

PAYTRAIN®
Fundamentals



PAYTRAIN®
Mastery



Two Great Ways to Advance Your Payroll Career!

PayTrain® programs deliver comprehensive training and exam preparation to payroll professionals of all levels.



www.Learn Payroll.com

Looking to prepare for the FPC or CPP exam, earn RCHs, or build new payroll skills?

Choose the PayTrain® program that best fits your goal.

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.

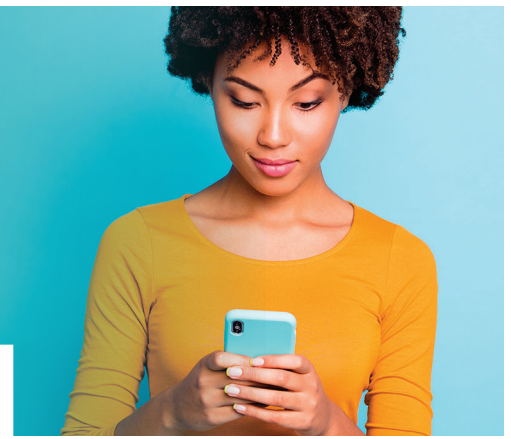


PAYTRAIN® Mastery

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.

PayTrain® begins helping you manage daily payroll challenges from day one.

- Determine when an employee meets the white-collar exemption requirements
- Calculate overtime pay and regular rate of pay under the FLSA
- Discover when a fringe benefit is taxable and must be reported
- Correctly calculate federal income tax using the 2024 Form W-4
- Ensure your organization is correctly calculating federal income tax based on the 2024 Publication 15-T
- And, much, much more



PayTrain® programs are designed using a proven approach for adult learners.

Follow these three steps as you work towards achieving your goal:

ASSESS

- **Determine current knowledge** with the online assessment
- **Focus Studies** with reports that identify topics for improvement

STUDY

- **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

- **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 Mastery**
- **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 Mastery**

PayTrain® offers three learning options. Which one is right for you?

People learn better when they are in a training program that fits their schedule and learning style. Both of the PayTrain programs offer unique learning options – explore all three and choose the one that suits your style!



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 Mastery course



Guided-Study

- Online announcements guide you through an 8-week PayTrain Fundamentals or 12-week PayTrain Mastery 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 Mastery course



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
- Networking opportunities keep you connected to the payroll profession

Order today at
[LearnPayroll.com/self](https://www.LearnPayroll.com/self)

Register today at
[LearnPayroll.com/guided](https://www.LearnPayroll.com/guided)

See courses near you at
[LearnPayroll.com/IL](https://www.LearnPayroll.com/IL)

How much do the 2024 PayTrain® programs cost?

PayTrain prices vary based on your relationship with PayrollOrg and which learning option you choose. Taxes and the FPC or CPP exam fees are not included in prices shown below. Printed books can be ordered for an additional fee.



Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	\$715	\$815	Contact provider
PayrollOrg Colleague	\$875	\$975	Contact provider
PayrollOrg Non-Member	\$1,025	\$1,125	Contact provider



Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	\$1,100	\$1,250	Contact provider
PayrollOrg Colleague	\$1,230	\$1,380	Contact provider
PayrollOrg Non-Member	\$1,420	\$1,570	Contact provider

Prices shown are in US Dollars.

Order online at www.LearnPayroll.com or call (800) 444-5015

Volume discounts apply to orders of three or more. Contact Mike Downs at (888) 852-6664 or miked@holmescorp.com for details and pricing.



2024 Exam Information

Fall Schedule

Registration: July 3 – Oct. 4, 2024

Exam: Sept. 7 – Oct. 5, 2024

Spring Schedule

Registration: Nov. 11, 2024 – April 18, 2025

Exam: Jan. 6 – April 19, 2025



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, and at international and military testing locations.

PayTrain® Fundamentals 2024 will help you prepare for the FPC exam offered during the testing windows listed above.

For more information on the FPC exam, visit 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, and at international and military testing locations.

PayTrain® Mastery 2024 will help you prepare for the CPP exam offered during the testing windows listed above.

For more information on the CPP exam, visit 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 the FPC exam is 2-3 months; for the CPP exam, 3-6 months. The FPC and CPP examinations are priced separately from the training programs.