

# Special offer for ADP 2021 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

## 2021 eLearning Courses

Materials (Includes print modules, software and web-based tools)	ADP Price	Quantity	Total
<b>PayTrain self-study</b>	<b>\$825</b>		
<b>PayTrain guided-study*</b>	<b>\$925</b>		
<b>PayTrain Fundamentals self-study</b>	<b>\$595</b>		
<b>PayTrain Fundamentals guided-study*</b>	<b>\$695</b>		
* 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.	<b>Subtotal:</b>		
	<b>Sales Tax:</b> 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.**		
	<b>Shipping and Handling:</b> (\$25 per unit)***		
	<b>TOTAL:</b>		

Prices valid for the purchase of 2021 products only. Offer expires March 31, 2022.

Promotional Code:

**ADP21**

# 2021 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.



## 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 17, 2022 for 2021 programs.

## APA's PayTrain®-12 Weeks

PayTrain 2021 Class Schedule			
Mar 22 - Jun 11, 2021	May 31 - Aug 20, 2021	Aug 16 - Nov 5, 2021	Nov 22, 2021 - Feb 11, 2022
Mar 29 - Jun 18, 2021	Jun 7 - Aug 27, 2021	Aug 30 - Nov 19, 2021	Dec 6, 2021 - Feb 25, 2022
Apr 12 - Jul 2, 2021	Jun 14 - Sep 3, 2021	Sep 13 - Dec 3, 2021	Dec 13, 2021 - Mar 4, 2022
Apr 26 - Jul 16, 2021	Jun 21 - Sep 10, 2021	Sep 27 - Dec 17, 2021	Dec 20, 2021 - Mar 11, 2022
May 3 - Jul 23, 2021	Jun 28 - Sep 17, 2021	Oct 11 - Dec 31, 2021	Dec 27, 2021 - Mar 18, 2022
May 10 - Jul 30, 2021	Jul 5 - Sep 24, 2021	Oct 25, 2021 - Jan 14, 2022	Jan 3 - Mar 25, 2022
May 17 - Aug 6, 2021	Aug 2 - Oct 22, 2021	Nov 8, 2021 - Jan 28, 2022	Jan 10 - Apr 1, 2022
May 24 - Aug 13, 2021			

## APA's PayTrain® Fundamentals-8 Weeks

PayTrain Fundamentals 2021 Class Schedule			
Mar 22 - May 14, 2021	Jun 28 - Aug 20, 2021	Sep 13 - Nov 5, 2021	Jan 10 - Mar 4, 2022
Apr 5 - May 28, 2021	Jul 5 - Aug 27, 2021	Sep 27 - Nov 19, 2021	Jan 17 - Mar 11, 2022
Apr 19 - Jun 11, 2021	Jul 12 - Sep 3, 2021	Oct 11 - Dec 3, 2021	Jan 24 - Mar 18, 2022
May 3 - Jun 25, 2021	Jul 19 - Sep 10, 2021	Oct 25 - Dec 17, 2021	Jan 31 - Mar 25, 2022
May 17 - Jul 9, 2021	Jul 26 - Sep 17, 2021	Nov 8 - Dec 31, 2021	Feb 7 - Apr 1, 2022
May 31 - Jul 23, 2021	Aug 2 - Sep 24, 2021	Nov 22, 2021 - Jan 14, 2022	
Jun 7 - Jul 30, 2021	Aug 16 - Oct 8, 2021	Dec 6, 2021 - Jan 28, 2022	
Jun 14 - Aug 6, 2021	Aug 30 - Oct 22, 2021	Dec 20, 2021 - Feb 11, 2022	