



Payroll Certification Preparation

Continuing Education and Customized Training

Payroll Certification Preparation

Advance your payroll career while ensuring your organization's payroll compliance.

The PayTrain College & University® program is designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level, and prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams.*

NOTE:

Exams are not given at or by Century College and are not a class requirement. For more information about exams, go to americanpayroll.org

The American Payroll Association's PayTrain College and University® Program

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is important to your company's bottom line and also to your career.

What is PayTrain College and University?

The American Payroll Association (APA) has partnered with Century College to provide a simple solution to your training needs! APA's *PayTrain College & University®* program consists of two non-credit courses, **PayTrain Fundamentals** and **PayTrain Mastery** that will prepare you or your staff for FPC/CPP certification and for the daily challenges faced by payroll professionals. Enrollees in the course receive live classroom instruction, textbooks, and access to interactive online games and applications to reinforce topics learned.

Who Should Enroll in PayTrain Fundamentals?

- Entry-level employees in payroll
- Practitioners, consultants, and service providers
- Individuals working in payroll who need formal training
- Fundamental Payroll Certification (FPC) exam candidates
- FPCs needing recertification credits
- Experienced payroll professionals preparing for certification exams



Who Should Enroll in PayTrain Mastery?

- Payroll departments requiring compliance training
- Payroll professionals seeking professional development
- Certified Payroll Professional (CPP) exam candidates
- CPPs needing recertification credits
- Payroll service bureau client representatives

What's Included in the Program?

APA's PayTrain College & University program combines live instruction with printed workbooks and interactive online games, application exercises, case studies, and tests.

Live Instruction

The instructor-led option is ideal for those who prefer a structured learning environment. You will interact with other payroll professionals preparing for FPC/ CPP certification. Your instructor, an expert in the field of payroll, can be an invaluable resource as you prepare for the FPC/ CPP exam.

Printed Textbooks

All students will receive printed workbook(s) and access to the online components. The text is divided into seven modules:



Module 1: Payroll Concepts

Module 2: Payroll Calculations

Module 3: Fringe Benefits

Module 4: Payroll Reporting and Employment Taxes

Module 5: Record Keeping and Payroll Practices

Module 6: Payroll Accounting

Module 7: Management and Administration

Online Components

The online components are essential to the learning process. These interactive tools will help participants determine their initial level of



knowledge, create a study plan based on individual need, reinforce their studies with games, application exercises and tests, and track their learning through progress reports. The online portion of the course consists of the following components.

• **Overview:** The overview will guide you through the program.

• **Pre-Test:** The timed pre-test, comprised of 50 multiple-choice questions, will measure your existing level of payroll knowledge by topic, and help you develop an efficient study plan. Correct answers are provided after each question.

• **Lesson Quizzes:** After reading each lesson from your workbook, complete the related lesson quiz to test your comprehension and retention of topics studied. Correct answers and links to the appropriate section of text are provided after each question.

• **Module Game:** On Track provides a fun and interactive way of reinforcing learned materials at the end of each module.

• **Application Exercises:** A number of application exercises, including Excursions, Whistle Stops, and Grand Tours, will help you apply the concepts learned in the text to a series of job-based scenarios. Correct answers and links to the appropriate section of text are provided after each question.

• **Course Game:** Keep the Train on Time (Fundamentals), The Great PayTrain Robbery (Mastery), and Workin' on the Railroad (both courses) provide an entertaining and challenging review of the topics covered by the entire course.

• **Final Test:** The timed final test, consisting of 50 multiple-choice questions, covers content drawn from the entire course. Correct answers and links to the appropriate sections of text are provided after answering each question. The final test results will measure the progress you've made throughout the course and will provide an indication of areas that require further study.

• **Online Glossary:** Accessible any time during the program, the pop-up glossary allows you to look up definitions of terms without leaving your current activity.

• **Reports:** Track your course progress through a reporting feature that compares your pre-test and final test scores.

Why Enroll?

By completing the PayTrain Series you will gain:

- A foundation of knowledge for starting or advancing your payroll career.
- Improved job performance by increasing accuracy and compliance.
- Access to a network of peers to learn about payroll practices in other organizations.
- Solid grounding in compliance issues related to tax and regulatory information.
- Preparation for the FPC and CPP exams.
- Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials.





Visit us online at century.augusoft.net
for upcoming payroll courses.

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus, Rm 2420
Mon-Thu, 8am-7pm
Fri, 8am-4pm

Course Descriptions

PayTrain Fundamentals

Designed for individuals new to the industry and those who are preparing for the FPC or CPP certification examinations, this course will cover the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This is the first of a two-part series and is a prerequisite for the PayTrain Mastery course. This course qualifies for 30 contact hours or continuing education units (CEUs).

You will learn:

- Payroll concepts
- Paycheck calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Administration

Typical start dates are in September and March.

PayTrain Mastery

The second of a two-part series, PayTrain Mastery is a comprehensive course providing a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. This course qualifies for 36 contact hours or CEUs. Prerequisite: PayTrain Fundamentals.

You will learn:

- Payroll concepts
- Paycheck calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Management and administration

Typical start dates are in January and June.

**Certification Board CPP Committee
American Payroll Association**
660 North Main Avenue, Ste. 100
San Antonio, TX 78205-1217

PEARSON VUE TESTING CENTER EXAM DATES

Spring 2012 & Fall 2012

**Pre-registration is required.
Applications will not be accepted
at the testing center.**

For more information about the
exam and/or eligibility, email:

apaexam@americanpayroll.org

or visit us online at

americanpayroll.org



PayTrain
COLLEGE & UNIVERSITY

Payroll Certification Preparation

Please fill out all information completely. Date of birth or social security number is required. This data is for student record keeping purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____

Home Address _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Cell Phone (_____) _____ Gender ____ Male ____ Female

Business Name _____ Business Phone (_____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address (required) _____

Course Number	Course Name	Course Fee
1. _____ - _____	_____	\$ _____
2. _____ - _____	_____	\$ _____
3. _____ - _____	_____	\$ _____

Total Course Fees: \$ _____

PAYMENT INFORMATION

- Check(s) Enclosed
- Business purchase order attached
- Please charge to my: ____ VISA ____ MasterCard ____ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____

Century College, Continuing Education and Customized Training, 3300 Century Avenue North, White Bear Lake, MN 55110 Fax: 651.779.5802 • Phone: 651.779.3341

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354 or Minnesota Relay Service at 1.800.627.3775 (voice/TTY).