

A M E R I C A N P A Y R O L L A S S O C I A T I O N

GAIN PAYROLL SKILLS
AND KNOWLEDGE WITH

PAYTRAIN[®]
FUNDAMENTALS

2017



**Fundamentals of Payroll is now
PayTrain[®] Fundamentals!**



www.learnpayroll.com

PAYTRAIN® FUNDAMENTALS 2017

Essential training for payroll basics and FPC exam preparation.

Get the tools you need to build a solid foundation for your payroll career with **PayTrain® Fundamentals 2017**. You'll learn the skills necessary for basic payroll processing, gain an understanding of how the payroll industry operates, and get everything you need to prepare for the FPC exam.

PayTrain Fundamentals 2017 has been redesigned to provide you with the most current, comprehensive, and convenient payroll training available. The entire program is online, allowing you to study where and when your schedule allows on any computer or mobile device.





ASSESS your current knowledge

- Online assessment determines current knowledge
- Identify topics for improvement to help guide your studies

STUDY your way to success

- Read the 10 Modules to learn the most recent payroll changes, trends, and best practices
- Reinforce your learning with interactive Exercises, Quizzes, and Flashcards
- Practice your skills, review what you've learned, and have fun with two course games: Try Your Luck and Payroll Trivia

ACHIEVE success as a payroll professional

- Post-test mimics the FPC exam format and weighting to build exam-day confidence
- Score 80% or higher on the post-test to qualify for a Certificate of Achievement and up to 24 RCHs or 2.4 CEUs if you're a first time user

CUSTOMIZE YOUR PAYROLL TRAINING

PayTrain Fundamentals 2017 offers several options to meet your training needs. Choose the approach that works best for you.



SELF-STUDY

- Perfect for self-starters
- Study where and when your schedule allows
- Study on your own, at your own pace

To order now, visit learnpayroll.com/self



GUIDED-STUDY

- Online instructor guides you through a eight-week course
- Set schedule provides goals and motivation
- Have questions answered by APA's faculty

To register today, visit learnpayroll.com/guided



INSTRUCTOR-LED

- PayTrain College & University offers both classroom and online options
- Expert instructors provide guidance and keep you on pace
- Peer discussion and real-world experiences help reinforce material

To find a course near you, visit learnpayroll.com/IL

▶ **Unsure which option is right for you?
Visit learnpayroll.com/yourway to find out.**

ORDER NOW! Order online at learnpayroll.com or call **(800) 444-5015**

2017 pricing

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$585	\$685	Contact provider
APA Colleague	\$700	\$800	Contact provider
Non-Member	\$825	\$925	Contact provider

Printed books can be added to your order for an additional \$100 plus shipping and taxes.

Volume discounts apply to orders of three or more. Call Mike Downs at (888) 852-6664 for details.



PAYTRAIN® FUNDAMENTALS 2017

provides in-depth payroll training to help you manage the daily payroll challenges you face, such as:

- Understanding and completing Forms W-2 and W-4
- Calculating overtime pay and regular rate of pay
- Determining when fringe benefits are taxable and not taxable
- Calculating federal income tax

Why earn your Fundamental Payroll Certification (FPC) designation?

Join the more than 5,000 payroll professionals who have earned the prestigious FPC designation to:

- Increase your salary potential
- Demonstrate your commitment to being an expert in the payroll field
- Boost your confidence and recognition
- Set you apart from colleagues and make you a more valuable asset to your organization

ABOUT THE FPC EXAM

PayTrain Fundamentals 2017 will help you prepare for the FPC exam offered in the U.S. and Canada during these testing windows:

FALL EXAM WINDOW:
SEPTEMBER 16 – OCTOBER 14, 2017

SPRING EXAM WINDOW:
MARCH 24 – APRIL 21, 2018

The FPC exam is priced separately from the *PayTrain Fundamentals* program.

FPC testing is offered throughout the year at international and military sites, and at the APA Learning Center after the Payroll 101 courses.

▶ **For more information on the FPC exam, visit americanpayroll.org/certification.**



This training was invaluable! It definitely enhanced my payroll knowledge, especially as someone still fairly new to the payroll field. I used all the tools available and it paid off...I passed my FPC exam on the first try! Now I feel even more confident that the indispensable knowledge I gained throughout the course will serve me well as I grow in my role.



Valerie Santos, FPC
Payroll Administrator
Vesta Corporation



Take the first step.

Visit learnpayroll.com

Learn more about choosing **PayTrain Fundamentals 2017** as your trusted payroll training and FPC exam preparation resource.