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Chapter: Education and Other Resources

Section: CalPERS Education and Events
Pages: 132 - 134

Legend: Deleted/Replaced – Added/Revised

INSTRUCTOR-LED TRAINING

Our instructor-led training (ILT) classes are classroom style training where each participant will follow along with an instructor through scenarios associated with each lesson.

These ILT hands-on classes are delivered onsite at CalPERS Regional Offices and select alternate locations.

Employer Health Business Rules

The Health Business Rules Training class will help you learn about the [State Health Benefits Guide](#), Health Benefits Officer (HBO) responsibilities and provide employer-specific health business rules education on health plan options, eligibility and enrollment requirements and health benefits into retirement.

~~The Importance of Accurately Reporting Payroll~~

~~Become informed about the importance of accurately reporting payroll. Learn more about topics such as what is on a payroll report, pay rates, special compensation, and earnings.~~

~~The Employer's Role in Employee Benefits~~

~~Understand your role as an employer in the retirement process. Topics include how to complete employer certification, how service credit is calculated, types of service credit, and how accurate payroll reporting is key to an accurate retirement benefit.~~

~~CalPERS Resources and Online Tools~~

~~Become more familiar with the many CalPERS resources available to you. This class teaches you about the resources and communication tools available online to assist you in doing business with CalPERS.~~

~~How to Enroll~~

~~You can enroll in our employer classes through my|CalPERS under the Education tab.~~

Training Dates and Locations

For information on upcoming training dates and locations, please view the [Employer Education Schedule](#). More schedule details and registration tools are available in [my|CalPERS](#) through the Education tab. For class listings and materials, visit the [Employer Training Classes](#) page.

If you prefer to take an online course or are unable to attend an instructor-led class, business rule training is always available in my|CalPERS through the Education tab. Here you'll be able to access the information you need regarding contracts, membership eligibility, compensation, and more.

How to Enroll

To register for an instructor-led my|CalPERS system training class or an Employer Business Rules class, log in to my|CalPERS and enroll through the Education tab.

You may enroll yourself or your employees by performing the following steps:

- From the Education tab, select the [Select a Class](#) link.
- Select the class title link.
- From the Class Details page, select the [Enroll](#) link.
- Select who you would like to enroll (i.e., yourself, your employees, or both).

- Select the Next button to enter contact information for each enrollee.

If you need assistance or have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** or **(888-225-7377)**.

MEMBER CLASSES

WEBINARS

CalPERS currently offers the following webinars:

- **Planning Your Retirement Webinar**

This free two-hour webinar will provide information about your CalPERS benefits and the retirement process.

- **Your Retirement Application and Options Webinar**

Learn about retirement options and how to complete your service retirement application.

EMPLOYER-SPONSORED RETIREMENT PLANNING CLASSES FOR MEMBERS

CalPERS Regional Office staff conduct employer-sponsored retirement planning classes at the employer's facility. The class provides customized explanations of the employee benefits offered by the employer. A minimum audience of 20 is recommended to request an employer-sponsored class. If the audience will be less than 20, please contact CalPERS.

To request an employer-sponsored class, call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

RETIREMENT CLASSES FOR MEMBERS

CalPERS Regional Office staff conduct Retirement Planning Classes throughout California to help members prepare for retirement. We offer five classes based on a member's career life cycle. All five classes are available as in-person classes or online classes.

NEW CALPERS MEMBER

This class is for members who are new to the CalPERS system. Members receive an overview of CalPERS programs and benefits.

CONTINUING CALPERS MEMBER

This class is for members who are not yet ready to retire but want more information about CalPERS benefits and programs.

PLANNING YOUR RETIREMENT

This class is for members nearing retirement and is designed to help members plan and prepare for retirement.

COMPLETING YOUR RETIREMENT APPLICATION

This class is for members who are ready to retire. It provides detailed information on the step-by-step process of filling out the retirement application.

RETIRED CALPERS MEMBER

This class is for members who have already retired. The class provides retirees with information about CalPERS programs and provides a refresher on retirement benefits.

HOW TO ENROLL

Advise your employees to log into my|CalPERS, select *my education*, then “Select a Class” to find a date and time.

Active member class schedules are regularly provided to the Human Resources Divisions of all CalPERS employers.

Schedules for member classes are established twice a year, in April and October. Enrollment is on a first-come, first-served basis and is free to all members and their spouses.

EDUCATIONAL RESOURCES

EMPLOYER-SPONSORED RETIREMENT PLANNING CLASSES FOR MEMBERS

CalPERS Regional Office staff conduct employer-sponsored retirement planning classes at the employer's facility. The class provides customized explanations of the employee benefits offered by the employer. A minimum audience of 20 is recommended to request an employer-sponsored class. If the audience will be less than 20, please contact CalPERS.

To request an employer-sponsored class, call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

RETIREMENT CLASSES FOR MEMBERS

We offer six classes that are available either online or as instructor-led classes throughout California to help members prepare for retirement. Each of the classes is based on a member's career life cycle.

NEW CALPERS MEMBER

This class is for members who are new to the CalPERS retirement system. Members receive an overview of CalPERS programs and benefits.

CONTINUING CALPERS MEMBER

This class is for members who are not yet ready to retire but want more information about CalPERS benefits and programs.

PLANNING YOUR RETIREMENT

This class is for members nearing retirement and is designed to help members plan and prepare for retirement.

COMPLETING YOUR RETIREMENT APPLICATION

This class is for members who are ready to retire. It provides detailed information on the step-by-step process of filling out the retirement application.

COMPLETING YOUR DISABILITY RETIREMENT APPLICATION (ONLINE ONLY)

This class is for members who need to complete the Disability Retirement Application forms and submit a complete application package.

RETIRED CALPERS MEMBER

This class is for members who have already retired. The class provides retirees with information about CalPERS programs and provides a refresher on retirement benefits.

HOW TO ENROLL

Advise your employees to log into their my|CalPERS account, select Education Resource tab, “View Classes” link to find a class that is convenient for them.

WEBINARS

CalPERS provides monthly webinars on a variety of topics as a convenient learning resource. Visit the website under Member Education to register. Webinar examples include:

- Planning Your Retirement
- Your Retirement Application and Options
- CalPERS Members – Early Career Basics
- Power of Attorney
- Service Credit Purchase

Recorded webinars will be available for future on-demand viewing at the YouTube channel under the **CalPERSNetwork**.

CALPERS BENEFITS EDUCATION EVENTS

CalPERS Benefits Education Events (CBEEs) are held throughout the state and open to members at all career stages.

CBEEs provide informative breakout sessions uniquely tailored for those early through mid-career as well as those nearing retirement. Members learn about health benefits, retirement benefits, and deferred compensation along with informational sessions on Social Security and my|CalPERS.

Members will also have the opportunity to speak with representatives from CalPERS and our partner organizations.

For more information, select “Attend Training & Events” under the “I Want To” column to visit the CalPERS Benefits Education Events page at the CalPERS website.
