



## APA's PayTrain<sup>®</sup> College & University Program

- **The IRS and Department of Labor change the requirements affecting payroll processing change every year. Are you in compliance?**
- **Take charge of your payroll career.**
- **Improve your payroll knowledge and prepare for certification.**

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.\*

*\* To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.*

### **The American Payroll Association's PayTrain College & 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 not only important to your company's bottom line but also to your continued professional development.

In cooperation with the American Payroll Association, Valencia Enterprises, a division of Valencia Community College, presents the PayTrain College & University program for payroll professionals. Comprised of two professional development courses, PayTrain Fundamentals and PayTrain Mastery (*to be offered in the future*), this program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

### **Who Should Enroll in PayTrain Fundamentals?**

- Experienced and entry-level payroll professionals
- Managers and supervisors providing strategic payroll management
- Sales professionals and consultants serving the payroll industry
- Systems analysts and engineers writing payroll programs
- Payroll service bureau client representatives



## Why Enroll in PayTrain Fundamentals?

You will gain:

- A foundation of knowledge for starting or advancing your payroll career
- An understanding of payroll essentials through hands-on exercises
- Improved job performance by increasing accuracy and compliance
- The guidance and expertise of an experienced facilitator
- 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

## PayTrain Fundamentals (30 contact hours)

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. *These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.*

Topics covered in PayTrain Fundamentals include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

## PayTrain Fundamentals:

Dates: September 7- November 9, 2010

Time: 6 PM to 9 PM

Where: 2411 Sand Lake Rd, Orlando, FL 32809

Course CNB 5443 Schedule # 9592

Fee: \$899 (includes all PayTrain materials)

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VALENCIA *enterprises*