



Exam Outline

(28%) I - Fact Finding

A. OBTAIN BASIC EMPLOYER INFORMATION (e.g., INDUSTRY, TYPE OF ORGANIZATION, SIZE, PROFITABILITY, CORPORATE CULTURE, EMPLOYEE DEMOGRAPHICS).

The competent and responsible performance of this task requires knowledge of:

- ▶ Retirement plan selection factors
- ▶ Information sources (e.g., RFP, website, filings)

B. OBTAIN INFORMATION ABOUT EMPLOYER'S NEEDS AND THE STATUS OF ANY CURRENT RETIREMENT PLAN (e.g., RETIREMENT PLAN OBJECTIVES, INVESTMENT GOALS, EXISTING PLAN PERFORMANCE AND PARTICIPATION).

The competent and responsible performance of this task requires knowledge of:

- ▶ Retirement plan selection factors
- ▶ Information sources (e.g., RFP, website, filings)
- ▶ Retirement plan types
- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing

C. OBTAIN INFORMATION ABOUT THE EFFECTIVENESS OF AND EMPLOYER SATISFACTION WITH THE CURRENT RETIREMENT PLAN (e.g., SERVICE LEVELS, COMPLIANCE, INVESTMENTS).

The competent and responsible performance of this task requires knowledge of:

- ▶ Retirement plan selection factors
- ▶ Information sources (e.g., RFP, website, filings)
- ▶ Retirement plan types
- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing
- ▶ Service levels (e.g., call center metrics, accuracy and timeliness of deliverables)
- ▶ Industry benchmarks and best practices
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Employee communications, education and investment advice programs

(30%) II – Analysis

DETERMINE EMPLOYER’S RETIREMENT PLAN NEEDS (e.g., MATCHING EMPLOYER SPECIFIC INFORMATION WITH AVAILABLE PLANS, PLAN FEATURES AND COSTS, AND VENDOR CHARACTERISTICS AND CAPABILITIES).

The competent and responsible performance of this task requires knowledge of:

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- ▶ Information sources (e.g., RFP, website, filings)
- ▶ Retirement plan types
- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements including nondiscrimination testing
- ▶ Service levels (e.g., call center metrics, accuracy and timeliness of deliverables)
- ▶ Industry benchmarks and best practices
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Employee communications, education and investment advice programs

Formulate a retirement plan solution.

The competent and responsible performance of this task requires knowledge of:

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- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing
- ▶ Service levels (e.g., call center metrics, accuracy and timeliness of deliverables)
- ▶ Industry benchmarks and best practices
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Employee communications, education and investment advice programs
- ▶ Provider characteristics, capabilities and pricing
- ▶ Competitive landscape

(15%) III - Proposal Preparation and Presentation

Present the retirement plan proposal and associated recommendations.

The competent and responsible performance of this task requires knowledge of:

- ▶ Retirement plan selection factors
- ▶ Information sources (e.g., RFP, website, filings)
- ▶ Retirement plan types
- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing
- ▶ Service levels (e.g., call center metrics, accuracy and timeliness of deliverables)
- ▶ Industry benchmarks and best practices
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Employee communications, education and investment advice programs
- ▶ Provider characteristics, capabilities and pricing
- ▶ Competitive landscape
- ▶ Plan implementation process
- ▶ Plan establishment or conversion responsibilities

(12%) IV - Retirement Plan Implementation

Prepare the employer for and assist in new plan implementation or existing plan conversion (e.g., setting expectations, obtaining plan documents, installing investments and educating participants).

The competent and responsible performance of this task requires knowledge of:

- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Plan implementation process
- ▶ Plan establishment or conversion responsibilities

(15%) V- Service

Assist in measuring and monitoring the achievement of retirement plan objectives and deliverables (e.g., including employee participation, investment performance, employer accountability and meeting fiduciary responsibilities).

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- ▶ Retirement plan selection factors
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- ▶ Retirement plan types
- ▶ Retirement plan features
- ▶ Investment options and features
- ▶ Plan documents
- ▶ Plan reports and filings
- ▶ Compliance requirements, including nondiscrimination testing
- ▶ Service levels (e.g., call center metrics, accuracy and timeliness of deliverables)
- ▶ Industry benchmarks and best practices
- ▶ Fiduciary requirements (e.g., 404(c), QDIA, prohibited transactions)
- ▶ Employee communications, education and investment advice programs
- ▶ Competitive landscape
- ▶ Service reviews (e.g., review of plan, investments, education programs, participation rate)