



Gain payroll skills and knowledge with

PAYTRAIN[®] **FUNDAMENTALS** **2018**

Essential payroll education, updated to reflect
tax reform legislation effective for 2018

**AMERICAN
PAYROLL
ASSOCIATION**

www.learnpayroll.com

PAYTRAIN® FUNDAMENTALS 2018

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 withholding
- Understanding how Tax Reform has impacted the payroll process

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 2018 will help you prepare for the FPC exam offered in the U.S. and Canada during these testing windows:

The FPC exam is priced separately from the *PayTrain® Fundamentals* program. FPC testing also is offered throughout the year at international and military sites, and at the APA Learning Centers after the Payroll 101 courses.

FALL EXAM WINDOW:
SEPTEMBER 15 – OCTOBER 13, 2018

SPRING EXAM WINDOW:
MARCH 23 – APRIL 20, 2019

For more information on the FPC exam, visit americanpayroll.org/education-certification

PAYTRAIN® FUNDAMENTALS 2018:

ESSENTIAL EDUCATION FOR PAYROLL BASICS AND FPC EXAM PREPARATION

Get the tools you need to build a solid foundation for your payroll career with *PayTrain® Fundamentals 2018*. 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 2018 provides 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 trends, best practices, and changes, including all aspects of Tax Reform
- Reinforce your learning with interactive **exercises, calculations, 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 weighing 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
- Prior year users scoring 80% or higher on the post-test qualify for a Certificate of Achievement and 12 RCHs or 1.2 CEUs

CUSTOMIZE YOUR PAYROLL TRAINING

PayTrain® Fundamentals 2018 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

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2018 PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$600	\$700	Contact provider
APA Colleague	\$720	\$820	Contact provider
Non-Member	\$850	\$950	Contact provider

Taxes are not included in pricing. Materials contained in the 10 modules can be ordered in print format 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.



TAKE THE FIRST STEP

Learn more about choosing **PayTrain®**
Fundamentals 2018 as your trusted payroll
education and FPC exam preparation resource.



Visit learnpayroll.com