

Special offer for ADP 2020 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

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| Last Name | First Name | M.I. |
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| 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

2020 eLearning Courses

| Materials (Includes print modules, software and web-based tools) | ADP Price | Quantity | Total | |
|---|---|----------|-------|--|
| PayTrain self-study | \$795 | | | |
| PayTrain guided-study* | \$895 | | | |
| PayTrain Fundamentals self-study | \$575 | | | |
| PayTrain Fundamentals guided-study* | \$675 | | | |
| * 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 2020 products only. Offer expires March 31, 2021.

Promotional Code: **ADP20**

2020 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.
- 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, 2021 for 2020 programs.

APA's PayTrain®-12 Weeks

| PayTrain 2020 Class Schedule | | | |
|------------------------------|-----------------------|-----------------------------|-----------------------------|
| Mar 23 - Jun 12, 2020 | May 25 - Aug 14, 2020 | Aug 17 - Nov 6, 2020 | Nov 23, 2020 - Feb 12, 2021 |
| Apr 6 - Jun 26, 2020 | Jun 1 - Aug 21, 2020 | Aug 31 - Nov 20, 2020 | Dec 7, 2020 - Feb 26, 2021 |
| Apr 13 - Jul 3, 2020 | Jun 15 - Sep 4, 2020 | Sep 14 - Dec 4, 2020 | Dec 14, 2020 - Mar 5, 2021 |
| Apr 20 - Jul 10, 2020 | Jun 22 - Sep 11, 2020 | Sep 28 - Dec 18, 2020 | Dec 21, 2020 - Mar 12, 2021 |
| Apr 27 - Jul 17, 2020 | Jun 29 - Sep 18, 2020 | Oct 12, 2020 - Jan 1, 2021 | Dec 28, 2020 - Mar 19, 2021 |
| May 4 - Jul 24, 2020 | Jul 6 - Sep 25, 2020 | Oct 26, 2020 - Jan 15, 2021 | Jan 4 - Mar 26, 2021 |
| May 11 - Jul 31, 2020 | Aug 3 - Oct 23, 2020 | Nov 9, 2020 - Jan 29, 2021 | Jan 11 - Apr 2, 2021 |
| May 18 - Aug 7, 2020 | | | |

APA's PayTrain® Fundamentals-8 Weeks

| PayTrain Fundamentals 2020 Class Schedule | | | |
|---|-----------------------|-----------------------------|-----------------------|
| Mar 23 - May 15, 2020 | Jun 29 - Aug 21, 2020 | Sep 14 - Nov 6, 2020 | Jan 4 - Feb 26, 2021 |
| Apr 6 - May 29, 2020 | Jul 6 - Aug 28, 2020 | Sep 28 - Nov 20, 2020 | Jan 18 - Mar 12, 2021 |
| Apr 20 - Jun 12, 2020 | Jul 13 - Sep 4, 2020 | Oct 12 - Dec 4, 2020 | Jan 25 - Mar 19, 2021 |
| May 4 - Jun 26, 2020 | Jul 20 - Sep 11, 2020 | Oct 26 - Dec 18, 2020 | Feb 1 - Mar 26, 2021 |
| May 18 - Jul 10, 2020 | Jul 27 - Sep 18, 2020 | Nov 9, 2020 - Jan 1, 2021 | Feb 8 - Apr 2, 2021 |
| Jun 1 - Jul 24, 2020 | Aug 3 - Sep 25, 2020 | Nov 23, 2020 - Jan 15, 2021 | |
| Jun 8 - Jul 31, 2020 | Aug 17 - Oct 9, 2020 | Dec 7, 2020 - Jan 29, 2021 | |
| Jun 15 - Aug 7, 2020 | Aug 31 - Oct 23, 2020 | Dec 21, 2020 - Feb 12, 2021 | |