

Course Outline

Retirement Plan Sponsor Responsibilities

Implications of the Capital Accumulation Plan (CAP) Guidelines for 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 Pension Plan Governance Guideline
- XIII. Principles Outlined in the CAPSA Pension Plan Governance Guideline
- XIV. Application of Both the CAPSA Pension Plan Governance Guideline and the CAP Guidelines
- XV. Service Providers Must Understand the Intent and Application of Both the CAPSA and CAP Guidelines
- XVI. Target Audience for the CAPSA Pension Plan 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. Factors Impacting the CAP Sponsor's Decision to Use Service Providers
- IV. Role of an Advisor in Setting Up a CAP
- V. Advisor Compensation
- VI. Determining Which CAP Plan Type(s) Will Be Used
- VII. Role of a CAP Provider in Setting Up a CAP
- VIII. CAP Provider Compensation
- IX. Responsibility for Offering Investment Advice
- X. Choosing an Appropriate Service Provider for Member Investment Advice
- XI. Choosing Investment Options for the CAP
- XII. Investment Options Defined
- XIII. Additional Factors to Consider if Investment Options Include Investment Funds
- XIV. Policy Regarding Failure to Make Investment Choices (Default Policy)
- XV. CAP Sponsor's Role in Plan Record Maintenance

Total pages in lesson: 15

Introducing a CAP to Plan Members

- I. Introducing a CAP to Plan Members
- II. Importance of the Plan Introduction Stage
- III. Information Provided to CAP Members on the Nature and Features of the Plan
- IV. Information a CAP Sponsor Should Provide on the Rights and Responsibilities of CAP Members
- V. Investment Information a CAP Sponsor Should Provide to Plan Members
- VI. Investment and Decision-Making Tools to Provide to CAP Members
- VII. Information to Provide to CAP Members on Transfer Options
- VIII. Information to Provide to CAP Members if Transfer Options Are Suspended
- IX. 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

- I. Plan Sponsor's Key Activities in Operating a CAP
- II. Ongoing Information That Should Be Provided to CAP Members
- III. Information a CAP Sponsor Should Include in Plan Member Statements
- IV. Other Information That Should Be Made Available to CAP Members
- V. Information to Include in a Notice of Significant Changes in Investment Options
- VI. Specific Information to Provide if an Investment Option Is Removed, Replaced or Added
- VII. CAP Sponsor Performance Reports for Investment Options
- VIII. Plan Sponsor's Key Activities in Maintaining a CAP

Total pages in lesson: 8

Terminating a CAP

- I. Plan Sponsor's Role in Terminating a CAP
- II. Termination of a CAP Member's Participation
- III. Information That Must Be Provided

Total pages in lesson: 3