

APA Payroll Certification Webinar:

Prepare to Pass APA's Certification Exams with *PayTrain*®

April 18, 2018

Attendee Questions

CERTIFICATION

Are you required to complete the FPC exam before taking the CPP exam? What is the main difference?

There is no requirement to get the FPC first. It is an option for those who do not meet the qualifications for the CPP exam. We encourage you to go to the Certification page on AmericanPayroll.org to download the FPC and CPP handbooks for specific details on the differences between the certifications.

Would it be redundant to have both the FPC and CPP certifications?

They are different but if you have the CPP certification you would not need the FPC. Some folks will test for the FPC and then when they meet the qualifications for the CPP, they sit for the CPP exam.

How long before the test should you register for it?

You should register early. The application is good for one year.

Is there another cost for the exam?

Yes, the cost of the exam is separate from any other product or classes. Download the [FPC](#) and [CPP](#) applications for specific pricing.

Is there any kind of assessment to help determine whether FPC or CPP is better for my knowledge base?

Yes. Visit payrollkac.com and use the Knowledge Assessment tool to help you determine which certification is right for you.

Is there any other criteria after passing the CPP exam to become CPP certified?

No. Passing the exam is the only criteria to become certified.

What score do you need to pass the FPC and CPP exams?

You need to get a score of 300+ to pass the exams.

How many hours are allowed for the FPC and CPP exams?

FPC examinees are given 3 hours to answer 150 test questions. CPP candidates are given 4 hours to answer 190 questions.

What are the testing periods?

There are two testing periods each year. The upcoming windows are:

Fall: September 15 – October 13, 2018

Spring: March 23 – April 20, 2019

How often do you have to recertify?

For the Fundamentals of Payroll Certification (FPC), recertification is required after 3 years. Certified Payroll Professional (CPP) credential holders must recertify every 5 years.

EXAM PREPARATION

Can you take the quizzes in PayTrain and PayTrain Fundamentals more than once?

Yes. There is no limit to how many times you take the quizzes, pre-test and post-test. The same holds true for the games, you can play as many times as you want.

Can I get the module printed and access it online as well?

There is an option to purchase the books in hard copy. They are the same material as the online e-reader.

If I order the books, can I also use the online components?

Yes. The online e-reader, quizzes, tests, games, and other tools are included with the product. You'll need an internet connect to access your e-books.

Once you sign up for PayTrain, how long do you have access to it?

The 2018 programs will be available until September 20, 2019.

Can two users (two coworkers) use the PayTrain software?

PayTrain programs are licensed to an individual and should not be passed along to others. You can purchase multiple licenses by contacting Mike Downs at miked@holmescorp.com.

If I use PayTrain for the self-study program, can I also take the CPP test online, or do I have to attend the class in San Antonio or Las Vegas?

In addition to the above locations, the exams are administered at more than 300 locations throughout the US and Canada. Visit the Certification pages on [APA's website](#) for more details.

How do I sign up for a guided study course?

Visit learnpayroll.com to sign up for the PayTrain and PayTrain Fundamentals guided-study courses.

Are there any in-person classroom training options?

Yes. Payroll 101 (FPC) and Payroll 201 (CPP) are offered in San Antonio, Texas and Las Vegas, Nevada. Visit americanpayroll.org for class dates. *PayTrain College & University* courses are also offered throughout the country. Visit learnpayroll.com to find a course near you.

Would you recommend PayTrain or CPP Boot Camp?

It depends on your learning style. The PayTrain self-study option is great for individuals who prefer to learn on their own schedule. Boot Camps and other instructor led learning is perfect for people who prefer a structured learning environment.

What testing windows are the 2018 PayTrain programs good for?

The 2018 products are good for the Fall 2018 and Spring 2019 exam windows.

For more information on FPC and CPP certification exam preparation, visit learnpayroll.com.