

Special offer for ADP 2018 APA PayTrain® & PayTrain® Fundamentals

Please note:

For CPP Classes/Materials: unless you are FPC certified, it is strongly recommended that you complete the APA's on-line assessment, the *Knowledge Assessment Calculator* and achieve a score of 80%. If you do not achieve 80%, you should start with the *PayTrain® Fundamentals* (FPC) classes/materials. For access to the APA's *Knowledge Assessment Calculator*, please contact your HRBP for ADP-specific log on information.

How to Order

Fax: 24 hours a day to (651) 905-2669

Mail: APA Educational Products Distribution Center
2975 Lone Oak Drive, Suite 180
Eagan, MN 55121-1553
USA

E-mail: learnpayroll@holmescorp.com

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Ship To: (please print) → Business → Home

Last Name	First Name	M.I.
Job Title		
Street Address		
City	State/Province	Country
ZIP+4/Postal Code		
Phone Number	Fax	E-mail (Required for notification of online access code)

Method of Payment:

Check enclosed (USD/U.S. Bank) for \$ _____ (Make checks payable to API Fund for Payroll Education)

I authorize APA to charge \$ _____ to my VISA MasterCard American Express

Credit Card # Expiration Date Card code (back of card by signature)

Signature Name as it appears on credit card bill

2017 eLearning Courses

Materials (Includes print modules, software and web-based tools)	ADP Price	Quantity	Total	
PayTrain self-study	\$765			
PayTrain guided-study*	\$865			
PayTrain Fundamentals self-study	\$560			
PayTrain Fundamentals guided-study*	\$660			
* If choosing guided-study course, please indicate choice of start dates on page 2. ** We reserve the right to adjust tax amount to reflect actual state/local tax rates. *** Shipping will be provided via FedEx ground service unless otherwise specified. APA reserves the right to utilize alternate shippers when necessary. Orders shipped via FedEx ground will normally arrive within 5-7 business days of processing the order. For <i>International</i> : Please contact us at 800-444-5015 for international shipping rates.	Subtotal:			
	Sales Tax: Please add applicable state & local sales tax on orders shipped to: AL, AZ, CA, CO, DC, FL, GA, IA, IL, IN, KY, MA, MD, MI, MN, MO, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, TN, TX, VA, WA, WI, WV.**			
	Shipping and Handling: (\$25 per unit)***			
	TOTAL:			

Prices valid for the purchase of 2018 products only. Offer expires March 31, 2019.

Promotional Code: **ADP18**

2018 APA PayTrain® Fundamentals & PayTrain® Guided-Study Programs

Both of APA's self-directed courses, *PayTrain Fundamentals* and *PayTrain*, have a Guided-Study option. This option is very attractive to many learners. It combines the flexibility of a self-directed program with the structure of a virtual classroom, including a program syllabus, weekly assignments, and access to an APA instructor throughout the program.

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Course Details

The *PayTrain Fundamentals* and *PayTrain* courses run for 8 and 12 weeks, respectively.

- Each Monday for the duration of the 8 or 12 week course, participants can login to their program and view an announcement from the instructor letting them know what activities they are expected to complete during the week. Participants can also contact the instructor through the Ask the Instructor feature.
- The weekly assignments take approximately 3 hours to complete.

Throughout the defined 8 or 12 week period, learners have access to an APA instructor through the online "Ask the Instructor" resource. The instructor generally responds within 24 hours.

When the 8 or 12 week Guided-Study period is completed, the course becomes strictly self-directed and learners' access to the online portion will continue through September 16, the year beyond the version year. The extended access to the online component allows the learners to complete tests and exercises multiple times and serves as a valuable tool for certification preparation. Access through September 19, 2019 for 2018 programs.

APA's PayTrain®-12 Weeks

Guided-Study Course Selection:

Class Schedule			
___ Apr 30 - Jul 20, 2018	___ Jun 25 - Sep 14, 2018	___ Aug 20 - Nov 9, 2018	___ Nov 19, 2018 - Feb 8, 2019
___ May 14 - Aug 3, 2018	___ Jul 2 - Sep 21, 2018	___ Sep 3 - Nov 23, 2018	___ Dec 24, 2018 - Mar 15, 2019
___ May 28 - Aug 17, 2018	___ Jul 9 - Sep 28, 2018	___ Sep 17 - Dec 7, 2018	___ Jan 7 - Mar 29, 2019
___ Jun 11 - Aug 31, 2018	___ Jul 16 - Sep 5, 2018	___ Oct 1 - Dec 21, 2018	___ Jan 14 - Apr 5, 2019
___ Jun 18 - Sep 7, 2018	___ Jul 23 - Oct 12, 2018	___ Oct 22, 2018 - Jan 11, 2019	___ Jan 21 - Apr 12, 2019
	___ Aug 6 - Oct 26, 2018	___ Nov 5, 2018 - Jan 25, 2019	___ Jan 28 - Apr 19, 2019

APA's PayTrain® Fundamentals-8 Weeks

Guided-Study Course Selection:

Class Schedule			
___ May 7 - Jun 29, 2018	___ Jul 30 - Sep 21, 2018	___ Oct 15 - Dec 7, 2018	___ Feb 4 - Mar 29, 2019
___ May 21 - Jul 13, 2018	___ Aug 6 - Sep 28, 2018	___ Oct 29 - Dec 21, 2018	___ Feb 11 - Apr 5, 2019
___ Jun 4 - Jul 27, 2018	___ Aug 13 - Oct 5, 2018	___ Nov 12, 2018 - Jan 4, 2019	___ Feb 18 - Apr 12, 2019
___ Jun 18 - Aug 10, 2018	___ Aug 20 - Oct 12, 2018	___ Jan 7 - Mar 1, 2019	___ Feb 25 - Apr 19, 2019
___ Jul 2 - Aug 24, 2018	___ Sep 3 - Oct 26, 2018	___ Jan 14 - Mar 8, 2019	
___ Jul 16 - Sep 7, 2018	___ Sep 17 - Nov 9, 2018	___ Jan 21 - Mar 15, 2019	
___ Jul 23 - Sep 14, 2018	___ Oct 1 - Nov 23, 2018	___ Jan 28 - Mar 22, 2019	