

# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

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## MEMORANDUM

TO: All Retirement Boards

FROM: Bill Keefe, Executive Director

RE: Mandatory Retirement Board Member Training – 1st Quarter, 2026

DATE: December 30, 2025

Chapter 32 mandates retirement board members to complete training during each year of service on the retirement board. This requirement has two elements: 18 credits over the course of the member's term and at least 3 credits in each year of the term. Failure to meet either of these statutory standards will prohibit the member from serving beyond the conclusion of the term for which the training requirement was not met. We urge board members to utilize the full array of training choices in order to remain eligible to serve. All classes, webinars, seminars, and conferences listed will earn **three credits each**, unless otherwise noted.

### Ways to receive your credits:

- Credits for attending *live* PERAC webinars and the New Administrator Training are automatically updated by PERAC staff approximately one week after each event.
  - All attendees must register through the links available on our website.
  - Board members seeking educational credits – it is important that you register with your full name and the email address we have on record so we can accurately update your account.
- You must submit a completed Training Affidavit in PROSPER for all other trainings, including pre-recorded PERAC webinars and pre-approved webinar and conference attendance. Any session listed under sections I, II, and III are pre-approved.
- If a Certificate of Completion is offered for training not directly provided by or sponsored by PERAC, you must submit the certificate through PROSPER to receive credit.
- Please note the full name of the recorded session you have viewed when submitting a Training Affidavit in PROSPER.
- Some sessions require pre-registration. Check individual sessions for closing dates.

The Commission appreciates all the retirement board members who are making a good faith effort to fulfill their duties and responsibilities. We wish you a safe and happy new year!



**I. Training Schedule Dates (pre-registration is required)**

<b>Date/Time</b>	<b>Topic/Organization</b>	<b>Registration / Location</b>
<b>January 21</b>	<b>Open Meeting Law</b>	<a href="#">Register</a>
9:00 a.m.	AGO	
<b>January 21</b>	<b>Fraud Awareness</b>	<a href="#">Register</a>
1:00 p.m.	OIG Academy	
<b>January 26-28</b>	<b>Legislative Conference &amp; Policy Day</b>	<a href="#">Register</a>
	NCPERS	Washington, D.C.
<b>January 29</b>	<b>PERAC Veterans' Benefits</b>	<a href="#">Register</a>
1:00 p.m.	PERAC	
<b>February 4</b>	<b>Global Economic Forum</b>	<a href="#">Register</a>
12:00	NCTR	
<b>February 10</b>	<b>Open Meeting Law</b>	<a href="#">Register</a>
12:00	AGO	
<b>February 24</b>	<b>Preparing the Annual Statement</b>	<a href="#">Register</a>
1:00 p.m.	PERAC	
<b>February 27</b>	<b>Fraud Awareness</b>	<a href="#">Register</a>
Time TBD	OIG Academy	
<b>March 2</b>	<b>Open Meeting Law</b>	<a href="#">Register</a>
1:00 p.m.	AGO	
<b>March 2-4</b>	<b>Communications &amp; Member Services Summit</b>	<a href="#">Register</a>
	NCPERS	San Diego, CA
<b>March 3</b>	<b>New Administrator Training</b>	<a href="#">Register</a>
8 a.m.-2:00 p.m.	PERAC	Norwood, MA
<b>March 11</b>	<b>Boards and Commissions</b>	<a href="#">Register</a>
10:00 a.m.	OIG Academy	
<b>March 12</b>	<b>Fraud Awareness</b>	<a href="#">Register</a>
1:00 p.m.	OIG Academy	
<b>March 27</b>	<b>Open Meeting Law</b>	<a href="#">Register</a>
10:00 a.m.	AGO	

## II. Recently Added or Recurring Pre-Approved Online Training (available on demand)

Organization	Topic
Office of the Inspector General	<a href="#">Inspector General Videos</a> <b>You must watch all three videos</b>
Office of the Attorney General	<a href="#">Open Meeting Law Training</a> <b>You must watch all six videos</b>
FINRA	<a href="#">Elder Financial Fraud</a>

Links to all of the above resources and other recorded webinars for credit can be found on PERAC's Education page at [mass.gov/perac-education](https://mass.gov/perac-education). Members can view the recordings and receive 3 educational credits by completing a Training Affidavit in PROSPER.

## III. Conflict of Interest Online Training (three credits)

The State Ethics Commission no longer offers live webinars for the Conflict of Interest Law training. Users must create a login to take the training and receive a certificate:

- Complete the [Conflict of Interest Law Education requirements on the mass.gov website](#).
- If your retirement system is not listed in the dropdown menu, please have your board contact the State Ethics Commission at [ethicstraining@mass.gov](mailto:ethicstraining@mass.gov). They will add organizations upon request.
- A certificate of completion is still required to receive credit for this training and credits may only be awarded once every two years.

## IV. New Administrator Training

Our next New Administrator training will be on March 3, 2026, in Norwood, MA. This is the same training that was held earlier in 2025 in Northampton and Danvers, MA. A new round of trainings will begin again in August.

These all-day trainings are designed for newer administrators and board staff with less than five years of experience, however, board members are welcome.

**Date:** March 3, 2026, 8:00 a.m. to 2:00 p.m.

**Location:** Four Points by Sheraton, 1125 Boston Providence Highway, Norwood, MA 02062

**Credits:** Retirement board members who attend will receive three educational credits.

Register through PROSPER. If an individual wishing to attend does not have access to PROSPER, please contact Rose Morrison at [rose.a.morrison@mass.gov](mailto:rose.a.morrison@mass.gov). Please contact Natacha Dunker at [natacha.a.dunker@mass.gov](mailto:natacha.a.dunker@mass.gov) to request a reasonable accommodation.

## V. Other Opportunities to Obtain Educational Credit

The Commission is willing to approve other educational credits for a variety of events sponsored by "...local, state, regional and national organizations recognized by the Commission as having expertise in retirement issues of importance to retirement board members or other entities..."

Additionally, the Commission has approved education credit for participating in webinars. We will entertain requests for credit in relation to *relevant* webinars provided that such a request is made well in advance of the session.

### **Approval for credit must take place well in advance of the date of the event or webinar.**

This will enable the Commission to analyze the program and provide a general notice to other retirement board members to maximize participation. Once approved, you must complete the Training Affidavit in PROSPER to ensure proper credit. Board members experiencing Extenuating Circumstances in meeting educational requirements should review [Memo 15 of 2019](#) and contact PERAC with any questions.

The following list of local and national organizations provide additional educational opportunities that may be relevant for retirement board members:

- [American Society of Pension Professionals and Actuaries](#) (ASPPA)
- City/Town Sponsored Conflict of Interest or Open Meeting Law Training
- [Government Finance Officers Association](#) (GFOA)
- [International Foundation of Employee Benefit Plans](#) (IFEBCP)
- [MA Association of School Committees](#) Open Meeting Law Training
- [MA Town Clerks Association](#) Ethics Training
- [National Association of State Retirement Administrators](#) (NASRA)
- [National Conference on Public Employee Retirement Systems](#) (NCPERS)
- [National Council on Teacher Retirement](#) (NCTR)
- [National Pension Education Association](#) (NPEA)