

**APA LOCAL CHAPTER  
RCH PROGRAM APPLICATION**

The sections below should be completed for each course title submission.

**PART I: TERMS OF AGREEMENT**

This agreement is between the American Payroll Association (APA) and \_\_\_\_\_ (“Chapter Name”) regarding the chapter’s participation in the APA’s Local Chapter Provider Program. This agreement goes into effect when signed by the chapter and the application has been approved by the APA. The chapter agrees to the following:

- Chapter agrees to securely retain records documenting who has attended approved programs, and that such records be made available to an attendee if requested. Proof of attendance should be retained for a minimum of six (6) years.
- APA will issue a non-transferable RCH logo to be used only in a manner specified by APA. Chapters are prohibited from displaying the logo on materials referring to courses that have not been approved by APA. The RCH logo must be imprinted on a certificate of completion or other proof of attendance.
- APA will issue an assigned course code(s) for each educational event approved. The course code(s) must be imprinted on a certificate of completion.
- Chapter agrees to issue APA one (1) complimentary course registration upon request to any approved education event for a designated APA representative to ensure compliance with the established criteria and terms of agreement of the APA Local Chapter RCH Program.
- Chapter agrees to furnish APA with program records, including but not limited to marketing and program materials, attendee lists, evaluation reports and facilitator’s credentials, if selected for audit.
- Chapter agrees to notify APA immediately of any significant content or program time change for an existing pre-approved educational event.
- Chapter agrees to conduct their educational events in an ethical manner that respects the rights and worth of the people they serve.
- APA reserves the right to revoke a Chapter’s approval status if it is determined that the Chapter is in violation of one or more of the terms of agreement.
- If a Chapter’s status is revoked they are not eligible to submit a Chapter application for 12 months following notice of revocation of approved status. A Chapter may appeal the revocation of an education program or the ability to claim provider status to APA’s Certification Board.

Contact’s First and Last Name (please PRINT): \_\_\_\_\_

Title/Position: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**PART II: CHAPTER CONTACT INFORMATION**

Please complete all sections. If necessary, attach required supporting documentation in PDF or Word document.

- 1. Please complete the below information on behalf of the Local Chapter. Be sure to update this information with the APA when necessary.**

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

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

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

City, State, Zip Code: \_\_\_\_\_

- 2. Please complete the below information of the main Point of Contact on behalf of the Local Chapter. Be sure to update this information with the APA when necessary.**

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

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

- 3. Please answer the following questions.**

1. Indicate on which of the following document(s) the APA RCH logo will be displayed (check all that apply)

Marketing Materials

On-Site Materials

Certificate of Program Completion

Proof of Attendance

2. Indicate the approximate number of different payroll-related continuing education events your Chapter anticipates conducting during the upcoming calendar year.

# of Programs: \_\_\_\_\_

3. Are your Chapter's continuing education programs approved by another entity or entities?

YES

NO

If yes, please list the entity/entities: \_\_\_\_\_

4. Does your Chapter ensure that its education programs are held in facilities that provide an environment conducive to learning?

YES

NO

**PART III: COURSE SUBMISSION FORM**

Complete the following items for each course submission. Incomplete submissions may be rejected and denied approval.  
If additional space is needed, please submit on a PDF or Word document.

**1. Session Topic and Content**

➤ Course Title \_\_\_\_\_

- Has this exact course been submitted to APA or offered for RCHs before?  YES  NO
- If yes, please list title here \_\_\_\_\_

➤ List all possible date(s) the course will be offered during the calendar year of submission (MM/DD/YYYY)

➤ Write a Brief Course Description (minimum 50 words, or more).

**2. Exam Content Outline or KSA Domain(s)**

Refer to the following to help you identify the appropriate payroll content area(s):

- FPC [Exam Content Outline](#) and/or [Knowledge Skills and Abilities \(KSAs\)](#)
- CPP [Exam Content Outline](#) and/or [Knowledge Skills and Abilities \(KSAs\)](#)
- Additional resources: [100 Chapter Meeting Topics](#)

➤ List all applicable Exam Content Topic(s) or KSA Domain(s) for the course.

**3. Delivery Method and Credits**

The total number of RCH awarded is based on the agenda, topic, and course outline of each program (not including breaks and/or non-educational activities). APA reserves the right to revise this number.

- List the number of RCHs for the *expected* contact time to be awarded: \_\_\_\_\_ RCH(s).  
Note: For verification purposes, **copy of the program agenda is required** with the submission.

- Indicate the format of delivery. Is this course a(n):
  - In-person course
  - Conference/Seminar/Multi-session course
  - Instructor-led computer or webinar course
  - On-Demand web-based course
  - College accredited course

**4. Facilitator Credentials and Evaluation**


- Provide a short bio of the facilitators/presenters to determine if they are competent in the subject matter being offered and have the knowledge and skills to facilitate your educational event. You may include instructor names, titles, and years of related experience.

- Describe the process used by your organization to monitor and provide feedback for the facilitators and the program overall. Please provide a sample evaluation used for your education program.

**5. Student Evaluations and Proof of RCHs**

**In-Person Course or Live Webinar**

Participants at an onsite course with a live instructor or live webinar must be evaluated in some manner by instructor/student interaction from the instructor. Each participant who satisfactorily completes a course **must receive a certificate or some other form of official confirmation of course completion** from the Provider.

 **Attention:** Review the section on *Web-based Training Requirements* for further details.

- Include a short description of the process your organization uses to provide participants with proof of earned RCHs; include the delivery method and type of proof (i.e. certificate, transcript, via e-mail, mail, software, etc).


Monitoring the participation of attendees is **required** to verify that attendees are participating during the duration of the course. For Live Webinars, the monitoring system must be frequent (at least every 10 - 20 minutes) and cannot be predicted by the participants (ex: interactive poll questions). If polling questions are used, **at least three poll questions must be used within a 60 minute time frame.**

- Describe the process used by your organization to monitor attendee participation, tracking of attendance during the course, and course completion status.

**6. Online Courses or Recorded Webinars**

ONLY for Online Courses OR Recorded Webinars: In addition to the above requirements, if a course is online/on-demand (*without a live instructor*) or is recorded, the below must be included in the provider course submission.

Each online/on-demand course or recorded webinar participant must satisfactorily complete an online assessment tool (quiz, etc.) in order to obtain certificate and credit. APA Providers of web-based programs must require participants to successfully complete a final examination with a minimum-passing grade of **at least 80%, a letter grade of “B” or course 3.0 GPA** before issuing RCH credits.


 Attention: Review the section *on On-Demand Training Requirements* for further details.

- Describe the test delivery method and the online assessment tool (quiz, etc.) that will be used by the organization to determine if attendees will receive a certificate or some other form of course completion confirmation.

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**CONTACT INFORMATION**

Submit all documentation via e-mail OR U.S. mail to the below address.

 Attention: For quicker processing, e-mail is the best way to submit courses for review. If sending electronically, please submit documentation in PDF or Word file type. **Do not paste supporting information into the body of e-mail.** Be sure that you have read the Local Chapter RCH Program Information Packet in its entirety. All items must be filled out and supporting documentation must be attached for each course submission. Your application may be rejected for improper submittal.

[RCHChapter@americanpayroll.org](mailto:RCHChapter@americanpayroll.org)

American Payroll Association  
Attn: Certification Department  
660 N. Main Ave, Suite 100  
San Antonio, TX 78205