

GEORGIA ASSOCIATION OF PUBLIC PENSION TRUSTEES

EVENT OVERVIEW – EIGHTH ANNUAL CONFERENCE | SEPTEMBER 19-21, 2022

CRPF™ Curriculum Sessions and Continuing Education Sessions (Synchronous)

ANNUAL TRUSTEE SCHOOL OVERVIEW: The GAPPT Trustee School is an annual educational opportunity offered to public retirement system trustees, plan staff members, and professional service providers of Georgia's public retirement plans.

LOCATION AND DATES: The Eighth Annual Trustee School will take place at the Classic Center (300 N Thomas St, Athens, GA 30601). The Hyatt Place Athens/Downtown, located adjacent to the center, will serve as the event's host hotel.

ANNUAL TRUSTEE SCHOOL FEATURES:

- The Trustee School has two days of educational programming. The Certified Retirement Plan Fiduciary™ curriculum (Basic and Advanced Courses) will be offered, and a Continuing Education Course.
- Breakfast and lunch are provided to conference attendees. Each evening, the Association hosts a networking cocktail reception.

REGISTRATION AND COST: The Plan Sponsor rate to attend the Annual Trustee School is \$129.00 for GAPPT members (\$179.00 for non-members). The Affiliate rate is \$500.00 for GAPPT members (\$1200.00 for non-members).

CERTIFIED RETIREMENT PLAN FIDUCIARY™ (CRPF™) PROGRAM: The GAPPT offers trustees and staff members a certification program developed to address the six educational areas listed in the Georgia Code. To receive a Certified Retirement Plan Fiduciary™ (CRPF™) designation, participants must successfully complete the Basic and Advanced Courses.

PREREQUISITES: There is no prerequisite to register for the Basic Course or the Continuing Education Course. Successful completion of the Basic Course is required to register for the Advanced Course.

CRPF™ Basic and Advanced Course participants must attend all their course sessions and in the assigned order.

ATTENDEE VERIFICATION AND COURSE ATTENDANCE: Attendees must present a valid driver's license or government ID upon arrival. An attendee badge with QR code will be used to verify session attendance.

NAME BADGES: Name badges must be worn during all educational sessions and GAPPT-hosted networking events.

EQUIPMENT REQUIREMENTS:

The GAPPT provides the following:

CRPF™ Basic and Advanced Course Attendees: Course Book, Highlighter, Pencil, and Course Examination

Continuing Education Course Attendees: Printed Program (optional)

Networking Only Attendees: None

It is recommended that all participants bring a laptop computer, tablet, or smartphone to utilize the event app. Public internet access will be available in the meeting rooms.

LEARNER ACCOMMODATIONS: Attendees may request accommodations for technical support, seating arrangements, and general assistance. If available, alternative formats for event material will be provided. Accommodation requests should be emailed to execdirector@gappt.org before August 29, 2022.

SESSION DESCRIPTION: A summary of the session is listed in the event app and printed program.

SESSION LEARNING OUTCOMES: A session's learning outcomes are listed in its slide presentation and reviewed at its beginning and end. CRPF™ Basic and Advanced Course presentations are included in their Course Books. Continuing Education Course presentations (if provided) are included on the event app.

CRPF™ BASIC AND ADVANCED COURSE EXAMINATIONS: A fifty (50) question assessment of multiple-choice or true-false questions is required for Basic and Advanced Course attendees. Participants must receive a 70% or higher score to complete the examination successfully. Examinations and pencils are provided to the participants.

CONTINUING EDUCATION COURSE ASSESSMENT: The GAPPT uses presenter observations, attendance, and evaluation results to measure participants' achievement of the learning outcomes.

GAPPT CONTINUING EDUCATION CREDITS (CECs): A participant must attend a session to earn GAPPT CECs. The number of CECs awarded is based on the length of the session. Attendance is verified through a name badge scan.

IACET CONTINUING EDUCATION UNITS (CEUs): To earn IACET CEUs, CRPF™ Basic and Advanced Course participants must attend the session and successfully complete the course's examination with a 70% or higher. Continuing Education Course participants must also attend the session and complete its evaluation to ensure they met the learning outcomes.

TRANSCRIPTS: Earned CECs will be uploaded to a participant's GAPPT profile within 14 days of the event's conclusion. Members may view and download a copy of their transcript through the GAPPT website at www.gappt.org.

NOTIFICATION OF CRPF™ COURSE COMPLETION AND CERTIFICATES: On **October 5, 2022**, Basic and Advanced participants will be notified via email whether they successfully or unsuccessfully completed their course. Notification is either a "pass" or "fail." Examination scores will be released upon email request and to the individual only. The course completion date will also be listed in their GAPPT member profile.

Certificates will be mailed to participants who successfully complete the CRPF™ Basic or Advanced Course. Certificates are mailed to the participant's organization address within 30 days of the event's conclusion.

ATTENDEE EVALUATIONS: During the event, participants will have the opportunity to evaluate presenters on their material, delivery, and subject matter expertise. This data will be utilized for educational event planning and future presenter consideration. Results will be made available to the presenter upon their request. After the event, attendees are encouraged to complete an Event Evaluation about their overall experience.

GAPPT POLICIES: A listing of the Association's policies, including the Anti-Discrimination Policy, Policy for Disclosure of Financial and Proprietary Interest, Policy for Intellectual and Legal Property Rights, and Policy for Learner Privacy and Information Security, can be viewed at: <https://gappt.memberclicks.net/policies>

COVID WAIVER: Registrants must acknowledge the GAPPT Assumption of Risk and Waiver of Liability Relating to COVID-19 to attend this event. Event access is contingent upon having the attendee's waiver on file. Refunds will not be given for an individual's non-compliance. Additionally, all attendees must follow the protocols set by the Classic Center and Hyatt Place.

REFUNDS AND INVOICE PAYMENTS: Event registration refunds will be granted until August 29, 2022. No refunds will be given past this date. (Membership dues and sponsorships are non-refundable.) All invoices must be paid before August 29, 2022. **Registration status is conditional upon payment by the due date.**

SUPPORT SERVICES: GAPPT staff will be available at the registration desk for attendee questions or concerns during the event dates. For assistance before or after the event, attendees may contact execdirector@gappt.org or admincoordinator@gappt.org. Inquiries will be responded to within 24 hours during regular business hours.