



# FUNDAMENTAL PAYROLL CERTIFICATION

## Certification FAQ

### Fundamental Payroll Certification Exam and Certification

*Click on the appropriate question*

**Note: most of these answers can also be found in the FPC Candidate Handbook**

Q1: What is the FPC exam registration process? .....	2
Q2: How do I submit an FPC Examination Application? .....	2
Q3: Will I get an email once my exam application is approved? .....	2
Q4: What is the expected response time for me to receive approval? .....	2
Q5: Whom do I contact if I have not heard from the APA Certification Department regarding my application status? .....	2
Q6: How do I schedule my exam? .....	2
Q7: How do I pay the examination fees? .....	3
Q8: Is it possible to test from home or my office? .....	3
Q9: Can I find out where there is a Pearson VUE testing center near my home or office? .....	3
Q10: Can I view test center availability <u>prior</u> to purchasing or scheduling the exam? .....	3
Q11: Where can I get more detailed information about the application process; what happens before, during, and after exam day? .....	3
Q12: How long is my application valid? .....	3
Q13: After passing the exam, how soon do I receive my certificate and how can I order my lapel pin?..	3

## **Q1. What is the FPC exam registration process?**

**A.** Follow these steps:

Step 1: Complete and submit the FPC Examination Application

Step 2: Receive confirmation of your approved application

Step 3: Pay the examination fee to receive a paid exam authorization when the exam registration window opens

Step 4: Schedule your exam when the exam registration window opens

Step 5: Take the FPC exam on the date, time, and location of your scheduled appointment

## **Q2: How do I submit an FPC Examination Application?**

**A:** Complete the [FPC Examination Application](#) online. You must fill out all the information and sign before submitting using the **Submit** button at the top of the page or email to [certification@americanpayroll.org](mailto:certification@americanpayroll.org)

\* Please note: By signing the application, you acknowledge you have read the FPC Candidate Handbook found in your student resources.

## **Q3: Will I get an email once my exam application is approved?**

**A:** Yes. Once APA's Certification Department has approved your application submission, you will receive an email to the address provided confirming that your application has been approved. This email will also include instructions on how you may pay for the exam if you have not previously done so. Once your exam payment is received by APA, you will receive an email with your exam authorization.

You can log into the [Certification Dashboard](#) to view **exam payment confirmation** and **exam application approval** emails in My APA emails.

\*Please note: You should check spam/junk email folders and add [certification@americanpayroll.org](mailto:certification@americanpayroll.org) to your safe list to be sure you receive all important communication regarding your exam.

## **Q4: What is the expected response time for me to receive approval?**

**A:** Please refer to the FPC Candidate Handbook under "THE APPLICATION." The handbook can be found in Student Resources.

## **Q5: Whom do I contact if I have not heard from the APA Certification department regarding my application status?**

**A:** Check with APA's Certification Department by emailing [certification@americanpayroll.org](mailto:certification@americanpayroll.org).

## **Q6: How do I schedule my exam?**

**A:** You must have a paid exam authorization from the APA to schedule the exam. Once the exam registration opens, you can schedule the FPC exam by logging into your [Certification Dashboard](#).

**Q7: How do I pay the examination fees?**

**A:** Once your application is approved, you can pay for your exam through the APA store when the exam registration opens. You must pay for your exam before receiving a paid exam authorization, which will allow you to schedule your exam. You may pay the exam fees online with a credit card. Please visit the APA store page to view the various examination fees [FPC Exam Fees](#). Fees are also listed in the FPC Candidate Handbook found in your student resources.

**Note:** The North America exam fees are available for selection only during specific Spring and Fall registration timeframes – please see the [APA Certification Page](#) or Candidate Handbook for current dates.

**Q8: Is it possible to test from home or my office?**

**A:** Yes. North American residents can register and test using [OnVUE](#), Pearson VUE's online proctoring exam delivery system, from the comfort of their homes or offices. Ensure you are able to meet the system requirements and policies before signing up.

**Q9: Can I find out where there is a Pearson VUE testing center near my home or office?**

**A:** Yes, you may look up Pearson VUE testing centers, [here](#).

**Q10: Can I view test center availability prior to purchasing or scheduling the exam?**

**A:** No. Test center availability varies on the test center location, hours, space, and other factors as payroll exams are not the only exams given at the Pearson VUE Testing Centers. Test center availability is on a first-come-first-served basis. You must have a paid exam authorization from the APA prior to scheduling the exam.

**Q11: Where can I get more detailed information about the application process; what happens before, during, and after exam day?**

**A:** All detailed information about the FPC certification program and examination can be found in the FPC Candidate Handbook found in your student resources. The handbook includes information such as exam dates, fees, the exam application process, cancellation/rescheduling policies, scoring information, certificate ordering, recertification process, and much more. The APA Certification Department strongly recommends that FPC candidates read the Candidate Handbook as part of their preparation for the examination. This information can also be found on the [APA Certification Page](#).

**Q12: How long is my application valid?**

**A:** Your application for the FPC exam is good for one year after its date of approval.

**Q13: After passing the exam, how soon do I receive my certificate and how can I order my lapel pin?**

**A:** Within two weeks, APA will receive notification that you passed the exam. You will then receive a congratulatory email and instructions on how to order your certificate. While ordering your certificate, you may order your lapel pin. Instructions about how to order your certificate and lapel pin are also located on the [APA Certification Page](#), near the bottom of the webpage.

For further certification questions, please email [certification@americanpayroll.org](mailto:certification@americanpayroll.org)