PAYTRAIN®
FUNDAMENTALS

Essential education for payroll basics and FPC exam preparation

Two Great Ways to Advance Your Payroll Career!

PAYTRAIN®

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

PayrollOrg

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® 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.

PAYTRAIN®

Deepen your understanding of payroll practices and legislation, develop skills critical to payroll leadership, and get what you need to prepare for the Certified Payroll Professional (CPP) exam.

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

- Correctly calculate federal income tax using the new 2023 Form W-4
- Calculate overtime pay and regular rate of pay under the FLSA
- Discover when a fringe benefit is taxable and must be reported
- Determine when an employee meets the white-collar exemption requirements
- Ensure your organization is correctly calculating federal income tax based on the new 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 about the most recent payroll changes, trends, and best practices
- 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
- **First-time users** who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and 24 RCHs with *PayTrain Fundamentals,* and 40 RCHs with *PayTrain*
- **Prior-year users** who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and 12 RCHs with *PayTrain Fundamentals,* and 20 RCHs 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

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 PayrollOrg'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

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

2023 PAYTRAIN FUNDAMENTALS PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	$695 USD	$795 USD	Contact provider
PayrollOrg Colleague	$845 USD	$945 USD	Contact provider
PayrollOrg Non-Member	$995 USD	$1,095 USD	Contact provider

2023 PAYTRAIN PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	$1,080 USD	$1,230 USD	Contact provider
PayrollOrg Colleague	$1,200 USD	$1,350 USD	Contact provider
PayrollOrg Non-Member	$1,380 USD	$1,530 USD	Contact provider

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!

Order online at **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.

About The FPC Exam

The Fundamental Payroll Certification (FPC) exam is offered in North America during a spring and fall testing window. The FPC exam is also offered throughout the year at the Payroll Learning Center after the Payroll 101: Foundations of Payroll Certificate Program courses, international, and military testing locations.

PayTrain® Fundamentals 2023 will help you prepare for the FPC exam offered during the testing windows listed below.

For more information on the FPC exam, visit www.payroll.org/FPC

About The CPP Exam

The Certified Payroll Professional (CPP) exam is offered in North America during a spring and fall testing window. The CPP exam is also offered throughout the year at the Payroll Learning Center after the Payroll 201: Payroll Administration Certificate Program courses, international, and military testing locations.

PayTrain® 2023 will help you prepare for the CPP exam offered during the testing windows listed below.

For more information on the CPP exam, visit www.payroll.org/CPP

A number of study aids are available for candidates of the FPC/CPP Examination. 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. Recommended study time for FPC exam is 2-3 months; for CPP exam, 3-6 months. The FPC and CPP examinations are priced separately from the training programs.

FALL 2023
Registration: July 5 – October 6
Exam: September 9 – October 7

SPRING 2024
Registration: November 6 – April 19
Exam: January 8 – April 20