

AMERICAN PAYROLL ASSOCIATION



Gain payroll skills and knowledge with

PAYTRAIN[®] **FUNDAMENTALS**

Comprehensive, interactive training to set you
on the path to payroll professionalism in 2019

**AMERICAN
PAYROLL
ASSOCIATION**

www.learnpayroll.com

PAYTRAIN® FUNDAMENTALS 2019

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

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 professional confidence and recognition
- ▶ Set you apart from colleagues and make you a more valuable asset to your organization

ABOUT THE FPC EXAM

The Fundamental Payroll Certification (FPC) exam is priced separately from the *PayTrain Fundamentals* program. In addition to the exam windows listed below, FPC testing also is offered throughout the year at international and military sites, and at the APA Learning Centers after the Foundations of Payroll Certificate Program courses.



PayTrain Fundamentals 2019 will help you prepare for the FPC exam, which is being 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 FPC exam, visit americanpayroll.org/fpc

PAYTRAIN FUNDAMENTALS

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 2019*. 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 2019 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.



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

Customize your



PayTrain Fundamentals 2019

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

Unsure which option is right for you?

Visit learnpayroll.com/yourway to find out.



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 timing to build exam-day confidence
- ▶ Score 80% or higher on the post-test to qualify for a Certificate of Achievement and 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

Payroll Training



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 instruction guides you through an eight-week course
- ▶ Set schedule provides goals and motivation
- ▶ Have your questions answered by members of APA's Education Team

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

PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$615	\$715	Contact provider
APA Colleague	\$740	\$840	Contact provider
Non-Member	\$875	\$975	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.

ORDER NOW!

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



TAKE THE FIRST STEP

Learn more about choosing *PayTrain Fundamentals 2019* as your trusted payroll education and FPC exam preparation resource.

Visit learnpayroll.com