

AMERICAN PAYROLL ASSOCIATION

TWO GREAT WAYS TO ADVANCE YOUR PAYROLL CAREER!

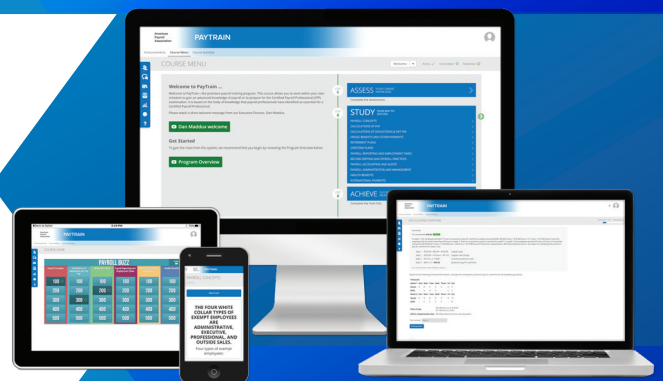


PAYTRAIN[®] FUNDAMENTALS

Essential education for payroll
basics and FPC exam preparation

PAYTRAIN[®]

In-depth training for experienced
payroll professionals and CPP
exam preparation



AMERICAN
PAYROLL
ASSOCIATION

www.LearnPayroll.com/2020

CHOOSE THE PROGRAM THAT BEST FITS YOUR TRAINING NEEDS:

With almost 30 years providing unrivaled payroll education, you can trust PayTrain programs to provide professional development training, prepare you for the certification exams, and help you earn recertification credits.

PAYTRAIN® FUNDAMENTALS

Learn the skills necessary for basic payroll processing, gain an understanding of how the payroll industry operates, and access comprehensive Fundamental Payroll Certification (FPC) exam preparation tools.

OR

PAYTRAIN®

Deepen your understanding of payroll practices and legislation, develop skills critical to payroll leadership, and get everything you need to prepare for the Certified Payroll Professional (CPP) exam.

BOTH PROGRAMS HELP YOU MANAGE THE DAILY PAYROLL CHALLENGES YOU FACE:

- ▶ Understand the significant changes to the 2020 Form W-4
- ▶ Calculate overtime pay and regular rate of pay under the FLSA
- ▶ Decide when a fringe benefit is taxable and must be reported
- ▶ Determine when an employee meets the white-collar exemptions requirements
- ▶ Ensure your organization is correctly calculating federal income tax based on the new Publication 15-T

PayTrain programs are designed using a proven approach for adult learners. Just follow these steps towards achieving your career goals:



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 **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 educational games included in the programs



ACHIEVE success as a payroll professional

- ▶ Post-tests simulate the FPC/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 earn RCHs/CEUs. First-time *PayTrain Fundamental* users earn 24 RCHs/2.4 CEUs and first-time *PayTrain* users earn 40 RCHs/4.0 CEUs.
- ▶ Prior year users who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and 12 RCHs/1.2 CEUs with *PayTrain Fundamentals*, 20 RCHs/2.0 CEUs with *PayTrain*.

CUSTOMIZE YOUR PAYROLL TRAINING

PayTrain programs offer 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
- ▶ Anticipate spending approximately 24 hours to complete the PayTrain Fundamentals course and 40 hours to complete the PayTrain course

To order now, visit learnpayroll.com/self



GUIDED-STUDY

- ▶ Online announcements guide you through an 8-week (PayTrain Fundamentals) or 12-week (PayTrain) course
- ▶ Set schedule provides goals and motivation
- ▶ Have questions answered by APA's faculty
- ▶ Anticipate spending 3 hours/week for 8 weeks to complete the PayTrain Fundamentals course and 3.5 hours/week for 12 weeks to complete the PayTrain course

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

PAYTRAIN FUNDAMENTALS PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$640	\$740	Contact provider
APA Colleague	\$765	\$865	Contact provider
Non-Member	\$900	\$1,000	Contact provider

PAYTRAIN PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
APA Member	\$1,000	\$1,100	Contact provider
APA Colleague	\$1,100	\$1,200	Contact provider
Non-Member	\$1,265	\$1,365	Contact provider

Taxes are not included in pricing. Printed books can be ordered for an additional fee.

Please note: The cost of PayTrain and PayTrain Fundamentals does NOT include the CPP or FPC exam fee.

ORDER NOW!

Order online at www.LearnPayroll.com/2020 or call (800) 444-5015

Volume discounts apply to orders of three or more. Call Mike Downs at (888) 852-6664 for details and pricing.

ABOUT THE FPC EXAM

The FPC exam is priced separately from the *PayTrain*® *Fundamentals* program. FPC testing also is offered throughout the year at international and military sites, and at the APA Learning Centers after the Payroll 101: Foundations of Payroll Certificate Program courses.

PayTrain® *Fundamentals* 2020 will help you prepare for the FPC exam offered in the U.S. and Canada during the exam windows listed below.

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



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 201: Payroll Administration Certificate Program courses.

PayTrain 2020 will help you prepare for the CPP exam offered in the U.S. and Canada during the exam windows listed below.

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

A number of study aids are available for candidates of the FPC/ CPP Examination. The FPC and CPP examinations are priced separately from the training programs. No one source should be considered the only basis for preparation. When studying, candidates should use a number of references to ensure a wide diversity of information.

2020 Fall Exam Window:

September 5 – October 10

2021 Spring Exam Window:

March 20 – April 17