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Minimum Educational Training Program

Certification Letter for Exemption of Certain System Administrators

The Pension Review Board (Board) has adopted rules outlining the Minimum Educational Training (MET) Program for trustees and administrators of public retirement systems. This certification is intended for use by a public retirement system (PRS) that qualifies, under Texas Administrative Code §607.107, for the exemption for certain system administrators. A PRS may qualify for an exemption if:

- the PRS has designated an outside entity (a bank or a financial institution) as the system administrator; or
- the PRS does not have a system administrator that meets the statutory definition under Texas Government Code §801.001(3) and §802.001(4). In this case, the PRS must affirm that one or more trustees, who are already subject to the MET requirements, are responsible for the duties of the system administrator.

For more information, please refer to 40 Texas Administrative Code, Chapter 607, or contact the PRB staff at prb@prb.texas.gov or (512) 463-1736.

Please submit by using the Submit by Email button on the upper right hand corner of the letter or email the letter to: prb@prb.texas.gov. Completed forms may also be faxed to: (512) 463-1882 or mailed to: Pension Review Board, P.O. Box 13498, Austin, TX 78711.

Certification Letter
Relating to 40 T.A.C. Section 607.107
Minimum Educational Training Program
Exemption for Certain System Administrators

State Pension Review Board
P.O. Box 13498
Austin, TX 78711-3298

Subject: Exemption from the Minimum Educational Training Program

To the State Pension Review Board:

As a member of the governing body of [Your Public Retirement System's Name], I hereby certify that the public retirement system (PRS) administrator is exempt from the MET Program because of one of the following reasons:

The PRS has designated an outside entity (a bank or financial institution) as the system administrator. If choosing this option, please provide the name and contact information of the outside entity below:

The PRS does not have a system administrator who meets the statutory definition contained in the Texas Government Code 801.001(3) and 802.001(4) and affirms that one or more trustees performs this role and is already subject to MET requirements. If choosing this option, please provide the name(s) of the trustee(s) performing the duties of system administrator:

The PRS will notify the State Pension Review Board if the system administrator changes and is no longer exempt from the program as defined in Rule 607.107.

Note: For e-mail submissions, by typing your name on the signature line below you are signing this document.

Sincerely,

PRS Board Member's Signature

PRS Board Member's Printed Name

Public Retirement System Name

Date