



CEBS classes now offered at EMU–Livonia



Certified Employee Benefit Specialist® Program

What is the CEBS designation?

In the employee benefits and compensation field, the oldest and most respected professional credential is CEBS—the Certified Employee Benefit Specialist. The CEBS program provides certification choices for employee benefit and compensation professionals. You can earn specialty designations as a Group Benefits Associate (GBA), Retirement Plans Associate (RPA) and Compensation Management Specialist (CMS), or establish yourself as a total compensation professional by attaining the CEBS designation. The certifications will set you apart from your colleagues and peers and are a great way to validate your expertise and build trust with your constituencies. To become a CEBS, you must complete six required and two elective courses, and pass the examinations. Each of the specialty designation requires completion of three CEBS courses and examinations. EMU does not offer all the CEBS courses, but there is opportunity for self-study and online preparation through the International Foundation of Employee Benefit Plans (IFEBP).

For information about how to earn the CEBS and specialty designations and to register for exams visit: www.cebs.org.

Why enroll in an EMU classroom CEBS courses?

EMU CEBS courses offer a disciplined approach to studying the material and preparing for the national exams. You'll have direct access to knowledgeable instructors and can ask questions about difficult material. The courses are also an excellent forum for the exchange of ideas and will provide an opportunity to network with your peers. Students may take a CEBS course to expand their professional knowledge in a specific area without working toward the CEBS designation.

Which courses are required for each designation?

For designation requirements, examination information, and full course descriptions, visit www.cebs.org or call **734.487.9158** for a CEBS Catalog of Information.

Do I have to take the courses in sequence?

Each CEBS course stands alone. When working toward your GBA, RPA or CMS it is suggested that you take the courses in the order presented. In some cases it is useful to have knowledge of the concepts presented in an earlier course. However, based on your personal or professional need, educational background, work experience, or course availability you can determine the sequence that works best for you.

What is the course fee?

- \$350 per course (does not include study materials).
- \$325 per course if enrolling in more than one. Must register for multiple courses at the same time.

How do I get the study materials?

Study materials must be purchased by the participant from the CEBS program prior to the start of class. To order online, go to www.ifebp.org/forms.ceexam.asp. It is recommended that you review the material before the start of class. Updating of material may cause changes in the required edition and an increase in cost.

Where is EMU–Livonia?

All courses in the series will meet at EMU–Livonia, 38777 W. Six Mile Road, Suite 400, conveniently located at 1-275 and Six Mile Road in Livonia, Mich.

Can I earn continuing education recertification credits?

Successful completion of CEBS courses and/or CEBS examinations may meet CCP, CFP, CFA, CPA, PHR, SPHR, enrolled actuaries, attorneys, insurance producers and other professional continuing education requirements. For further information check with your licensing board and/or the web site www.ifebp.org/cebs/cpe.asp?studentus, call **262.786.6710**, ext. **8501** or e-mail at continuinged@ifebp.org.

Questions

Phone: 734.487.9158

E-mail: non.credit@emich.edu



GBA 1 – Employee Benefits: Concepts and Health Care Benefits (CEBS Course 1)

This is a required course for the GBA and CEBS designations.

Dates: Jan. 22–23, 2008; Dec. 1–2, 2008; Sept. 22–23, 2009

Time: 8:30 a.m. to 5 p.m.

This course begins with an overview of the environment of employee benefit plans and then addresses issues pertaining to health care plans, plan design and cost-control techniques. Topics covered include selecting health and managed care plans, maintaining and improving employee health, and purchasing quality health care. Dental plans and specialized benefits, mental health/substance abuse, prescription drugs, vision and hearing care plans are covered as well as health benefits for retirees, long-term care, and fiduciary liability and ethical responsibility.

Study materials must be purchased by the participant at

www.cebs.org and reviewed prior to the start of class.

- Study Manual, fourth edition; includes practice exam on CD-ROM
- The Handbook of Employee Benefits: Design Funding and Administration, sixth edition (the same text is used in GBA 2)

GBA 2 – Employee Benefits: Design, Administration and Other Welfare Benefits (CEBS Course 2)

This is a required course for the GBA and CEBS designations.

Dates: Nov. 15–16, 2007; May 20–21, 2008; Apr. 21–22, 2009

Time: 8:30 a.m. to 5 p.m.

GBA 2 examines a wide variety of other welfare benefits including: dependent care and family leave benefits; work/life benefits such as financial planning, adoption assistance, legal services, and education assistance; and vacation and other time-off benefits.

Study materials must be purchased by the participant at

www.cebs.org and reviewed prior to the start of class.

- Study Manual, fourth edition; includes practice exam on CD-ROM
- The Handbook of Employee Benefits: Design Funding and Administration, sixth edition (the same text is used in GBA 1)

RPA 1 – Retirement Plans: Basic Features and Defined Contribution Approaches (CEBS Course 3)

This is a required course for the RPA and CEBS designations.

Date: Feb. 19–20, 2008; Jan. 20–21, 2009; Oct. 27–28, 2009

Time: 8:30 a.m. to 5 p.m.

This course focuses on individual retirement needs, employer-sponsored programs, and plan design considerations. It looks at the differences in defined contribution (DC) and defined benefit (DB) approaches, an overview of various types of retirement plans, the primary provisions of Social Security, the fundamental characteristics of tax-qualified plans, prevalent retirement plan offerings, an in-depth examination of 401(k) plans, 403(b) and 457 plans, and requirements mandated by the Pension Protection Act of 2006.

Study materials must be purchased by the participant at

www.cebs.org and reviewed prior to the start of class.

