

Coordinating Benefits E-learning Catalog

The Coordinating VRS Benefits e-courses are available in the [Commonwealth of Virginia Learning Center](#) (COVLC). Each course provides an in-depth look at the benefits and resources available. Employers may complete all of the e-courses in the series, or choose individual e-courses as needed; however, VRS recommends completing the two foundational courses first: VRS Resources and VRS Membership.

To access a course in the COVLC, click the course link below; then log into the COVLC to be directed to the selected course. In addition, the e-courses and related documents can be searched individually using keywords for additional subject-related tools.

Be sure to review the questions at the end of this document for more information about the COVLC and Coordinating VRS Benefit E-courses.

<u>Death-in-Service</u>
<p>Topics Include:</p> <ul style="list-style-type: none"> • Eligibility for benefits based on the type of death • Work-related and non-work related deaths • Special circumstances, such as death while on short- or long-term disability • Completing a death claim <p>Keywords: Death-in-Service, VRS-E, Coordinating VRS Benefits</p>
<u>Disability Retirement</u>
<p>Topics Include:</p> <ul style="list-style-type: none"> • Eligibility • Disability retirement calculation • Other retirement benefits • Application process <p>Keywords: Disability Retirement, VRS-E, Coordinating VRS Benefits</p>
<u>Hazardous Duty</u>
<p>Topics Include:</p> <ul style="list-style-type: none"> • Position eligibility for State Police Officers’ Retirement System (SPORS), Virginia Law Officers’ Retirement System (VaLORS) and political subdivisions with enhanced hazardous duty benefits • Service retirement eligibility • Multipliers and the hazardous duty supplement • Transferring positions • Other benefits, such as disability retirement and the purchase of prior service credit <p>Keywords: Hazardous Duty, VRS-E, Coordinating VRS Benefits</p>

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[Health Insurance Credit](#)

Topics Include:

- Eligibility
- Health insurance credit amount
- Application process
- How the credit is paid
- Health insurance credit for disability retirees

Keywords: Health Insurance Credit, VRS-E, Coordinating VRS Benefits

[Life Insurance](#)

Topics Include:

- Eligibility requirements
- Benefit features of group life and optional life insurance and how to enroll in each
- Changes in coverage for different life events, such as a marriage or retirement
- Employer responsibilities

Keywords: Life Insurance, VRS-E, Coordinating VRS Benefits

[Purchase of Prior Service](#)

Topics Include:

- Types of prior service eligible for purchase
- Cost of purchases
- Payment methods
- Purchase process

Keywords: Purchase of Prior Service, VRS-E, Coordinating VRS Benefits

[Refunds and Distributions](#)

Topics Include:

- Eligibility
- Refund amount
- Refund and distribution implications
- Request process
- Deferred retirement

Keywords: Refunds and Distributions, VRS-E, Coordinating VRS Benefits

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[Service Retirement](#)

Topics Include:

- Eligibility requirements for service retirement for VRS Plan 1, Plan 2 and the Hybrid Retirement Plan
- Payout options, including the Basic Benefit, Survivor Option, Partial Lump-sum Option Payment and the Advance Pension Option
- Retirement process, including available resources and required documents
- Post-retirement topics including life insurance, the health insurance credit and employment after retirement

Keywords: Service Retirement, VRS-E, Coordinating VRS Benefits

[Virginia Sickness and Disability Program](#)

Topics Include:

- How short-term disability works, initiating a claim, income replacement, income adjustments, return to work, why short-term disability benefits end
- Income replacement on long-term disability, income adjustments, why long-term disability benefits end
- Benefit amounts for the VSDP Long-term Care Plan, coverage levels, how to apply for benefits, how to continue coverage
- Commonwealth of Virginia Voluntary Group Long-term Care Insurance Program eligibility, premium rates, program benefits

Keywords: VSDP, VRS-E, Coordinating VRS Benefits

[VRS Membership](#)

Topics Include:

- VRS membership
- Retirement systems and plans
- Employee and employer contributions
- Member benefits

Keywords: VRS Membership, VRS-E, Coordinating VRS Benefits

VRS Resources

Topics Include:

- Online resources, such as the employer manual, myVRS Navigator, myVRS, Employer Update, job aids and checklists, the Virginia Learning Center and forms
- Team resources, such as Employer Representatives, Employer Support Team, Hybrid Retirement Plan Support Team, and the Products and Services Training Team.

Keywords: VRS Resources, VRS-E, Coordinating VRS Benefits

How do I determine which Coordinating VRS Benefits courses to take?

Employers may complete all of the e-courses in the series, or choose individual e-courses as needed. VRS recommends completing the two foundation courses first: VRS Resources and VRS Membership.

How long are the Coordinating VRS Benefits courses?

Most courses take approximately one hour or less.

Are the courses graded?

The courses do not include any type of assessment.

Can I print a list of the training courses I have completed?

You can print a certificate of completion after you complete each course. You can also print or view a transcript of the courses you have taken. The [COVLC Overview](#) video provides step- by-step user instructions.

Does anyone else have access to my training records?

A small group of employees at VRS will have access to your training activity. Your employer also may request reports on the training activity of its employees.

Accessibility

If you are unable to access myVRS Navigator online training materials due to a disability, contact VRS at edu@varetire.org to request an accessible format. For more information about website accessibility and Section 508 compliance, review VRS' [web policy](#).

Support

If you have questions or comments about Coordinating VRS Benefits training, contact VRS Education and Training at edu@varetire.org.