

AMERICAN PAYROLL ASSOCIATION

Advance your payroll skills
PAYTRAIN®

Premium quality education, updated to reflect
tax reform legislation effective for 2019



AMERICAN
PAYROLL
ASSOCIATION

www.learnpayroll.com

PAYTRAIN®

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

- ▶ Calculating overtime pay and regular rate of pay
- ▶ Deciding when a fringe benefit is taxable and must be reported
- ▶ Determining when an employee meets the white-collar exemptions requirement
- ▶ Ensuring your organization's compliance with Tax Reform's changes to payroll processing

Why become a Certified Payroll Professional (CPP)?

Join the 11,000+ payroll professionals who have earned the prestigious CPP designation and:

- ▶ Increase the likelihood for promotion and salary increase
- ▶ Gain recognition within the payroll profession
- ▶ Demonstrate initiative, marketability, and confidence
- ▶ Acquire new knowledge, skills, and abilities

ABOUT THE CPP EXAM

The CPP exam is priced separately from the *PayTrain* program. CPP testing is also offered throughout the year at international and military sites, and at the APA Learning Center after Payroll Administration Certificate Program courses.

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

2019 Fall Exam Window:

September 14 – October 12

2020 Spring Exam Window:

March 21 – April 18

For more information on the CPP exam,
visit www.americanpayroll.org/cpp

PAYTRAIN®

A PREMIER ONLINE PROGRAM FOR PAYROLL PROFESSIONALS

With almost 30 years providing unrivaled payroll education, you can trust *PayTrain* to provide professional development training, prepare you for the Certified Payroll Professional (CPP) exam, and help you earn recertification credits.

PayTrain provides you with the most current, comprehensive, and convenient payroll training available, including updated content for the 2019 Tax Reform changes. The entire program is online, allowing you to study where and when your schedule allows on any computer or mobile device.*



*Form-fill activities and games are best experienced on a tablet or larger screen size.



ASSESS your current knowledge

- ▶ Online assessment determines **current knowledge**
- ▶ Report identifies topics for **improvement** so you can focus your studies



STUDY your way to success

- ▶ Read the **12 modules** to learn the most recent payroll trends, best practices, and changes, including all aspects of Tax Reform
- ▶ Reinforce your learning with interactive **exercises, quizzes, and flashcards**
- ▶ Practice your skills, review what you've learned, and have fun with two course games: **Destination PayDay** and **Payroll Buzz**



ACHIEVE success as a payroll professional

- ▶ Post-test resembles the CPP exam format and timing to build **exam day confidence**
- ▶ Score 80% or higher on the post-test to qualify for a Certificate of Achievement and 40 RCHs or 4.0 CEUs if you're a first-time user
- ▶ Prior year users who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and 20 RCHs or 2.0 CEUs



CUSTOMIZE YOUR PAYROLL TRAINING

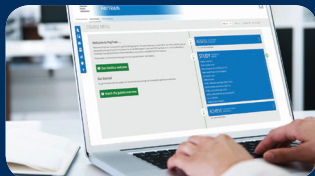
PayTrain offers several learning options to meet your training needs. Choose the approach that works best for you and your schedule.



SELF-STUDY

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

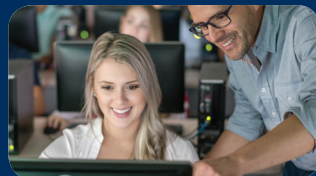
To order now, visit learnpayroll.com/self



GUIDED-STUDY

- ▶ Online announcements guide you through a 12-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 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.

PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$975	\$1,075	Contact provider
APA Colleague	\$1,070	\$1,170	Contact provider
Non-Member	\$1,235	\$1,335	Contact provider

ORDER NOW!

Order online at learnpayroll.com
or call (800) 444-5015

Taxes are not included in pricing.
Materials contained in the 12 modules
can be ordered in print format for an
additional \$150 plus shipping and taxes.

For volume discounts on orders of three or more,
call Mike Downs at (888) 852-6664.