

Special offer for ADP 2022 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

2022 Courses			
Materials (Includes print modules, software and web-based tools)	ADP Price	Quantity	Total
PayTrain self-study	\$975		
PayTrain guided-study*	\$1,075		
PayTrain Fundamentals self-study	\$625		
PayTrain Fundamentals guided-study*	\$725		
Subtotal:			
Sales Tax: Please add applicable state & local sales tax on orders shipped to: AL, AZ, CA, CO, CT, DC, FL, GA, HI, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, SC, TN, TX, UT, VA, WA, WI, WV.**			
Shipping and Handling: (\$30 per unit)***			
TOTAL:			

* 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 *International*: Please contact us at 800-444-5015 for international shipping rates.

Prices valid for the purchase of 2022 products only. Offer expires March 31, 2023.

Code: **ADP22**

2022 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 16, 2023 for 2022 programs.

APA's PayTrain®-12 Weeks

PayTrain 2022 Class Schedule			
Mar 21 - Jun 10, 2022	May 31 - Aug 20, 2022	Aug 15 - Nov 4, 2022	Nov 21, 2022 - Feb 10, 2023
Mar 28 - Jun 17, 2022	Jun 6 - Aug 26, 2022	Aug 29 - Nov 18, 2022	Dec 5, 2022 - Feb 24, 2023
Apr 11 - Jul 1, 2022	Jun 13 - Sep 2, 2022	Sep 12 - Dec 2, 2022	Dec 12, 2022 - Mar 3, 2023
Apr 25 - Jul 15, 2022	Jun 20 - Sep 9, 2022	Sep 26 - Dec 16, 2022	Dec 19, 2022 - Mar 10, 2023
May 2 - Jul 22, 2022	Jun 27 - Sep 16, 2022	Oct 10 - Dec 30, 2022	Dec 26, 2022 - Mar 17, 2023
May 9 - Jul 29, 2022	Jul 5 - Sep 24, 2022	Oct 24, 2022 - Jan 13, 2023	Jan 2 - Mar 24, 2023
May 16 - Aug 5, 2022	Aug 1 - Oct 21, 2022	Nov 7, 2022 - Jan 27, 2023	Jan 9 - Mar 31, 2023
May 23 - Aug 12, 2022			

APA's PayTrain® Fundamentals-8 Weeks

PayTrain Fundamentals 2022 Class Schedule			
Mar 21 - May 13, 2022	Jun 27 - Aug 19, 2022	Sep 12 - Nov 4, 2022	Jan 9 - Mar 3, 2023
Apr 4 - May 27, 2022	Jul 5 - Aug 27, 2022	Sep 26 - Nov 18, 2022	Jan 16 - Mar 10, 2023
Apr 18 - Jun 10, 2022	Jul 11 - Sep 2, 2022	Oct 10 - Dec 2, 2022	Jan 23 - Mar 17, 2023
May 2 - Jun 24, 2022	Jul 18 - Sep 9, 2022	Oct 24 - Dec 16, 2022	Jan 30 - Mar 24, 2023
May 16 - Jul 8, 2022	Jul 25 - Sep 16, 2022	Nov 7 - Dec 30, 2022	Feb 6 - Mar 31, 2023
May 31 - Jul 23, 2022	Aug 1 - Sep 23, 2022	Nov 21, 2022 - Jan 13, 2023	
Jun 6 - Jul 29, 2022	Aug 15 - Oct 7, 2022	Dec 5, 2022 - Jan 27, 2023	
Jun 13 - Aug 5, 2022	Aug 29 - Oct 21, 2022	Dec 19, 2022 - Feb 10, 2023	