



# AMERICAN PAYROLL ASSOCIATION

Las Vegas, NV • New York, NY • San Antonio, TX • Washington, DC

## REQUEST FOR DESIGNATION NOTIFICATION

The American Payroll Association is proud to share FPC and CPP designees' accomplishments and its significance with employers and third parties.

Please complete this form, and send it via email to [certification@americanpayroll.org](mailto:certification@americanpayroll.org) with the subject line of "Designation Notification". Please allow 2 – 3 weeks to process the request.

**Note:** Please allow at least 48 hours from the date of examination before submission of this request.

### Certificant Information:

Designation:  CPP  FPC Exam Date: \_\_\_\_\_ APA ID: \_\_\_\_\_

Name: \_\_\_\_\_  
                    First  MI  Last

Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Information of Individual to be Notified:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**Only Hand and Secure Digital Signatures are accepted.**

[www.americanpayroll.org](http://www.americanpayroll.org)

660 North Main Avenue, Suite 100 • San Antonio, TX 78205-1217 • Phone: (210) 226-4600 • Fax: (210) 226-4027