certified Employee Benefit Specialist® Program
Instructor-Led Online Classes

2020 Class Schedule

Guided study support for CEBS® courses

CLASSES OPEN JANUARY 20!

www.cebs.org
CEBS Instructor-Led Online Classes
Offered for All Five CEBS Courses

GBA 1  Managing Benefit Plans Part 1
GBA 2  Managing Benefit Plans Part 2
GBA/RPA 3  Navigating the Plan Environment
RPA 1  Managing Retirement Plans Part 1
RPA 2  Managing Retirement Plans Part 2

Online classes include:

• Instructor notes for each module
• Brief audio overviews of each module
• Quizzes and interactive games
• Discussions and resources based on the Benefits in Action cases
• Two instructor-led live review sessions
• Printable flashcards for each module to help with mastery of key terms/concepts
• Discussion questions on each module, posted weekly
• Weekly poll questions to test your employee benefits knowledge
• Website links that connect what you are learning in class to current events
• Opportunities to ask questions and network with others in the class
• 24/7 online availability throughout the 12 weeks, giving you the flexibility to study wherever and whenever you need to.

Online Class Schedule

SPRING 2020  January 20-April 10
SUMMER 2020  May 11-July 31
FALL 2020  August 24-November 13
Prepare for a Successful CEBS Exam

Enhance your CEBS course work with an Instructor-Led Online Class.

CEBS study tools are designed to help you prepare for a successful exam while delivering knowledge you can immediately put into action at work. Instructor-Led Online Classes provide additional study guidance. Get access to an instructor, a structured time frame and peer interaction.

Class sessions are scheduled for 12 weeks during the spring, summer and fall and are available 24/7 online, giving you the flexibility to study wherever and whenever you need to. Join a class at any time—You’ll have full access to previously posted resources.

All CEBS courses are self-study. The course Study Guide and designated textbook(s) are essential for each CEBS exam. Add additional support by enrolling in an Instructor-Led Online Class.

Essential Study Materials

Study Guide—Includes print and digital materials and access to the online practice exam

Textbook—Provides the theory and context for the topics covered in the Study Guide

Additional Study Materials

Instructor-Led Online Class—Twelve-week Instructor-Led Online Class held in spring, summer and fall

3 Reasons to Take an Online Class

1 Instructor Guidance and Support—Gain real-world insight from an employee benefits insider. Ask questions to maximize your learning experience.

2 Study Tools and Applications—Secure your knowledge with activities and Case Study worksheets to reinforce what you’ve learned in the textbook and Study Guide.

3 Connect With Peers—Interact, discuss and celebrate together!
Meet Your CEBS Instructors

GBA 1
Sheila Phillips, CEBS
Consultant, Group Benefits
Kitchener, Ontario

GBA 2
Cindy Arcand, CEBS
Manager/Director, Employee Benefits and Retirement Programs
St. Albert, Alberta

GBA/RPA 3
Patricia Noble, CEBS
Director of Policy, Research and Labour Market Analysis
Department of Post-Secondary Education, Training and Labour, New Brunswick
Fredericton, New Brunswick

RPA 1
Jeff Billard, CEBS
Policy Advisor
Ontario Teachers Pension Plan
Toronto, Ontario

RPA 2
Ryan McCarthy, CEBS
Asset Class Specialist, Wealth Solutions
Canada Life
London, Ontario
CEBS Instructor-Led Online Classes

Study Tools by Expert Instructors

CEBS instructors are benefits professionals with real-life expertise to help guide you through your CEBS course.

Your instructor will present live review sessions and detailed notes for each course module. The notes will include an overview of major points from the Study Guide and textbook. You will also have the opportunity to ask the instructor questions regarding the curriculum. All materials, including recordings of past live review sessions, are available for reference throughout the class session.
“To have a community of both an **industry expert** and other classmates to lean on in times of struggle or confusion is invaluable. I also really enjoyed the weekly quizzes to help test your knowledge—It gives you an opportunity to go back and review concepts that didn’t quite stick the first time around.”

**Kristen Rowatt**  
Proposal Writer  
Manulife  
Kitchener, Ontario

93% of respondents plan to enroll in another online class in the future.
Application Study Tools

In addition to notes from your instructor, your online class also includes activities and resources based on the *Benefits in Action* and Capstone Cases.

**Discussion Questions Based on the Benefits in Action and Capstone Cases**—Apply information learned from each module to case studies that are applicable to real-life situations.

**Benefits in Action Worksheets**—Review the cases to apply and connect the presented situation to your benefits plan and daily work.

**Capstone Case Worksheet**—Identify important takeaways and solutions, and make note of what you need to further review for your CEBS exam.
“The CEBS designation has given me the opportunity to become my employer’s benefits specialist and accept more responsibility to further my career.”

Jo-Ann Curtis, CEBS
CEBS Compliant
Workforce Benefit Advisor
Jardeg Construction Services Ltd.
Blackfalds, Alberta
Peer-to-Peer Support

CEBS Instructor-Led Online Classes offer the instructor expertise you need paired with a community of peers to serve as your virtual study group. The online class environment fosters interaction among participants. Ask each other questions, share words of encouragement and celebrate success together.

Connect—Interact in stimulating discussions with peers who share similar challenges.

Discuss—Ask questions of your virtual study group, and offer your input.

Celebrate! Share your success with colleagues who are on their own CEBS journey.
How to Register for an Instructor-Led Online Class

Start at www.cebs.org/canonlineregister, or use the order form in this brochure.

