



# Reminder

**Route to:**

- Authorized Agent**
- Asst. to A.A.**
- Personnel/H.R.**
- Data Processing**
- Payroll Dept.**
- Accounting/Finance**
- Other**

## Authorized Agent Certification Workshops

March 2006

**What are AA Certification workshops?**

Authorized Agent Certification Workshops offer Authorized Agents the opportunity to learn about new IMRF procedures, changes in the Illinois Pension Code, and various other topics that can impact a member's benefits, such as hourly standards, service credit, and wage reporting.

**Who should attend?**

Authorized Agent Certification Workshops are designed for individuals who perform any part of an IMRF Authorized Agent's duties. You do not have to be your employer's Authorized Agent to attend a workshop. If you perform any IMRF-related duties, you should attend a workshop.

**Is there an attendance limit?**

There is no limit to the number of employees your employer can send to each IMRF Authorized Agent Certification Workshop; however, workshops can fill up quickly so early registration is important.

**Advanced AA Certification workshops****Advanced Authorized Agent Certification Workshops**

Advanced Authorized Agent Certification Workshops are designed to address a specific topic related to the duties of the Authorized Agent in more detail, such as Wage Reporting, Purchase of Service, and Disability Processing. Detailed information about advanced workshops will be published in future *Reminders*, as well as on the workshop registration section of [www.imrf.org](http://www.imrf.org). Employers will also receive a workshop invitation and schedule describing the upcoming workshops.

**Can I attend a basic and an advanced workshop?**

There are several opportunities in the workshop schedule to attend a basic workshop and an advanced workshop on the same day at the same location; however, you must register separately for each workshop you plan to attend. You can also attend workshops on separate days; there is no limit to the number of workshops you can attend. We strongly recommend that you have already attended a basic workshop prior to attending an advanced workshop.

**Where can I find the workshop schedule?**

Employers should receive their 2006 Authorized Agent Certification Workshop invitation and schedule by April. The schedule is also available in the Employer section of [www.imrf.org](http://www.imrf.org).

**How can I register?**

You can register for workshops through IMRF's website, or you can register by mail with the registration form included in the workshop invitation your employer received. You can also register over the phone.

**For more information**

For more information, or to register by phone, contact Donna Cesario, IMRF's Field Services Meeting Planner, at 630-706-4536.