Course Outline

Retirement Plan Investments and Vendor Management

Four-credit course

Introduction
I. Retirement Plan Options for Plan Sponsors

Retirement Plan Decision Making
I. Plan Sponsor Responsibilities
II. ERISA-Required Roles
III. Retirement Plan Committee
IV. Board of Trustees
V. Fidelity Bonds
VI. Fiduciaries
VII. Fiduciary Responsibility

Estimated Time to Complete: 30 minutes

Plan Investments
I. Fiduciary Responsibility for Plan Investments
II. Fiduciary Safe Harbor for Participant-Directed Investments
III. Investment Education and Advice
IV. Investment Policy Statement
V. Investment Risk
VI. Types of Investment Risks
VII. Investment Options
VIII. Cash Equivalents
IX. Money Market Instruments
X. Fixed Income Investments
XI. Long-Term Government Bonds
XII. Corporate Bonds
XIII. Equities
XIV. Privately and Publicly Traded Companies
XV. Common Stocks
XVI. Preferred Stocks
XVII. Stock Markets
XVIII. Market Indexes
XIX. Mutual Funds
XX. Alternative Investments
XXI. Asset Allocation
XXII. Asset Allocation Models
XXIII. Rebalancing
XXIV. Passive and Active Investment Management
XXV. Index Funds, Lifestyle Funds and Target-Date Funds
XXVI. Employer Securities
XXVII. Reviewing Investments

Estimated Time to Complete: 60 minutes

Types of Vendors
I. Fiduciary Responsibility Regarding Vendors
II. Vendor Fees
III. Subsidizing Vendor Fees
IV. Types of Service Provider Arrangements
V. Actuaries
VI. Investment Consultants and Managers
VII. Investment Management Fees
VIII. Monitoring Investment Fees
IX. Directed Trustees and Custodians
X. Recordkeepers
XI. Recordkeeping Fees
XII. Third-Party Administrators (TPAs)
XIII. Fee Disclosures
XIV. Legal Counsel

Estimated Time to Complete: 60 minutes

Managing Vendor Relationships
I. Selecting the Vendor
II. RFP Process
III. Key Considerations When Implementing a New Vendor Relationship
IV. Monitoring the Vendor
V. Changing a Vendor
VI. Specific Considerations for Changing Recordkeepers or Investment Consultants
VII. Investment Mapping

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.