



# **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](http://LearnPayroll.com/self)

To register today, visit  
[LearnPayroll.com/guided](http://LearnPayroll.com/guided)

To find a course near you, visit  
[LearnPayroll.com/IL](http://LearnPayroll.com/IL)

## PAYTRAIN® FUNDAMENTALS

PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	\$735	\$835	Contact provider
PayrollOrg Colleague	\$895	\$995	Contact provider
PayrollOrg Non-Member	\$1,055	\$1,155	Contact provider



## PAYTRAIN® MASTERY

PRICING

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	\$1,120	\$1,270	Contact provider
PayrollOrg Colleague	\$1,260	\$1,410	Contact provider
PayrollOrg Non-Member	\$1,450	\$1,600	Contact provider

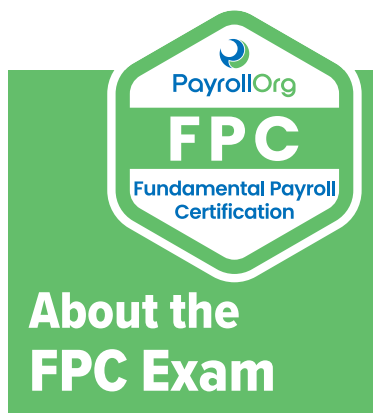


*\*Prices are in US dollars. Taxes are not included in pricing. Printed books can be ordered for an additional fee.  
Please note: The cost of PayTrain Fundamentals and PayTrain Mastery does NOT include the FPC or CPP exam fee.*

Order online at [www.LearnPayroll.com](http://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](mailto:abbyf@holmescorp.com) for details and pricing.

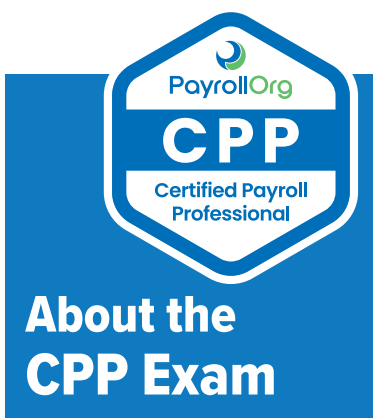
# Certification Information



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](https://Payroll.org/FPC)**



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](https://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