



**CERTIFIED PAYROLL
PROFESSIONAL**

Pass the First Time Guarantee Conditions

Participants **must** take the **CPP exam** in the exam testing window **immediately** following the end of the CPP Boot Camp course. After taking the course, if you do not pass the CPP exam, you can re-take the CPP Boot Camp course the next time it is offered – for free. However, exam fees are due every time the exam is taken.

Guarantee Eligibility Details:

1. Proof of purchase.
2. Attend **20 out of 21 LIVE sessions** of the CPP Boot Camp course. The On Demand recordings **do not** take the place of attending LIVE sessions.

NOTE: *To qualify, you may **only miss 1 session**; however, you are **required** to view the On Demand recording **within one week** of this missed session.*

3. Complete **ALL** PayTrain module quizzes. **ALSO**, achieve a score of **80%** or higher on the PayTrain post-test.

NOTE: *To qualify, all module quizzes and the post-test must be completed before the CPP exam date.*

4. Proof of not passing the CPP exam is also required.
5. Participants **must** contact paytraininstructors@americanpayroll.org no later than **Saturday, April 22, 2023** (one week after the last date of the exam testing window) for APA to determine their guarantee eligibility.

This offer ONLY applies to APA's Certified Payroll Professional (CPP) Boot Camp course. Complimentary registration is for the next regularly scheduled CPP Boot Camp. You may only use the first time guarantee one time to attend the CPP boot Camp course for free.

College/University partner programs, Chapter Study Groups, Self-Study – including the PayTrain® learning system – or corporate programs with or without an APA instructor, do not apply to this offer.