

AMERICAN PAYROLL ASSOCIATION

# TWO GREAT WAYS

*To advance your  
payroll career!*



## **PAYTRAIN**<sup>®</sup>

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

## **PAYTRAIN**<sup>®</sup> **FUNDAMENTALS**

**Essential education for  
payroll basics and  
FPC exam preparation**

**AMERICAN  
PAYROLL  
ASSOCIATION**

[www.learnpayroll.com](http://www.learnpayroll.com)



## Choose the program that best fits your training needs:

With more than 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®**

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.

### **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.

### **Both programs help you manage the daily payroll challenges you face:**

- Understand Form W-4
- Calculate overtime pay and regular rate of pay under the FLSA
- Decide when a fringe benefit is taxable, partially taxable, or excludable from income
- Determine when an employee meets the white-collar exemptions requirements
- Ensure your organization is correctly calculating federal income tax based on 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 regulations
- 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](http://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](http://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](http://learnpayroll.com/IL)

## 2022 PAYTRAIN FUNDAMENTALS PRICING

| Relationship  | Self-Study | Guided-Study | Instructor-Led   |
|---------------|------------|--------------|------------------|
| APA Member    | \$680      | \$780        | Contact provider |
| APA Colleague | \$815      | \$915        | Contact provider |
| Non-Member    | \$960      | \$1,060      | Contact provider |

## 2022 PAYTRAIN PRICING

| Relationship  | Self-Study | Guided-Study | Instructor-Led   |
|---------------|------------|--------------|------------------|
| APA Member    | \$1,060    | \$1,210      | Contact provider |
| APA Colleague | \$1,170    | \$1,320      | Contact provider |
| Non-Member    | \$1,345    | \$1,495      | Contact provider |

Order online at [www.LearnPayroll.com](http://www.LearnPayroll.com) 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.

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!**



## ABOUT THE FPC EXAM

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

*PayTrain*® *Fundamentals* 2022 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](http://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 the **Payroll 201: Payroll Administration Certificate Program** courses.

*PayTrain* 2022 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](http://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.

### 2022 FALL WINDOW

Registration: July 6 – October 7  
Exam: September 10 – October 8

### 2023 SPRING WINDOW

Registration: November 7, 2022 – April 14, 2023  
Exam: January 9 – April 15