Course Outline

Retirement Plan Sponsor Responsibilities

Implications of the Capital Accumulation Plan (CAP) Guidelines for CAP Stakeholders

I. Definition of a CAP Under the CAP Guidelines
II. Key Terms Associated with a CAP
III. CAP Guidelines
IV. CAP Guidelines Purpose
V. Intent of the CAP Guidelines
VI. CAP Guidelines Structure
VII. Impact of the CAP Guidelines on Plan Sponsors
VIII. Significance of the CAP Guidelines to Insurers
IX. Impact of the CAP Guidelines on Plan Administrators
X. Impact of the CAP Guidelines on CAP Providers
XI. Impact of the CAP Guidelines on Plan Members
XII. CAPSA Governance Guideline
XIII. Principles Outlined in the CAPSA Governance Guideline
XIV. Application of Both the CAPSA Governance Guideline and the CAP Guidelines
XV. CAP Providers Must Understand the Intent and Application of Both the CAPSA and CAP Guidelines
XVI. Target Audience for the CAPSA Governance Guideline and the CAP Guidelines

Total pages in lesson: 16

Setting Up a CAP

I. Life Cycle of a CAP
II. Plan Sponsor’s Key Steps in Setting Up a CAP
III. Role of an Advisor in Setting Up a CAP
IV. Factors Impacting the CAP Sponsor’s Decision to Use an Advisor
V. Advisor Compensation
VI. Determining Which CAP Plan Type(s) Will Be Used
VII. Role of the CAP Provider in Setting Up a CAP
VIII. CAP Provider Compensation
IX. Factors Impacting the CAP Sponsor’s Decision to Use a CAP Provider
X. Choosing an Appropriate Service Provider(s)
XI. Responsibility for Offering Investment Advice
XII. Choosing Investment Options for the CAP
XIII. Investment Options Defined
XIV. Additional Factors to Consider if Investment Options Include Investment Funds
XV. Policy Regarding Failure to Make Investment Choices
XVI. CAP Sponsor’s Role in Plan Record Maintenance

Total pages in lesson: 16
Introducing a CAP to Plan Members

1. Introducing a CAP to Plan Members
2. Importance of the Plan Introduction Stage
3. Information Provided to CAP Members on the Nature and Features of the Plan
4. Information a CAP Sponsor Should Provide on the Rights and Responsibilities of CAP Members
5. Investment Information a CAP Sponsor Should Provide to Plan Members
6. Investment and Decision-Making Tools to Provide to CAP Members
7. Information to Provide to CAP Members on Transfer Options
8. Information to Provide to CAP Members if Transfer Options Are Suspended
9. Information to Provide to CAP Members Regarding Fees, Expenses and Penalties

Total pages in lesson: 9

Maintaining a CAP and Providing Ongoing Communication to Plan Members

1. Plan Sponsor’s Key Activities in Operating a CAP
2. Ongoing Information That Should Be Provided to CAP Members
3. Information a CAP Sponsor Should Include in Plan Member Statements
4. Other Information That Should Be Made Available to CAP Members
5. Information to Include in a Notice of Significant Changes in Investment Options
6. Specific Information to Provide if an Investment Option Is Removed, Replaced or Added
7. CAP Sponsor Performance Reports for Investment Options
8. Plan Sponsor’s Key Activities in Maintaining a CAP

Total pages in lesson: 8

Terminating a CAP

1. Plan Sponsor’s Role in Terminating a CAP
2. Termination of a CAP Member’s Participation
3. Information That Must Be Provided

Total pages in lesson: 3