

Payroll Professional Certification Test Preparation



CenturyCollege
Continuing Education
& Customized Training

IN PARTNERSHIP WITH



**AMERICAN
PAYROLL
ASSOCIATION**



PayTrain
COLLEGE & UNIVERSITY

PayTrain Fundamentals & Mastery

PayTrain Fundamentals (30 hrs)

teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for the FPC certification. Enrollees receive live classroom instruction, textbook, and access to interactive online activities and applications to reinforce topics learned.

Course topics include:

- Payroll Fundamentals
- Payroll Operations
- Paycheck Fundamentals
- Payroll Benefits Basics
- Tax Reporting
- Payroll Accounting
- Career Information: Skills and Responsibilities of the Payroll Professional

PayTrain Mastery (36 hrs)

is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Enrollees receive live classroom instruction, textbooks, and access to interactive online activities and applications to reinforce topics learned.

Please note: PayTrain Fundamentals is a highly recommended prerequisite.

Topics include:

- Employee vs. Contractor Issues
- Payroll Tax Reporting
- Fair Labor Standards
- Federal Taxation and Other Legislation
- Payroll Accounting
- Record Keeping
- Career Information: Skills and Responsibilities of the Payroll Professional

Register Online! www.century.edu/continuinged

For questions on PayTrain Fundamentals or PayTrain Mastery, contact Bridgett Backman at Century College: (651) 779-5788 or bridgett.backman@century.edu



Payroll Professional Certification Test Preparation

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is important to your company's bottom line and also to your career.

The PayTrain College & University program is designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level, and prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams.

For questions on the PayTrain Fundamentals or PayTrain Mastery classes:

Call Bridgett Backman at Century College 651-779-5788 or email bridgett.backman@century.edu

Please refer to www.century.edu/continuinged for the most current course numbers and fee information.

Registration Form / Registration Deadline:

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Male Female Accessibility & Accommodations Needed

Business Name _____

Address _____ City _____ State _____ Zip _____

Business Phone (____) _____ Email _____

Course Number	Course Name	Course Fee
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Course Fees: \$ _____

REGISTRATION METHODS

(one registration form per person, photocopy for additional copies)

Mail to: Century College, East Campus Room 2331, 3300 Century Ave N, White Bear Lake, MN 55110

Phone: 651-779-3341 or **Fax:** 651-779-5802

PAYMENT INFORMATION

Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).

Business purchase order attached

Please charge to my: ____ VISA ____ Mastercard ____ Discover
Account #: _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____