

PAYTRAIN® TRAINING PROGRAMS

**INCREASE YOUR CHANCES
OF PASSING APA'S
CERTIFICATION EXAMS WITH
PAYTRAIN**

November 18, 2020 | Webinar

**AMERICAN
PAYROLL
ASSOCIATION**



PAYTRAIN® FUNDAMENTALS

Essential training for payroll beginners and service and support professionals.



PAYTRAIN®

In-depth training for experienced payroll professionals.



PAYTRAIN® FUNDAMENTALS

- Learn the skills for basic payroll processing
- Ensure your knowledge is current with recent changes
- Prepare for the **Fundamental Payroll Certification (FPC)** Exam



PAYTRAIN®

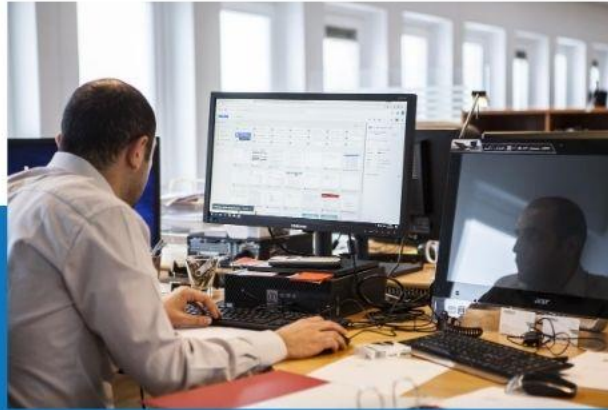
- Gain up-to-date knowledge for experienced payroll professionals
- Develop skills critical to payroll leadership
- Prepare for the **Certified Payroll Professional (CPP)** Exam

Three Learning Options



SELF-STUDY

Study at your own pace, where and when it's convenient with comprehensive reading materials and interactive study tools.



GUIDED-STUDY

Learn with the guidance of an online instructor combined with the comprehensive reading materials and interactive study tools.



