






Step 1 Identify your Learning Path		Step 2 Assess your knowledge	Step 3 Increase your knowledge by choosing a training program that's right for you			Step 4 Expand the depth of your payroll knowledge	Step 5 Complete your learning path by attaining APA certification	Step 6 Continue your professional development and networking opportunities
Learning Path <a href="http://www.PayrollLearningPaths.org">www.PayrollLearningPaths.org</a>	Sample Job Title(s)	Payroll Knowledge Assessment(s) <a href="http://www.payrollkac.com">www.payrollkac.com</a>	Instructor-Led Seminars <a href="http://www.americanpayroll.org/course-conf">www.americanpayroll.org/course-conf</a>	Instructor-Led Certificate Programs <a href="http://www.americanpayroll.org/course-conf">www.americanpayroll.org/course-conf</a>	eLearning <a href="http://www.americanpayroll.org/course-conf">www.americanpayroll.org/course-conf</a>	Specialty Seminars and Webinars <a href="http://www.americanpayroll.org/course-conf">www.americanpayroll.org/course-conf</a>	Certification Recommendation <a href="http://www.americanpayroll.org/certification">www.americanpayroll.org/certification</a>	Conference Recommendation(s) <a href="http://www.americanpayroll.org/course-conf">www.americanpayroll.org/course-conf</a>
<b>FPC Certification</b> The Fundamental Payroll Certification (FPC) exam is open to all those who aspire to demonstrate a baseline of payroll competency.	Varies	<ul style="list-style-type: none"> <li>• Concepts and Terms</li> <li>• Preparing for the FPC Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> </ul>	<ul style="list-style-type: none"> <li>• Calculating Paychecks</li> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Garnishments Forum</li> </ul>	Fundamental Payroll Certification 	<ul style="list-style-type: none"> <li>• Annual Congress</li> <li>• Capital Summit</li> <li>• Fall Forum</li> </ul>
<b>CPP Certification</b> The Certified Payroll Professional (CPP) exam is open to all those who have met the eligibility requirements and aspire to demonstrate a mastery in payroll.	Varies	<ul style="list-style-type: none"> <li>• Concepts and Terms</li> <li>• Fundamental Payroll Practices</li> <li>• Compliance, Operations, and Administration</li> <li>• Preparing for the CPP Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> <li>• Intermediate Payroll Concepts</li> <li>• Advanced Payroll Concepts</li> <li>• Strategic Payroll Practices</li> <li>• Leadership Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> <li>• Payroll 201: Payroll Administration Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• PayTrain®</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> <li>- Intermediate Payroll Concepts</li> <li>- Advanced Payroll Concepts</li> <li>- Strategic Payroll Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Calculating Paychecks</li> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Garnishments Forum</li> <li>• Wage and Hour Summit</li> </ul>	Certified Payroll Professional 	<ul style="list-style-type: none"> <li>• Annual Congress</li> <li>• Capital Summit</li> <li>• Fall Forum</li> </ul>
<b>Payroll Essentials</b> Introductory payroll training for those new to the profession.	<ul style="list-style-type: none"> <li>• Payroll Technician/Assistant</li> <li>• Data Processing/Entry Operator</li> <li>• Lead Operator</li> <li>• Accounting Technician</li> <li>• Payroll Records/Benefits Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Concepts and Terms</li> <li>• Preparing for the FPC Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> </ul>	<ul style="list-style-type: none"> <li>• Calculating Paychecks</li> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Payroll Issues for Multi-State Employers</li> <li>• Garnishments Forum</li> </ul>	Fundamental Payroll Certification 	<ul style="list-style-type: none"> <li>• Annual Congress</li> </ul>
