“Pass the First Time” Guarantee Conditions

Guarantee Eligibility Details:
1. Proof of purchase.
2. Attend **11 out of 12 LIVE sessions** of the Fundamental Payroll Certification Boot Camp course. The On Demand sessions **do not** take the place of attending the LIVE sessions.
3. You are allowed to **miss 1 session**; however, you are **required** to view the On Demand session **within a week** of the missed class in order to be eligible for the guarantee.
4. Completion of all PayTrain Fundamentals lesson quizzes, and achieving a score of 80% or better on the PayTrain Fundamentals post-test are required. **Please note:** Quizzes must be completed/taken before the FPC exam date. Post-test must be completed/taken before the FPC exam date with a score of 80% or above.
5. Proof of not passing the FPC exam is required.

Participants must take the **Fundamental Payroll Certification** exam in the exam window currently open when the Fundamental Payroll Certification Boot Camp class ends.

To attend the next Fundamental Payroll Certification Boot Camp under the guarantee eligibility, participants **must** contact APA **by the end of the week following the last testing date of the exam window.**
Contact paytraininstructors@americanpayroll.org for guarantee eligibility.

This offer applies ONLY to attendance at APA’s Fundamental Payroll Certification Boot Camp. Complimentary registration is only for the next regularly scheduled Fundamental Payroll Certification Boot Camp virtual preparation course. You may attend a free Fundamental Payroll Certification Boot Camp virtual preparation course only one time.

Offer does not apply to College/University partner programs, Chapter Study Groups, Self-Study preparation including purchase of the PayTrain® learning system, or corporate programs with or without an APA instructor.