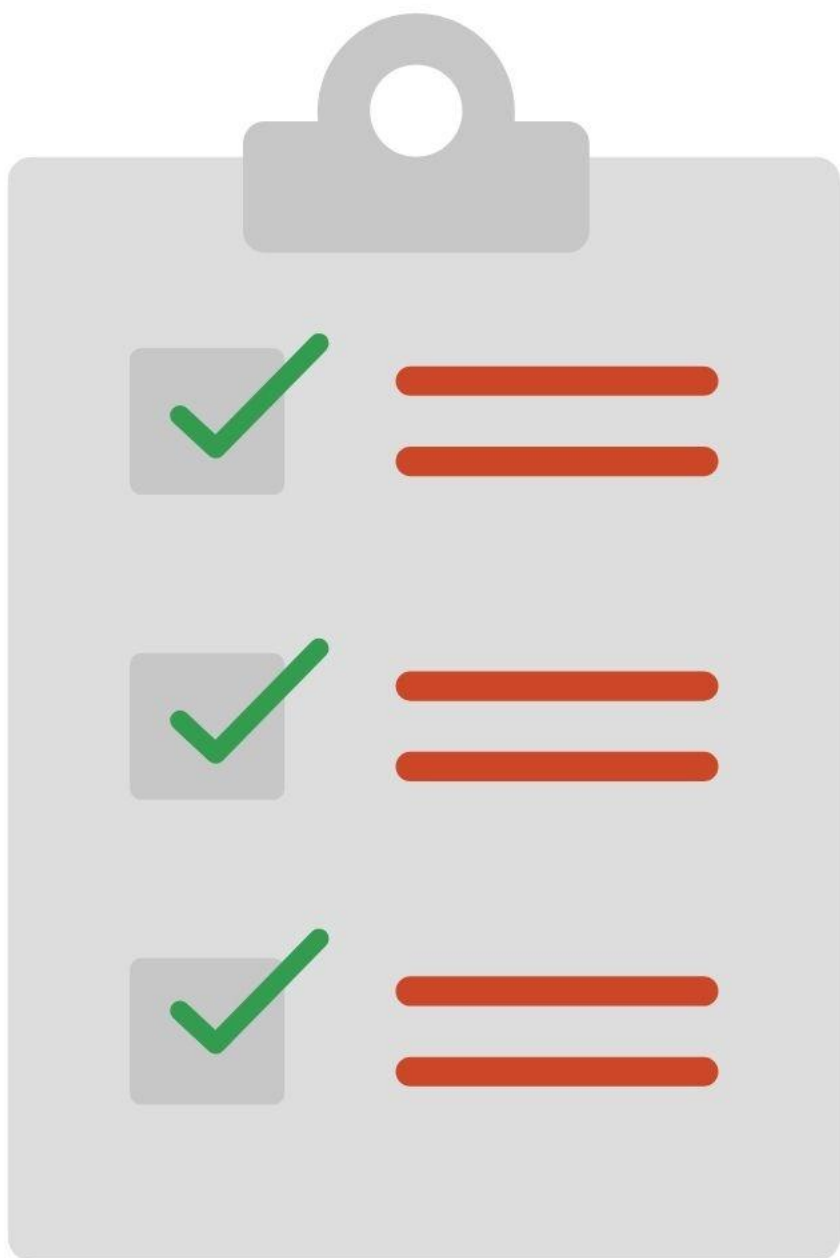
INSTRUCTOR-LED

Attend an instructor-led course that combines the PayTrain materials with an expert instructor to guide you and keep you on pace.



COURSE DETAILS

PayTrain Fundamentals and PayTrain curriculum is drawn from the FPC and CPP exam content outlines. Comprehensive reading materials are combined with interactive study tools to reinforce what you learn. The system guides you on your path to success through three key steps: Assess, Study and Achieve.



THREE KEY STEPS

ASSESS

- Determine your current knowledge with the online assessment.
- Identify topics for improvement to help guide your studies.

STUDY

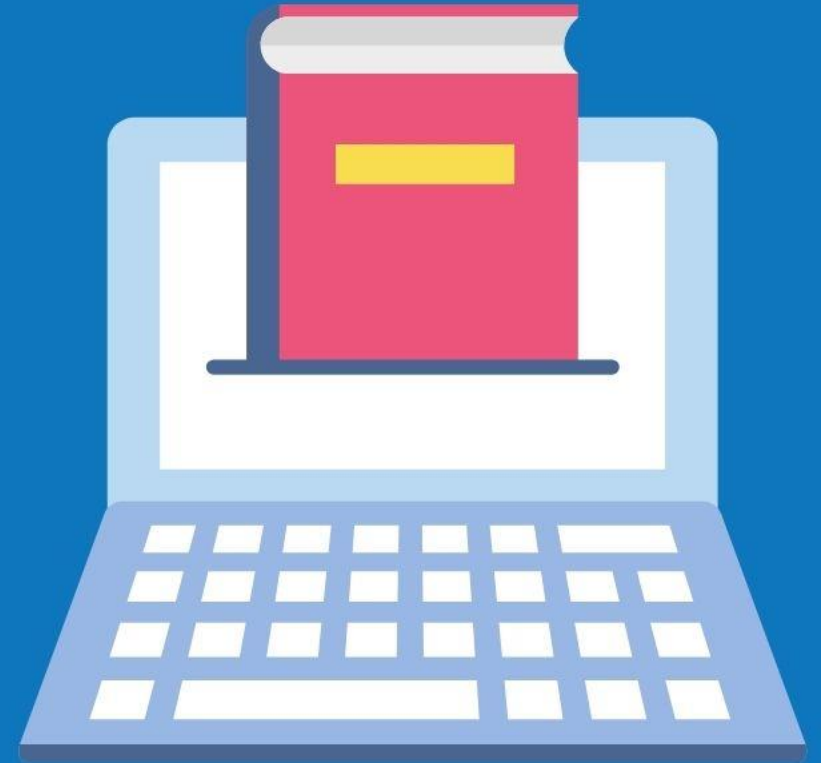
- Read learning modules that cover concepts, recent changes, trends and best practices.
- Reinforce your learning with quizzes, calculations, exercises and flashcards.
- Review the course content and have fun with interactive games.

ACHIEVE

- Build exam-day confidence with a post-test that mimics the CPP exam format and weighting.
- Score 80% or higher on the post-test to earn a Certificate of Achievement and earn Recertification Credit Hours (RCHs) or Continuing Education Units (CEUs).