<b>Payroll Administration</b> Intermediate and advanced payroll training for those who are looking to expand their knowledge.	<ul style="list-style-type: none"> <li>• Payroll Administrator</li> <li>• Payroll Practitioner 1 (Entry level)</li> <li>• Payroll Practitioner 2 (Intermediate)</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamental Payroll Practices</li> <li>• Compliance, Operations and Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> <li>• Intermediate Payroll Concepts</li> <li>• Advanced Payroll Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> <li>• Payroll 201: Payroll Administration Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> <li>- Intermediate Payroll Concepts</li> <li>- Advanced Payroll Concepts</li> <li>- Mergers &amp; Acquisitions Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Payroll Issues for Multi-State Employers</li> <li>• Garnishments Forum</li> <li>• Local Income Tax Compliance</li> <li>• Wage and Hour Summit</li> </ul>	Certified Payroll Professional 	<ul style="list-style-type: none"> <li>• Annual Congress</li> <li>• Capital Summit</li> <li>• Fall Forum</li> </ul>
<b>Payroll Systems</b> Introductory payroll training that focuses on professionals who work with payroll systems but do not necessarily process payroll.	<ul style="list-style-type: none"> <li>• Data Processing/Entry Operator</li> <li>• Payroll Systems Coordinator</li> <li>• Payroll Systems Analyst</li> </ul>	<ul style="list-style-type: none"> <li>• Concepts and Terms</li> <li>• Preparing for the FPC Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> <li>• Intermediate Payroll Concepts</li> <li>• Implementing Payroll Best Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> <li>- Strategic Payroll Practices</li> <li>- Payroll System Selection and Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Calculating Paychecks</li> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> </ul>	Fundamental Payroll Certification 	<ul style="list-style-type: none"> <li>• Annual Congress</li> </ul>
<b>Payroll Analyst</b> Advanced payroll training for those whose primary responsibility is compliance requirements.	<ul style="list-style-type: none"> <li>• Payroll Records/Benefits Administrator</li> <li>• Payroll Accountant/Payroll Analyst</li> <li>• Payroll Systems Coordinator</li> <li>• Payroll Systems Analyst</li> <li>• Payroll Tax Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance, Operations and Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Practice Essentials</li> <li>• Intermediate Payroll Concepts</li> <li>• Advanced Payroll Concepts</li> <li>• Leadership Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 101: Foundations of Payroll Certificate Program</li> <li>• Payroll 201: Payroll Administration Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Payroll</li> <li>• PayTrain®</li> <li>• Virtual Classroom</li> <li>- Payroll Practice Essentials</li> <li>- Intermediate Payroll Concepts</li> <li>- Advanced Payroll Concepts</li> <li>- Mergers &amp; Acquisitions Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Wage and Hour Summit</li> <li>• Payroll Issues for Multi-State Employers</li> <li>• Garnishments Forum</li> <li>• Local Income Tax Compliance</li> </ul>	Certified Payroll Professional 	<ul style="list-style-type: none"> <li>• Annual Congress</li> <li>• Capital Summit</li> <li>• Fall Forum</li> </ul>
<b>Payroll Management</b> Advanced payroll training for managers and those wishing to move into management.	<ul style="list-style-type: none"> <li>• Payroll Practitioner 3 (Senior)</li> <li>• Payroll Supervisor</li> <li>• Payroll Manager/Director</li> <li>• Director/Vice President of Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance, Operations and Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate Payroll Concepts</li> <li>• Advanced Payroll Concepts</li> <li>• Strategic Payroll Practices</li> <li>• Implementing Payroll Best Practices</li> <li>• Leadership Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll 201: Payroll Administration Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>• PayTrain®</li> <li>• Virtual Classroom</li> <li>- Strategic Payroll Practices</li> <li>- Mergers &amp; Acquisitions Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for Year-End</li> <li>• Payroll Tax Forum</li> <li>• Payroll Issues for Multi-State Employers</li> </ul>	Certified Payroll Professional 	<ul style="list-style-type: none"> <li>• Annual Congress</li> <li>• Capital Summit</li> <li>• Fall Forum</li> </ul>