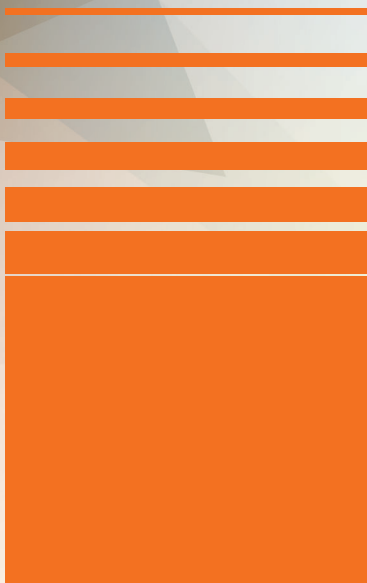
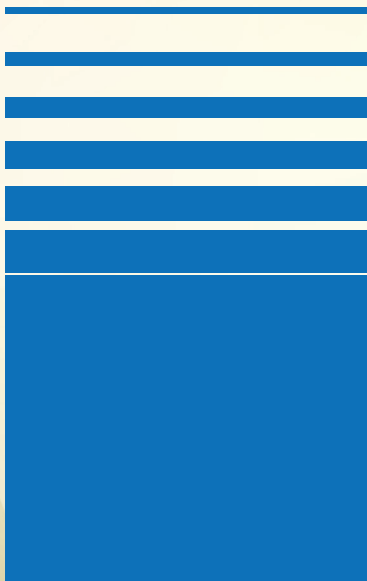


Two Great Ways to Advance Your Payroll Career!



PAYTRAIN[®] **FUNDAMENTALS**

Essential education for payroll
basics and FPC exam preparation



PAYTRAIN[®] **MASTERY**

In-depth training for experienced
payroll professionals and
CPP exam preparation



Choose the program that best fits your training needs:

With more than 30 years providing unrivaled payroll education, you can trust *PayTrain* programs to provide professional development training, prepare you for the certification exams, and help you earn recertification credits.



PAYTRAIN® FUNDAMENTALS

Learn the skills necessary for basic payroll processing, gain an understanding of how the payroll industry operates, and access comprehensive Fundamental Payroll Certification (FPC) exam preparation tools.

PAYTRAIN® MASTERY

Deepen your understanding of payroll practices and legislation, develop skills critical to payroll leadership, and get what you need to prepare for the Certified Payroll Professional (CPP) exam.

Both programs help you manage the daily payroll challenges you face:

- Determine when an employee meets the white-collar exemption requirements
- Calculate overtime pay and regular rate of pay under the FLSA
- Discover when a fringe benefit is taxable and must be reported
- Correctly calculate federal income tax using the 2024 Form W-4
- Ensure your organization is correctly calculating federal income tax based on the 2024 Publication 15-T

PayTrain programs are designed using a proven approach for adult learners.

Just follow these steps towards achieving your career goals:



ASSESS your current knowledge

- **Determine current knowledge** with the online assessment
- **Focus Studies** with reports that identify topics for improvement



STUDY your way to success

- **Read the modules** to learn about the most recent payroll changes, trends, and best practices
- **Reinforce your learning** with interactive **exercises, quizzes, and flashcards**
- **Practice your skills**, review what you've learned, and have fun with educational games included in the programs



ACHIEVE success as a payroll professional

- **Post-tests** simulate the FPC/ CPP exam format and timing to **build exam day confidence**
- **First-time users** who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and **24 RCHs with *PayTrain Fundamentals*, and 40 RCHs with *PayTrain Mastery***
- **Prior-year users** who are certified and score 80% or higher on the post-test qualify for a Certificate of Achievement and **12 RCHs with *PayTrain Fundamentals*, and 20 RCHs with *PayTrain Mastery***

Customize Your Payroll Training

PayTrain programs offer several learning options to meet your training needs. Choose the approach that works best for you and your schedule.



SELF-STUDY

- Perfect for self-starters
- Study where and when your schedule allows
- Study on your own, at your own pace
- Anticipate spending approximately 24 hours to complete the *PayTrain Fundamentals* course and 40 hours to complete the *PayTrain Mastery* course

To order now, visit LearnPayroll.com/self



GUIDED-STUDY

- Online announcements guide you through an 8-week *PayTrain Fundamentals* or 12-week *PayTrain Mastery* course
- Set schedule provides goals and motivation
- Have questions answered by PayrollOrg's faculty
- Anticipate spending 3 hours/week for 8 weeks to complete the *PayTrain Fundamentals* course and 3.5 hours/week for 12 weeks to complete the *PayTrain Mastery* course

To register today, visit LearnPayroll.com/guided



INSTRUCTOR-LED

- *PayTrain* College & University offers classroom and online options
- Expert instructors provide guidance and keep you on pace
- Peer discussion and real-world experiences help reinforce material
- Networking opportunities keep you connected to the payroll profession

To find a course near you, visit LearnPayroll.com/IL

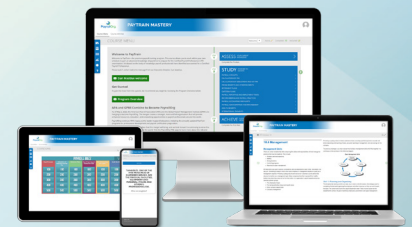
PAYTRAIN® FUNDAMENTALS

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	US\$715	US\$815	Contact provider
PayrollOrg Colleague	US\$875	US\$975	Contact provider
PayrollOrg Non-Member	US\$1,025	US\$1,125	Contact provider



PAYTRAIN® MASTERY

Relationship	Self-Study	Guided-Study	Instructor-Led
PayrollOrg Member	US\$1,100	US\$1,250	Contact provider
PayrollOrg Colleague	US\$1,230	US\$1,380	Contact provider
PayrollOrg Non-Member	US\$1,420	US\$1,570	Contact provider



Taxes are not included in pricing. Printed books can be ordered for an additional fee.

Please note: The cost of PayTrain Fundamentals and PayTrain Mastery does NOT include the FPC or CPP exam fee.

Order online at www.LearnPayroll.com or call (800) 444-5015

Volume discounts apply to orders of three or more. Contact Mike Downs at (888) 852-6664 or miked@holmescorp.com for details and pricing.

The **Fundamental Payroll Certification (FPC)** exam is offered in North America during a spring and fall testing window. The FPC exam is also offered throughout the year at the Payroll Learning Center after the **Payroll 101: Foundations of Payroll Certificate Program** courses, and at international and military testing locations.

PayTrain® Fundamentals 2024 will help you prepare for the FPC exam offered during the testing windows listed below.

For more information on the FPC exam, visit Payroll.org/FPC

About the FPC Exam



The **Certified Payroll Professional (CPP)** exam is offered in North America during a spring and fall testing window. The CPP exam is also offered throughout the year at the Payroll Learning Center after the **Payroll 201: Payroll Administration Certificate Program** courses, and at international and military testing locations.

PayTrain® Mastery 2024 will help you prepare for the CPP exam offered during the testing windows listed below.

For more information on the CPP exam, visit Payroll.org/ CPP

About the CPP Exam



A number of study aids are available for candidates of the FPC/ CPP Examination. No one source should be considered the only basis for preparation. When studying, candidates should use a number of references to ensure a wide diversity of information. Recommended study time for the FPC exam is 2-3 months; for the CPP exam, 3-6 months. The FPC and CPP examinations are priced separately from the training programs.

2024



FALL

Registration: July 3 – Oct. 4, 2024

Exam: Sept. 7 – Oct. 5, 2024



SPRING

Registration: Nov. 11, 2024 – April 18, 2025

Exam: Jan. 6 – April 19, 2025