

PAYTRAIN®

FUNDAMENTALS

 Essential education for payroll basics and FPC exam preparation



**TWO Great Ways
to Advance Your
Payroll Career!**

PAYTRAIN®

MASTERY

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

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®** ● **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.

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

- 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 2025 Form W-4
- Ensure your organization is correctly calculating federal income tax based on the 2025 Publication 15-T

The PayTrain programs have been completely redesigned for 2025! Achieve your goals  with a personalized and adaptive exam preparation experience tailored to your knowledge, schedule, and preferences. The programs include:

**NEW
FOR
2025**

Customized study plan that optimizes your study time by focusing on your unique knowledge gaps

Multiple ways to learn, with interactive reading materials, audio, quizzes, exercises, calculations, and flashcards

Progress tracker to show your quiz scores and a high-level look at your performance throughout your study experience

Convenience with access to study tools via any mobile device, tablet or computer – 24/7



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 on your own, where and when your schedule allows
- 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 a set schedule, providing 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* partners offer 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

To order now, visit LearnPayroll.com/self

To register today, visit LearnPayroll.com/guided

To find a course near you, visit LearnPayroll.com/IL

PAYTRAIN® FUNDAMENTALS

PRICING

| 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 |



PAYTRAIN® MASTERY

PRICING

| 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 are in US dollars. Taxes are not included in pricing. Printed books can be ordered for an additional fee. Please note: The cost of PayTrain Fundamentals and PayTrain Mastery does NOT include the FPC or CPP exam fee.*

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

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

Certification Information



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 2025 will help you prepare for the FPC exam offered during the testing windows listed below.

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 2025 will help you prepare for the CPP exam offered during the testing windows listed below.

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.



FPC & CPP Exam Windows

FALL

Registration:

July 2 - October 3, 2025

Exam:

September 6 - October 4, 2025

SPRING

Registration:

November 10, 2025 - April 17, 2026

Exam:

January 5 - April 18, 2026