



## General Information for Maintaining the FPC Recertification File Folder

In order to maintain certification, FPCs must accumulate a minimum of 60 qualifying Recertification Credit Hours (RCHs) within the recertification period and remit the appropriate recertification fees OR retake and pass the Fundamental Payroll Certification Examination. When recertifying through continuing education, each program must be recorded in the Program Log section of this file or on an Excel spreadsheet with the same information as the Program Log. Documentation verifying participation must also be retained in the event you are randomly selected for a mandatory audit.

### The Recertification Period

For FPCs recertifying for the first time, or FPCs recertifying through reexamination, the recertification period begins the day certification is attained through December 31, three full calendar years later. For example, for a certification attained in 2011, the FPC has from the date of certification until December 31, 2014, to obtain 60 qualifying RCHs.

For FPCs who have recertified at least once through continuing education, the recertification period begins January 1 of the year following recertification and ends on December 31 of the third year following recertification. For example, for recertification at the end of 2011, the FPC has from January 1, 2012, through December 31, 2014, to obtain 60 qualifying RCHs.

### Determining if Continuing Education Meets APA Requirements for Recertification

The following checklist will assist in determining if continuing education programs meet APA's standards in qualifying for FPC recertification.

For a program to qualify toward recertification, you must be able to answer YES to all of the following questions:

- Does the content of the program fall within the Content Outline for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) Examination?

**OR**

- Does the content of the program fall within the definition of payroll industry? Payroll industry is defined as: production, reporting, accounting, systems, taxation, administration, education/consulting.
- Is the program geared toward professionals in the field of payroll? For example, a program entitled "Stress Management" would need further evaluation to determine if the subject matter specifically targets the types of stress payroll professionals encounter on the job (e.g., tackling year-end, dealing with tax protestors or angry employees).
- Was the program attended during the applicable recertification period?

- Is the program provider an APA Approved Provider?

**AND**

- Does the proof of attendance or program agenda display the APA Approved Provider Logo?

### Recertification Process

An email notice is sent to FPCs in the spring of the year in which their certification is due for renewal and a reminder email including a recertification invoice for \$50 is sent in November. If recertifying through continuing education, FPCs have until early February of the year following the recertification period to submit recertification information to APA. NOTE: Only the program log, invoice, and recertification fee are required to be submitted (not the applicable documentation unless audited).

If recertifying through reexamination, FPCs must take and pass the FPC exam during the year their certification is due for renewal.

FPCs not meeting the recertification requirements or who fail to submit the applicable information and/or fee(s) will lose their FPC designation retroactive to December 31 of the year in which the recertification was due.

### FPC and CPP Certifications

If, during the recertification period, an FPC attains the CPP designation, FPC recertification is not applicable. A new recertification period begins and is governed by the procedures for CPP recertification.

However, if an individual has attained both certifications – FPC and CPP – both designations may be used until the applicable certification expires. For example, an FPC designation attained in 2011 is valid through December 31, 2014. If a CPP designation is also attained in 2011, both the FPC and the CPP designation may be used until December 31, 2014. From January 1, 2015, through December 31, 2016, and thereafter, if recertified, only the CPP designation may be used.

### Late Recertification Submissions

Recertification logs and/or fees received after the applicable due date and prior to June 1 of the same year, will be assessed a late fee of \$25. This fee is in addition to the regular recertification fee of \$50. Recertification logs and/or fees received on or after June 1 of the same year will be assessed a \$60 reinstatement fee. The reinstatement fee is in addition to the regular recertification fee of \$50.

### Mandatory Audit

Ten percent of recertifying FPCs are randomly selected for an audit. If selected, a notice and detailed instructions for the audit process will be sent on or before March 16 of the year following the certification renewal year.

If selected for audit, in addition to the program log, invoice, and recertification fee, ALL applicable copies of documentation proving program attendance MUST be submitted to APA's Certification Department for review.

## General Information (continued)

### Contact Us

For questions, comments, or concerns relating to recertification, please contact us at [recert@americanpayroll.org](mailto:recert@americanpayroll.org) or (210) 226-4600.