- Learning Guide + Practice Exam on CD-ROM
- Text - Retirement Plans, 10th edition (the same text is used in RPA 2)

RPA 2 – Retirement Plans: Defined Benefit Approaches and Plan Administration (CEBS Course 4)

This is a required course for the RPA and CEBS designations.

Dates: Aug. 25–26, 2008; May 12–13, 2009

Time: 8:30 a.m. to 5 p.m.

This course examines approaches to enhancing retiree financial security, the impact of various types of retirement planning structures and the importance of effectively managing retirement assets. The course focuses on investment principles in accumulating retirement wealth and the essentials of fiduciary oversight and plan governance by plan sponsors, the appropriate use of IRAs, Keoghs, defined benefit structures and other types of retirement savings plans, use of these retirement savings programs, and requirements mandated by the Pension Protection Act of 2006.

Study materials must be purchased by the participant at

www.cebs.org and reviewed prior to the start of class.

- Learning Guide + Practice Exam on CD-ROM
- Text - Retirement Plans, 10th edition (the same text is used in RPA 1)

CMS 1 – Human Resource and Compensation Management (CEBS Course 8)

This is a required course for the CEBS and CMS designations.

Date: Apr. 21–22, 2008; Mar. 17–18, 2009

Time: 8:30 a.m. to 5:00 p.m.

This course provides an overview of human resource management, including a discussion of internal and external factors affecting supervision, the legal and managerial requirements of HR and compensation decisions made in a nondiscriminatory manner. It will cover recruitment and retention, effective training and development programs, performance assessment systems, incentive programs, total compensation approaches and their implementation, employee rights, discharge and termination situations, labor relations, collective bargaining, and unionization.

Study materials must be purchased by the participant at

www.cebs.org and reviewed prior to the start of class.

- Study Manual, fifth edition; includes practice exam on CD-ROM
- Text – Managing Human Resources, 13th edition

CMS 2 – Compensation Concepts and Principles (CEBS Comp 1)

This is a required course for the CEBS and CMS designations.

Dates: Oct. 14–15, 2008; Aug. 25–26, 2009

Time: 8:30 a.m. to 5 p.m.

This course provides a framework for understanding various types of compensation approaches distinguishing between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness and create employee incentives within these various types of pay systems. It covers methods for decision-making regarding pay level, pay mix and pay structures, various pay-for-performance plans, the compensation of special groups, external market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.

- Study Manual + Practice Exam on CD-ROM
- Text – Compensation, seventh edition

It is recommended that you review the material before the start of class.

Certified Employee Benefit Specialist® Program



Registration form

Registration deadlines are ten days prior to the start of each course. Fax to: 734.487.2316 Mail to: EMU Continuing Education, Non-credit Programs, Eastern Michigan University, 100 Boone Hall, Ypsilanti, MI 48197.

Name _____ Last four digits of SS no. _____

E-mail _____ Employer _____

Employer address _____ City _____ State _____ Zip _____

Home address _____ City _____ State _____ Zip _____

Day phone _____ Home phone _____

Job title _____

GBA 1: Employee Benefits: Concepts and Health Care Benefits

- Jan. 22–23, 2008
- Dec. 1–2, 2008
- Sept. 22–23, 2009

GBA 2: Employee Benefits: Administration and Other Welfare Benefits

- Nov. 15–16, 2007
- May 20–21, 2008
- Apr. 21–22, 2009

RPA 1: Retirement Plans: Basic Features Defined Contribution Approaches

- Feb. 19–20, 2008
- Jan 20–21, 2009
- Oct. 27–28, 2009

RPA 2: Retirement Plans: Defined Benefit Approaches and Plan Administration

- Aug. 25–26, 2008
- May 12–13, 2009

CMS 1: Human Resource and Compensation Management

- Apr. 21–22, 2008
- Mar. 17–18, 2009

CMS 2: Compensation Concepts and Principles

- Oct. 14–15, 2008
- Aug. 25–26, 2009

Course fees (does not include study materials)

- \$350 per course
 - \$325 per course if enrolling in more than one. Must register for multiple courses at the same time.
- One course = \$350; two courses = \$650; three courses = \$975; four courses = \$1,300

Payment

- Check enclosed for \$ _____ (Payable to Eastern Michigan University)
- Charge my credit card \$ _____ Visa MasterCard Discover

Card number _____ Exp. date _____

Name as it appears on card _____ CRN (last three digits on signature bar) _____

Signature _____ Date _____

Cancellation policy

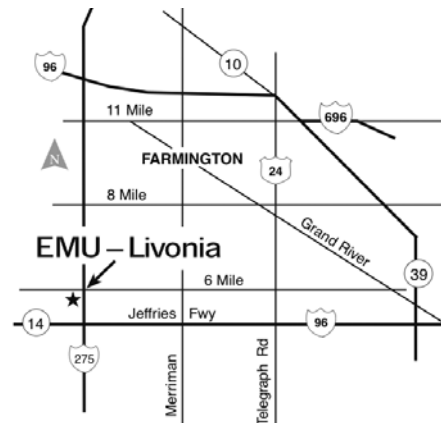
All cancellations must be in writing. Those who cancel one week before the course starts will receive a full refund. No refund is available to those who cancel during the course.

Schedule changes and cancellations

Although we make every effort to maintain the published schedule for classes, insufficient enrollment and other unforeseen occurrences may require a schedule change or cancellation. We will attempt to notify you as soon as possible.

Course location

All courses in the series will meet at EMU–Livonia, conveniently located at 1-275 and Six Mile Road in Livonia, Mich.



EMU–Livonia

38777 W. Six Mile Road
Suite 400
Livonia, MI 48152



Certified Employee Benefit Specialist® Program

Attention employee benefit and compensation professionals

Please share this information with your staff