How to Register Online…

1. Log in to your International Foundation account, or create an account if you are new to CEBS.
2. Purchase study materials, including the Study Guide and textbook(s), through Books for Business at www.booksforbusiness.com. You’ll need these resources for self-study and throughout the online class.
3. Purchase your exam online (if you haven’t already). Exams cover content from the Study Guide and textbook(s).
4. Select your desired testing window.
5. Select online class session.
6. Complete your registration information.
7. You are all set! Good luck! Watch your email for access instructions.

Questions about registering? Give us a call at (844) 809-2698, or email cancebs@ifebp.org.
## ORDER FORM/2020
### Canadian Exam and Instructor-Led Online Study

**Customer Information (Please print clearly)**

<table>
<thead>
<tr>
<th>Individual ID# or CEBS® ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full first name</td>
</tr>
<tr>
<td>M.I.</td>
</tr>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>Employer</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>(Street address only, no P.O. Box)</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State/Province</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>ZIP/Postal code</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email (required information)</td>
</tr>
</tbody>
</table>

**CE Insurance License Number**

By completing this form, you agree to our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

By checking this box I certify that I have met the Precertification Standards and agree to abide by the Principles of Conduct as outlined at www.cebs.org/policies. I understand that the International Foundation of Employee Benefit Plans and Dalhousie University reserve the right to provide the following information upon inquiry from the instructor, university or employer of the respective candidate: name and address, examinations successfully completed and examination applications for courses.

### CEBS Order Summary

<table>
<thead>
<tr>
<th>Course</th>
<th>COURSE MATERIALS</th>
<th>EXAMS</th>
<th>INSTRUCTOR-LED ONLINE CLASS</th>
<th>ISCEBS MEMBERSHIP</th>
<th>Subtotal per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBA 1</td>
<td>Managing Benefit Plans Part 1</td>
<td>□ W1 □ W2 □ W3 □ W4</td>
<td>Exam Window</td>
<td>Year</td>
<td>Session</td>
</tr>
<tr>
<td>GBA 2</td>
<td>Managing Benefit Plans Part 2</td>
<td>□ W1 □ W2 □ W3 □ W4</td>
<td>□ Spring □ Summer □ Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GBA/RPA 3</td>
<td>Navigating the Plan Environment</td>
<td>□ W1 □ W2 □ W3 □ W4</td>
<td>□ Spring □ Summer □ Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPA 1</td>
<td>Managing Retirement Plans Part 1</td>
<td>□ W1 □ W2 □ W3 □ W4</td>
<td>□ Spring □ Summer □ Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPA 2</td>
<td>Managing Retirement Plans Part 2</td>
<td>□ W1 □ W2 □ W3 □ W4</td>
<td>□ Spring □ Summer □ Fall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exams, online classes and course materials are not returnable, and no refunds will be made. Prices subject to change without notice. Please allow 3-5 business days for processing all orders. Processing times may be longer during high-volume periods of the year.

### Payment Must Accompany Order (Canadian funds for CEBS/US funds for ISCEBS)

Make cheque payable to International Foundation of Employee Benefit Plans.

- ☐ Cheque # __________________________ C$ __________________________
- ☐ Credit card # __________________________ Exp. date __________________________

Cardholder’s name (print) __________________________

<table>
<thead>
<tr>
<th>Contact/Customer Type</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant/Auditor</td>
<td>C$</td>
</tr>
<tr>
<td>Actuary</td>
<td>C$</td>
</tr>
<tr>
<td>Attorney</td>
<td>C$</td>
</tr>
<tr>
<td>Benefits Prof.</td>
<td>C$</td>
</tr>
<tr>
<td>Compensation Prof.</td>
<td>C$</td>
</tr>
<tr>
<td>Consultant</td>
<td>C$</td>
</tr>
<tr>
<td>HR Professional Insurance Rep.</td>
<td>C$</td>
</tr>
<tr>
<td>Investment Mgt.</td>
<td>C$</td>
</tr>
<tr>
<td>Multi-Employer</td>
<td>C$</td>
</tr>
<tr>
<td>Industry Rep.</td>
<td>C$</td>
</tr>
<tr>
<td>Public Admin./ Support Staff</td>
<td>C$</td>
</tr>
<tr>
<td>Public Employee Trustee–Appointed</td>
<td>C$</td>
</tr>
<tr>
<td>Public Employee Trustee–Elected</td>
<td>C$</td>
</tr>
<tr>
<td>Third-Party Administrator</td>
<td>C$</td>
</tr>
<tr>
<td>Other</td>
<td>C$</td>
</tr>
<tr>
<td>Multi-Employer Mgt. Trustee</td>
<td>C$</td>
</tr>
<tr>
<td>Salaried Administrator</td>
<td>C$</td>
</tr>
</tbody>
</table>

Where do you want to test?

- ☐ Prometric
- ☐ On-Site Location # __________________________

Please see reverse for details.

---

**CEBS Program**

International Foundation P.O. Box 2406, Postal Station A Toronto, ON M5W 2K8 CANADA

questions? Email cancabs@ifebp.org or phone (844) 809-2698.

---

**www.cebs.org**
Next Classes Start January 20!
CEBS Instructor-Led Online Classes Offered for All Five CEBS Courses

GBA 1  Managing Benefit Plans Part 1
GBA 2  Managing Benefit Plans Part 2
GBA/RPA 3 Navigating the Plan Environment
RPA 1  Managing Retirement Plans Part 1
RPA 2  Managing Retirement Plans Part 2

Online Class Schedule

SPRING 2020
January 20-April 10

SUMMER 2020
May 11-July 31

FALL 2020
August 24-November 13