It is extremely important to keep your contact information current with APA. If you know your user id and password please update your profile at [www.americanpayroll.org](http://www.americanpayroll.org) OR if you need your user ID and password, contact Membership Services: (210) 224-6406 or email: [apa@americanpayroll.org](mailto:apa@americanpayroll.org)

## Instructions for Recording RCHs

As you accumulate qualifying recertification credit hours, record the following information on the program log:

**Date:** Enter the date(s) on which a qualifying program was attended.

**Program Attended:** List the title/name of each qualifying program attended as a participant and/or instructor during the recertification period. In addition to all APA National courses, seminars, and conferences, other programs providing learning opportunities within the exam content outline include, but are not limited to, approved APA local chapter meetings, regional, or statewide conferences; college or university courses; and vendor or third-party programs offered by approved providers. All programs **must** cover material within the FPC or CPP exam's content outline or within the areas defined as the payroll industry and **must** focus on increasing knowledge and/or skills in the practice of payroll. *Payroll industry* is defined as: production, reporting, accounting, systems, taxation, administration, education/consulting.

**NOTE:** RCHs can be logged only once per program attended, as a participant and/or instructor, within a calendar year. For example, attendance as a participant and/or instructor of APA's Payroll Practice Essentials in February and again in June qualifies only for the initial 18 RCHs earned in February.

**Content Code/Payroll Area/APA Code:** Enter the APA Approved Provider or Chapter code. For example, 11HKG1101 or DC011106. For all non-APA National programs – enter the applicable numeric/alpha designation from the exam content outline ([www.americanpayroll.org/certification/recertification](http://www.americanpayroll.org/certification/recertification)). For example, for the program topic FLSA, enter "I.B." on the log. This represents the numeric/alpha designation for this topic in the content outline. If a program does not fall within the content outline but addresses one or more of the areas defined as "payroll industry" qualifying for recertification, enter the applicable payroll area. For example, a program on preparing corporate tax returns such as Form 5500 falls under the area: Payroll Taxation. **APA National programs do not require a numeric/alpha content code or payroll industry area.**

If you are uncertain whether non-APA programs qualify for RCHs towards FPC recertification, please contact APA's Certification Department at [recert@americanpayroll.org](mailto:recert@americanpayroll.org) or (210) 226-4600.

**Approved Provider's Company Name:** Enter the name of the organization, college, or university offering the program.

**Type of Documentation:** Enter the type of documentation provided as proof of program attendance. Acceptable documentation: APA's participant Thank You Letter; certificate of participation or proof of attendance; official transcript, course description with APA's Approved Provider Logo displayed; or certificate of participation or proof of attendance with APA's Approved Provider Logo displayed. It is not necessary to submit the documentation when recertifying. However, you must retain all documentation and submit it to APA's Certification Department if you are randomly selected for a mandatory audit.

**RCHs:** Enter the applicable approved Recertification Credit Hours (RCHs) for each program attended. RCHs are the official recertification unit for all those certified by the American Payroll Association. In order to recertify through continuing education, qualifying RCHs must total at least 60. RCHs in excess of 60 cannot be carried over into the next recertification period.

RCHs are defined as the number of actual educational clock hours spent as a participant or instructor in direct participation in a structured educational format. Lunch, breaks, exhibit hall times, and time spent on general business topics at chapter or company meetings are not included as educational time. Partial hours must be rounded down to the next lowest half-hour. Thus, a program one hour and forty-five minutes in length is rounded to 1.5 RCHs. Convert CEUs, CPE credits, and semester or quarter credits to RCHs for the purpose of logging recertification information.

### Recertification Credit Hour Conversion Chart

One (1) Continuing Education Unit (CEU) . . . . .	10 RCHs
One (1) Semester Credit . . . . .	10 RCHs
One (1) Quarter Credit . . . . .	5 RCHs

The conversion for CPE credits to RCHs is the number of CPE credits, multiplied by 50, divided by 60, rounded down to the nearest 30 minute increment. Example: 7 CPE credits x 50 = 350; 350/60 = 5.83; rounded down to 5.5 RCHs. Whereas, 8 CPE credits equate to 6.5 RCHs.



