2021 Learning Progression Series | Registration Form

Register online: **www.americanpayroll.org/course-conf/progression**

1 Registration

Please register me for the following class:
(Please check applicable price)

	APA Member	Colleague of APA Member	Non-Member
Payroll Practice Essentials*	❑ $1,379	❑ $1,505	❑ $1,645
Intermediate Payroll Concepts*	❑ $999	❑ $1,115	❑ $1,265
Advanced Payroll Concepts*	❑ $999	❑ $1,115	❑ $1,265
Strategic Payroll Practices*	❑ $999	❑ $1,115	❑ $1,265

❑ PPE In-Person Class ❑ Virtual Session* ❑ Interactive Session

City (if applicable) _____

Date_____ Course Code_____

❑ I am an APA MEMBER. ID#_____

❑ I am a COLLEAGUE of an APA Member (at the same street address)

Colleague's ID#: _____

Member's Name:_____

Member's ID#:_____

❑ I am not an APA Member or Colleague. ID# (if known) _____

❑ I want to join APA now:
Annual Membership Dues[†] $262 + One-Time Enrollment Fee $35 = $297

Summary

Class (checked above): $ _____

Sales Tax (if applicable)*: $ _____

Membership dues (if applicable): $ _____

Total Amount Paid: $ _____

2 Registrant Information (please print)

Registrant's Primary Address

Name: Ms. ❑ Mr. ❑ _____

Title: _____

Organization: _____

Street Address: _____

City : _____

State/Province:_____ Country:_____

Zip + 4-Digit/Postal Code:_____ + _____

Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

Email: _____
(For official APA communications, registration confirmations, *Payroll Currently*, and PAYTECH-Digital)

Please indicate if you are: ❑ CPA ❑ PA (For NASBA reporting purposes)

Special Dietary Request: ❑ Vegetarian ❑ Gluten-free ❑ Kosher
❑ Peanut Allergy ❑ Dairy Allergy ❑ Shellfish Allergy ❑ Vegan

❑ I have read the additional info for onsite meal requests found in the right column.

Needed for new member enrollment

Birth date: _____ / _____ / _____

Registrant's Secondary/Home Address

Street Address: _____

City : _____

State/Province:_____Country: _____

Zip + 4-Digit/Postal Code: _____ + _____

Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

Email: _____

Have you ever:

Purchased something from the APA? ❑ Yes ❑ No

Had a membership with the APA? ❑ Yes ❑ No

If yes, what name was it under? _____

What was the company name? _____

3 Payment Information

Payment in U.S. dollars must accompany registration form.
Currency Converter: www.xe.com

Three Enrollment Options:

❑ Online	❑ Fax	❑ Mail
www.americanpayroll.org	(210) 224-6038	To address below

❑ **I authorize the API Fund for Payroll Education, Inc. to CHARGE my:**
❑ American Express ❑ Discover ❑ Mastercard ❑ Visa

Card is: *(check one)* ❑ Corporate ❑ Personal

Card #:_____

Exp. Date:_____CVV Code:_____

Name on Credit Card: _____

Signature of Cardholder: _____

❑ **Purchase Order #:** _____(for government agencies/universities only)

❑ **Make Check #:** _____**payable and mail to:**

American Payroll Association
660 North Main Avenue, Suite 100 • San Antonio, TX 78205-1217
Email: apa@americanpayroll.org • **Visit:** www.americanpayroll.org
Phone: (210) 224-6406 • M–F, 8 a.m.–5 p.m. CT
if you require special services, please call Customer Service at least 14 days in advance of the event.

❑ I agree to the cancellation policies found at bit.ly/APA-policies

*You may be required to pay sales tax on this item. Please visit www.americanpayroll.org/sales-tax for a list of applicable sales tax.

[†]Membership dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of membership dues are deductible as an ordinary business expense. An enrollment fee of $35 is charged to all new members and to reinstate members inactive for more than 90 days.

Registration Confirmation and Specific Seminar Locations

You will receive an email confirmation of your registration and class date after your completed form and payment have been received and processed. Visit www.americanpayroll.org and search by your seminar code. On the seminar page, you can view hotel information at least 30 days before the seminar date by scrolling over your seminar location.

Dietary Requests and Special Services

Dietary requests made within two weeks from event start date cannot be guaranteed. By requesting a dietary meal and indicating the meal functions you will be attending, you confirm that you will be eating your dietary meal purchased by APA on your behalf. There is no additional charge for the dietary meal(s), unless you elect not to eat it, fail to pick up the dietary meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced $50 for each dietary meal that you ordered. Dietary requests will be limited and will not be honored onsite. If you require special services, please call Customer Service at (210) 224-6406 at least 14 days in advance of the event.

Credit for Recertification and Continuing Education: The American Payroll Association is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. APA's sponsor identification number is 103152. No prerequisites or advance preparation required. See individual course listings for credit information. Delivery method: Group-Live or Group Internet Based. Course level: Overview.

CPE Complaint Resolution Policy: The APA will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit CPE complaints to: American Payroll Association, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Certification: (210) 226-4600. We have registered with the Texas State Board of Public Accountancy to meet the requirements of the continuing professional education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities, and length of class hours. This registration agreement does not constitute an endorsement by the Board as to the quality of the program or its contribution to the professional competence of the licensee. Recertification Credit Hours (RCH) are awarded by the APA for pre-approved payroll learning events.

Last updated: January 2021 **EMT: 2021NXT**

FOR OFFICE USE ONLY:
Date: _____ Order #: _____ Batch #:_____
Group #:_____Check #: _____ C/P: _____ Total: $ _____