



CPP/FPC  
EXAM PREPARATION  
STUDY GROUP - 2016  
QUALIFIES FOR RCH  
CREDIT



## 2 Ways to Study for Your CPP or FPC Exam!

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### Study Group Series

13-Week Series for CPP & 8-Week Series for FPC  
You May Attend all 13 classes in the Series

**Class Dates:** JUNE 7, 2016 – AUGUST 30, 2016  
Every Tuesday from 6:00 pm-9:00 pm

**Fee:** Member: \$55.00 North County or San Diego APA Chapter  
Non Member: \$65.00

**Round Table Pizza, 3440 Marron Dr., Oceanside, CA 92056**

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### 1-Day FPC|CPP Boot Camp

**Class Date:** Saturday, October 1, 2016  
8:00 am to 4:00 pm

*(Light breakfast, snacks and lunch provided)*

**Fee:** Member: \$75.00 North County or San Diego APA Chapter  
Non Member: \$90.00

**Rancho Bernardo**  
**Memjet US Services, Inc. 10918 Technology Place**  
**San Diego, CA 92127**

*Both Will Prepare You to Take and Pass the APA CPP or FPC Certification Exams*

*Material Covered in these classes are based on regulations effective Jan. 1, 2016*

**APA Certification Exam Test Dates: September 17, 2016 through September 15, 2017**

For more information, directions, or to register, visit

[www.nsdccapa.org](http://www.nsdccapa.org)

and click on the EVENTS tab

Downloadable Documents are Provided to Paid Registrants

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## **CPP or FPC Study Group Series**

### **Instructor Information**

Siouxrita Clarke, CPP, President, Program Director & CPP Study Group Coordinator

**Phone:** 760-445-2436

**E-mail:** [jnsclarke@cox.net](mailto:jnsclarke@cox.net)

Alicia Orozco, CPP, CPP Study Group Co-Coordinator

**Phone:** 951-719-7690 Cell

**E-mail:** [aliciao1984@yahoo.com](mailto:aliciao1984@yahoo.com)

and other qualified CPP's from our Chapter

**MUST BRING A CALCULATOR**

Web Page [www.nsdccapa.org](http://www.nsdccapa.org)

### **Course Syllabus**

This is a study group for those who are interested taking the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) exam given by the American Payroll Association.

#### **Course Objective**

Each week we will review different chapters from the 2016 (can use 2015 book) *Payroll Source* and do problems based on different scenarios to help the group understand the concepts needed to pass the exam.

#### **Suggestions for Success**

Be prepared for each meeting by reading the chapter(s) to be discussed ahead of time. Participate in the group discussions. Miss as few meetings as possible. Ensure you give yourself enough time each week to devote to study.



REMEMBER TO  
BRING A  
CALCULATOR TO  
CLASS



## **Class Schedule**

06/07/2016	Section 1 – The Employer-Employee Relationship <b>Chapter 1 – Payroll fundamentals (FPC)</b>	Siouxrita
06/14/2016	Section 2 – Federal and State Wage Hour-Laws <b>Chapter 2 – Fundamentals of Payroll Operations (FPC)</b>	Siouxrita
06/21/2016	Section 3 – Taxable and Nontaxable compensation <b>Chapter 3 – Paycheck Fundamentals (FPC)</b>	Siouxrita
06/28/2016	Section 4 – Health, Accident, and Retirement Benefits <b>Chapter 4 – Payroll Benefit Basics (FPC)</b>	TBA-Siouxrita
07/05/2016	Section 5 – Paying the Employee Section 6 – Withholding Taxes <b>Chapter 5 – Tax Reporting (FPC)</b>	TBA-Steve
07/12/2016	Review Sections 1 – 6, plus Practice Test <b>Review Chapter 1- 5, plus Practice Test (FPC)</b>	Alicia
07/19/2016	Section 7 – Unemployment Insurance <b>Chapter 6 – Payroll Accounting (FPC)</b> <b>Chapter 7 – Professional Payroll Skills and Responsibilities</b>	TBA-Siouxrita
07/26/2016	Section 8 – Depositing and Reporting withheld Taxes <b>Chapter 8 – Preparing for the FPC Exam</b>	TBA-Steve
08/02/2016	Section 9 – Other Deductions from Pay Section 10 – Recordkeeping and Record Retention	TBA-Siouxrita
08/09/2016	Review Sections 7 – 10, plus Practice Test	Alicia
08/16/2016	Section 11 – Payroll Accounting Section 12 – Payroll Systems and Technology	Siouxrita
08/23/2016	Section 13 – Managing a Payroll Department Section 14 – Payroll for U.S. Employees Abroad and Aliens in the U.S.	Siouxrita
08/30/2016	Section 15 – Preparing for the CPP Exam Review Sections 11-15, plus Practice Test	Siouxrita
10/01/2016	<b>Boot Camp 8 am-4 pm @Memjet (Rancho Bernardo)</b> <b>Separate Registration Required</b>	(Nadia), Siouxrita, Alicia, Steve



## **Registration and Fee Form**

**CPP/FPC Study Group June 7-August 30, 2016 Member \$55.00 Non-Member \$65.00**  
**CPP/FPC Boot Camp Oct. 1, 2016 Member \$75.00 Non-Member \$90.00**

*For the Study Group and Boot Camp*  
*“Member” includes Members from either the North San Diego County APA Chapter*  
*or the San Diego APA Chapter*

**MUST BRING A CALCULATOR TO BOTH EVENTS**

Please complete this form and return by mail or bring with you to the next Chapter Meeting

Mail with your check to:  
NSDCC American Payroll Association: P.O. Box 2977, Vista, CA 92085-2977

**Make Check Payable to: “NSDCCAPA”**

**YES!** I want to be certified! Register me in the following:

- ①  **CPP or FPC Study Group Series** Member \$55.00  
Non-Member \$65.00
- ②  **1-Day Boot Camp** Member \$75.00  
Non-Member \$90.00

Enclosed is a check for \$ \_\_\_\_\_ for the event(s) checked above.

Member Name: \_\_\_\_\_

Email: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_