COURSE SYLLABUS

Federal Employee Benefits for Administrators Bootcamp

This bootcamp provides HR practitioners with the knowledge to advise employees on federal benefits, including health insurance, retirement systems, and the Thrift Savings Plan.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-employee-benefits-for-administrators-course

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Course Outline

This package includes these courses

- Federal Employee Health Benefits for Administrators (8 Hours)
- Federal Employee Benefits & SSA Entitlements for Administrators Course (8 Hours)
- Federal Employee Retirement Benefits for Administrators: CSRS & FERS Introduction (16 Hours)

Federal Employee Health Benefits for Administrators

This course provides HR professionals and benefits counselors with the essential knowledge to administer and explain federal health and insurance programs. Participants gain a clear understanding of eligibility, enrollment, and key benefit features to confidently guide employees and retirees.

- **FEHB Program:** Eligibility, enrollment actions, plan types, and continuation of coverage.
- **FEGLI Program:** Basic and Optional coverage, life-event elections, and retirement requirements.
- **FLTCIP:** Eligibility, coverage features, and long-term care considerations.
- **Flexible Spending Accounts (FSAFEDS):** Health Care, Limited Expense, and Dependent Care FSAs, including contribution rules and tax advantages.

Federal Employee Benefits & SSA Entitlements for Administrators Course

This course provides HR professionals and retirement counselors with the knowledge to explain how Social Security and Medicare benefits interact with federal retirement systems. Participants will gain a comprehensive understanding of eligibility, benefit calculations, and how these programs affect retirement planning for federal employees.

- **Social Security Benefits:** Explains eligibility requirements, benefit computation, and how Social Security integrates with CSRS and FERS annuities.
- **Medicare Coverage:** Describes Medicare Parts A, B, C, and D, including enrollment periods, coverage options, and coordination with

FEHB plans.

- **Integration with Federal Retirement Systems:** Examines how Social Security and Medicare impact federal employees' overall retirement income and long-term financial planning.
- **Retirement Counseling Application:** Builds the skills needed to guide employees through the process of applying for Social Security and Medicare, providing clear advice on how these programs influence retirement timing and benefits decisions.

Federal Employee Retirement Benefits for Administrators: CSRS & FERS Introduction

This course provides HR professionals and retirement planners with the essential knowledge to advise federal employees on retirement benefits under the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Participants will gain an in-depth understanding of eligibility requirements, service crediting, benefit computation, and the Thrift Savings Plan (TSP) to support informed retirement decisions.

- Explain the features of CSRS and FERS
- Determine whether an employee satisfies retirement eligibility requirements under CSRS and FERS
- Determine how an employee's service is credited for retirement purposes
- Determine retirement coverage for employees who are newly hired, rehired, transferred between agencies, or convert from one type of appointment to another
- Help employees locate, identify, and follow appropriate regulatory and procedural guidance governing their federal benefits
- Explain the basic features of the Thrift Savings Plan