

# **PAYTRAIN<sup>®</sup>**

## **Fundamentals**

Essential education for payroll basics and FPC exam preparation

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

# **PAYTRAIN<sup>®</sup>**

## **Mastery**

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



**PayrollOrg<sup>®</sup>**

The Leader in Payroll Education

[www.LearnPayroll.com](http://www.LearnPayroll.com)

# Choose the program that best fits your training needs:

With 35 years providing unrivaled payroll education, you can trust PayTrain programs to prepare you for the certification exams, help you earn recertification credits, and give you more opportunities for career advancement.

## **PAYTRAIN<sup>®</sup>** **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<sup>®</sup>** **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 2026 Form W-4
- Ensure your organization is correctly calculating federal income tax based on the IRS 2026 Publication 15-T

## **Enjoy the Advantages of 2026 PayTrain Programs**

Achieve your goals with a personalized and adaptive exam preparation experience tailored to your knowledge, schedule, and preferences. The programs include:

**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

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

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

# 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-motivated learners
- 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	\$750	\$855	Contact provider
	PayrollOrg Non-Member	\$1,080	\$1,185	Contact provider

*Printed books can be ordered for an additional \$105 plus shipping.*



## PAYTRAIN® Mastery

PRICING*	Relationship	Self-Study	Guided-Study	Instructor-Led
	PayrollOrg Member	\$1,140	\$1,295	Contact provider
	PayrollOrg Non-Member	\$1,480	\$1,635	Contact provider

*Printed books can be ordered for an additional \$155 plus shipping.*



*\*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

## 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 2026** 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)

## 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 2026** 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 2026

Registration:

July 1, 2026 - October 2, 2026

Exam:

September 5, 2026 - October 3, 2026

### SPRING 2027

Registration:

November 9, 2026 - April 16, 2027

Exam:

January 4, 2027 - April 17, 2027

Want to save money on your PayTrain product?

Join as a PayrollOrg member FIRST and you'll save up to \$340 when you purchase PayTrain.

[Payroll.org/Signup](https://Payroll.org/Signup)