

Your Guide to Earning PayrollOrg® Recertification Credit Hours



Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) holders must earn Recertification Credit Hours (RCHs) within their certification period to maintain active status.

1 RCH = 1 Hour of Education

FPC: 60 RCHs every 3 years
CPP: 120 RCHs every 5 years

Membership & Participation

PayrollOrg Membership: Annual membership benefit earned automatically (**RCHs:** 3 per year)

Money Matters Instructor: Teach a Money Matters class (**RCHs:** 1 per class)

Write or Present on Payroll Topics: Author an article or teach an instructional payroll class (**RCHs:** Varies)

Leadership or Committee Service: Serve in an official chapter role (**RCHs:** Varies)

Virtual Events & Online Learning

PayrollOrg Virtual Congress & Expo: A variety of educational workshops and networking opportunities (**RCHs:** up to 9)

PayrollOrg Webinars: Live or on-demand sessions (free for members; fee for nonmembers) (**RCHs:** 1-1.5 each)

Approved Provider Courses: APA-approved partners such as myCPE, Lorman or ADP (**RCHs:** Varies)

College or Payroll-Related Courses: Eligible accredited coursework (**RCHs:** Varies)

In-Person Events

Payroll Congress: The premier payroll educational event (**RCHs:** 20+)

Capital Summit: A two-day conference for payroll compliance (**RCHs:** Varies)

Educational Institutions Payroll Conference: For payroll professionals working for colleges and universities (**RCHs:** Varies)

Payroll Leaders Conference: This conference presents next-generation training (**RCHs:** up to 21)

Chapters: Attend chapter meetings and workshops (**RCHs:** Typically, 1-2 per meeting)

PayTrain®

Earn RCHs upon scoring 80%+ on the post-test

PayTrain Fundamentals: Foundational payroll program (**RCHs:** 24)

- Repeat users save 55% if renewing annually (**RCHs:** 12)

PayTrain Mastery: Advanced payroll program (**RCHs:** 40)

- Repeat users save 60% if renewing annually (**RCHs:** 20)