



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 Boot Camp Refresher

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

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

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Alicia Orozco, CPP, CPP Study Group Co-Coordinator

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and other qualified CPP's from our Chapter

MUST BRING A CALCULATOR

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 Chapter 1 – Payroll fundamentals (FPC)	Siouxrita
06/14/2016	Section 2 – Federal and State Wage Hour-Laws Chapter 2 – Fundamentals of Payroll Operations (FPC)	Siouxrita
06/21/2016	Section 3 – Taxable and Nontaxable compensation Chapter 3 – Paycheck Fundamentals (FPC)	Siouxrita
06/28/2016	Section 4 – Health, Accident, and Retirement Benefits Chapter 4 – Payroll Benefit Basics (FPC)	TBA-Siouxrita
07/05/2016	Section 5 – Paying the Employee Section 6 – Withholding Taxes Chapter 5 – Tax Reporting (FPC)	TBA-Steve
07/14/2016	Review Sections 1 – 6, plus Practice Test Review Chapter 1- 5, plus Practice Test (FPC)	Alicia
07/19/2016	Section 7 – Unemployment Insurance Chapter 6 – Payroll Accounting (FPC) Chapter 7 – Professional Payroll Skills and Responsibilities	TBA-Siouxrita
07/26/2016	Section 8 – Depositing and Reporting withheld Taxes Chapter 8 – Preparing for the FPC Exam	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	Boot Camp 8 am-4 pm @Memjet (Rancho Bernardo) Separate Registration Required	(Nadia), Siouxrita, Alicia, Steve

