Course Outline

401(k) Plans
Four-credit course

Introduction
I. 401(k) Plan Structure
II. Eligibility Requirements
III. Managing 401(k) Plan Assets

Estimated Time to Complete: 10 minutes

Lesson One: Employee Contributions
I. Electing to Make a Contribution
II. Pretax Contributions
III. Roth Contributions
IV. Employee Contribution Limits
V. After-Tax Contributions
VI. How and When to Make an Election
VII. Depositing Employee Contributions
VIII. Modifying and Terminating Elections
IX. Eligible Compensation
X. Bonus Elections
XI. Excess Contributions
XII. Catch-Up Contributions
XIII. Required Plan Provisions for Catch-Up Contributions

Estimated Time to Complete: 45 minutes

Lesson Two: Employer Contributions
I. Types of Employer Contributions
II. Overall Contribution Limit and Compensation Limit
III. Nonelective Contributions
IV. Permitted Disparity Allocation
V. Matching Contributions
VI. True-Up Contributions
VII. Advantages of Matching Contributions
VIII. Allocation Conditions for Employer Contributions
IX. Vesting of Employer Contributions
X. Top-Heavy Plans

Estimated Time to Complete: 45 minutes

Lesson Three: Nondiscrimination Testing
I. Identifying Highly Compensated Employees (HCEs)
II. Nondiscrimination Tests
III. Passing the ADP Test
IV. Using Current and Prior Year Amounts
V. Correcting a Failed ADP Test
VI. Refunding Contributions
VII. Making QNECs or QMACs
VIII. Disaggregating NHCEs
IX. Recharacterizing Contributions
X. Passing the ACP Test
Xi. Correcting a Failed ACP Test

Estimated Time to Complete: 45 minutes

Lesson Four: Safe Harbor 401(k) Plans
I. Safe Harbor Contributions
II. Notice Requirements
III. Implementing a Safe Harbor 401(k) Plan
IV. Advantages and Disadvantages of a Safe Harbor 401(k) Plan

Estimated Time to Complete: 30 minutes

Lesson Five: Automatic Enrollment Arrangements
I. Basic Automatic Enrollment
II. Instituting Automatic Enrollment
III. Notice of Automatic Enrollment
IV. Eligible Automatic Contribution Arrangements (EACAs)
V. Qualified Automatic Contribution Arrangements (QACAs)
VI. Advantages and Disadvantages of Automatic Enrollment

Estimated Time to Complete: 30 minutes

Lesson Six: Preretirement Distributions
I. In-Service Distributions Upon Attaining the Age of 59½
II. Hardship Withdrawals
III. Immediate and Heavy Financial Need
IV. Satisfying the Financial Need
V. Participant Loans
VI. Loan Program Design
VII. Prohibited Transactions
VIII. IRC Section 72(p)
IX. Leaves of Absence
X. Separation From Employment
XI. Defaults and Cure Periods

Estimated Time to Complete: 45 minutes

Lesson Seven: Regular Distributable Events
I. Distributable Events
II. Qualified Distributions Upon Retirement
III. Distributions Upon Preretirement Separations From Service
IV. Taxation of Lump-Sum Payments
V. Automatic Rollover Rules
VI. Death Benefits
VII. Distributions Upon Disability
VIII. Distributions Due to Plan Termination
IX. Alternative Defined Contribution Plans

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.