COURSE TOPICS:

1. **Payroll Concepts**
2. **Calculations of Pay**
3. **Calculations of Deductions and Net Pay**
4. **Fringe Benefits and Other Payments**
5. **Retirement Plans**
6. **Cafeteria Plans**
7. **Payroll Reporting and Employment taxes**
8. **Record Keeping and Payroll Practices**
9. **Payroll Accounting (and Audits in PayTrain only)**
10. **Payroll Administration and Management**
11. **Health Benefits**
12. **International Payments**



ONLINE STUDY TOOLS:

 **Assessment**

 **Calculations**

 **Exercises**

 **Module Quizzes**

 **Flashcards**

 **Glossary**

 **Games**

 **Resource Center**

 **Post Test**

 **Reports**

2020 Pricing

PayTrain Fundamentals

SELF-STUDY	GUIDED-STUDY
Member: \$640	Member: \$740
Colleague: \$765	Colleague: \$865
Non-Member: \$900	Non-Member: \$1,000

PayTrain

SELF-STUDY	GUIDED-STUDY
Member: \$1,000	Member: \$1,100
Colleague: \$1,100	Colleague: \$1,200
Non-Member: \$1,265	Non-Member: \$1,365

All of the course reading material is available in the online e-reader. If you prefer, printed books are available for an additional fee.



Payment Plan

Finances are uncertain for many of us these days. To help keep your career goals on track, you can purchase PayTrain programs using our PayPal payment option.* You can now pay over 6 months, interest free, using PayPal Credit.



*PayPal Credit is available only for individual purchases. Volume/corporate purchases are not eligible for this option.

CORPORATE & GROUP TRAINING

TRAIN YOUR TEAM TO ENSURE PAYROLL COMPLIANCE

- Provide your organization with the most up-to-date payroll knowledge and certification prep available.
- Optimize efficiencies, avoid costly mistakes and save money.
- Take advantage of volume discounts for groups of 3+.



Save on 3+ Programs

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[LearnPayroll.com](https://www.learnpayroll.com)

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\$100 OFF
PAYTRAIN OR
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Use discount code PTNOW100 when
ordering to save \$100.

Discounts valid on Self-Study and Guided-Study
programs through December 31, 2020.

GROUP SALES

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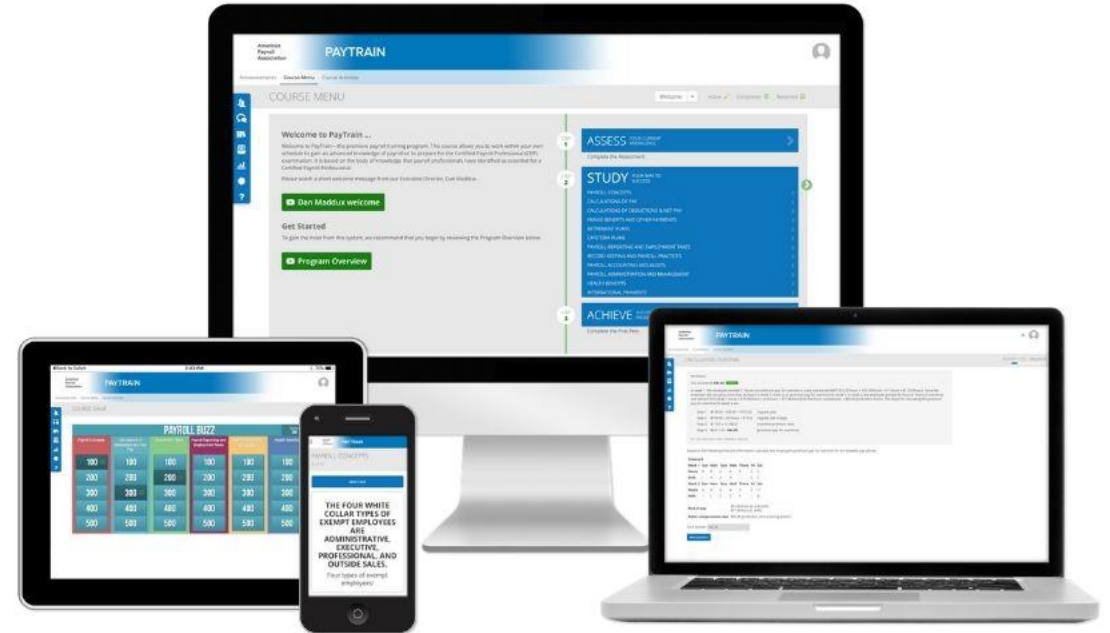
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Thank you!



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