

Course Outline

Course Title: Multiemployer Plan Structure and Administration
Two-Credit Course

Introduction to Multiemployer Plans

- I. What Is a Multiemployer Plan?
- II. How Were Multiemployer Plans Established?
- III. Who Benefits from Multiemployer Plans?
- IV. Types of Multiemployer Plans
- V. Multiemployer Plan Descriptions

Estimated Time to Complete: 15 minutes

ERISA and Plan Fiduciaries

- I. What Is ERISA and Why Did It Become Law?
- II. ERISA Retirement Plan Requirements
- III. Additional ERISA Requirements
- IV. Who Is a Plan Fiduciary?
- V. What Are the Responsibilities of a Fiduciary?
- VI. Five-Part Test to Determine Fiduciary Status of Other Investment Professionals

Estimated Time to Complete: 15 minutes

Prohibited Transactions

- I. What Is a Prohibited Transaction?
- II. Prohibited Transactions for Fiduciaries
- III. Exemptions for Transactions That Would Otherwise Be Prohibited
- IV. Penalties for Committing Prohibited Transactions

Estimated Time to Complete: 15 minutes

Key Plan Advisors in a Multiemployer Plan

- I. Establishing Advisors
- II. Administrator
- III. Actuary
- IV. Accountant
- V. Legal Counsel
- VI. Investment Consultant
- VII. Investment Custodian
- VIII. Investment Manager
- IX. What Procedures Should Be Followed in Hiring Professional Advisors?
- X. What Procedures Should Be Followed in Monitoring Professional Advisors?

Estimated Time to Complete: 15 minutes

Plan Policies

- I. Why Should a Multiemployer Plan Have Written Policies?
- II. What Policies Does a Multiemployer Plan Need?

Estimated Time to Complete: 15 minutes

Plan Committees

- I. Committees

Estimated Time to Complete: 10 minutes

Internal Controls

- I. Internal Control Systems
- II. Elements of Internal Controls
- III. Common Internal Control Issues
- IV. Management Letter

Estimated Time to Complete: 15 minutes

Multiemployer Plan Fraud

- I. Where Is Fraud Likely in a Multiemployer Plan?
- II. Fraud in Benefit Disbursements
- III. Fraud in Employer Contributions
- IV. Fraud in Administrative Expenses
- V. Fraud in Investments
- VI. Who Is Responsible for Detecting Fraud?
- VII. Fraud Prevention Techniques
- VIII. Fraud Detection Techniques

Estimated Time to Complete: 20 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.