

Special offer for ADP 2019 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

AMERICAN PAYROLL ASSOCIATION

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

2019 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 2019 products only. Offer expires March 31, 2020.

Promotional Code: **ADP19**

2019 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.

**AMERICAN
PAYROLL
ASSOCIATION**

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.
- The weekly assignments take approximately 3 hours to complete.
- The course includes comprehensive learning modules along with interactive study exercises, quizzes, calculations and flashcards.

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 mid-September of 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 20, 2020 for 2019 programs.

APA's PayTrain®-12 Weeks

PayTrain Guided-Study Course Selection:

___ Mar 17 - Jun 6, 2019	___ Jun 16 - Sep 5, 2019	___ Aug 18 - Nov 7, 2019	___ Nov 24, 2019 - Feb 13, 2020
___ Mar 31 - Jun 20, 2019	___ Jun 23 - Sep 12, 2019	___ Sept 1 - Nov 21, 2019	___ Dec 22, 2019 - Mar 12, 2020
___ Apr 14 - Jul 4, 2019	___ Jun 30 - Sep 19, 2019	___ Sep 15 - Dec 5, 2019	___ Jan 5 - Mar 26, 2020
___ Apr 28 - Jul 18, 2019	___ Jul 7 - Sep 26, 2019	___ Sep 29 - Dec 19, 2019	___ Jan 12 - Apr 2, 2020
___ May 12 - Aug 1, 2019	___ Jul 14 - Oct 3, 2019	___ Oct 13, 2019 - Jan 2, 2020	___ Jan 19 - Apr 9, 2020
___ May 26 - Aug 15, 2019	___ Jul 21 - Oct 10, 2019	___ Oct 27, 2019 - Jan 16, 2020	___ Jan 26 - Apr 16, 2020
___ Jun 9 - Aug 29, 2019	___ Aug 4 - Oct 24, 2019	___ Nov 10, 2019 - Jan 30, 2020	

APA's PayTrain® Fundamentals-8 Weeks

PayTrain Fundamentals Guided-Study Course Selection:

___ Mar 17 - May 9, 2019	___ Jun 30 - Aug 22, 2019	___ Sep 15 - Nov 7, 2019	___ Jan 26 - Mar 19, 2020
___ Mar 31 - May 23, 2019	___ Jul 14 - Sep 5, 2019	___ Sep 29 - Nov 21, 2019	___ Feb 2 - Mar 26, 2020
___ Apr 14 - Jun 6, 2019	___ Jul 21 - Sep 12, 2019	___ Oct 13 - Dec 5, 2019	___ Feb 9 - Apr 2, 2020
___ Apr 28 - Jun 20, 2019	___ Jul 28 - Sep 19, 2019	___ Oct 27 - Dec 19, 2019	___ Feb 16 - Apr 9, 2020
___ May 12 - Jul 4, 2019	___ Aug 4 - Sep 26, 2019	___ Nov 10, 2019 - Jan 2, 2020	___ Feb 23 - Apr 16, 2020
___ May 26 - Jul 18, 2019	___ Aug 11 - Oct 3, 2019	___ Dec 15, 2019 - Feb 6, 2020	
___ Jun 2 - Jul 25, 2019	___ Aug 18 - Oct 10, 2019	___ Jan 12 - Mar 5, 2020	
___ Jun 16 - Aug 8, 2019	___ Sept 1 - Oct 24, 2019	___ Jan 19 - Mar 12, 2020	