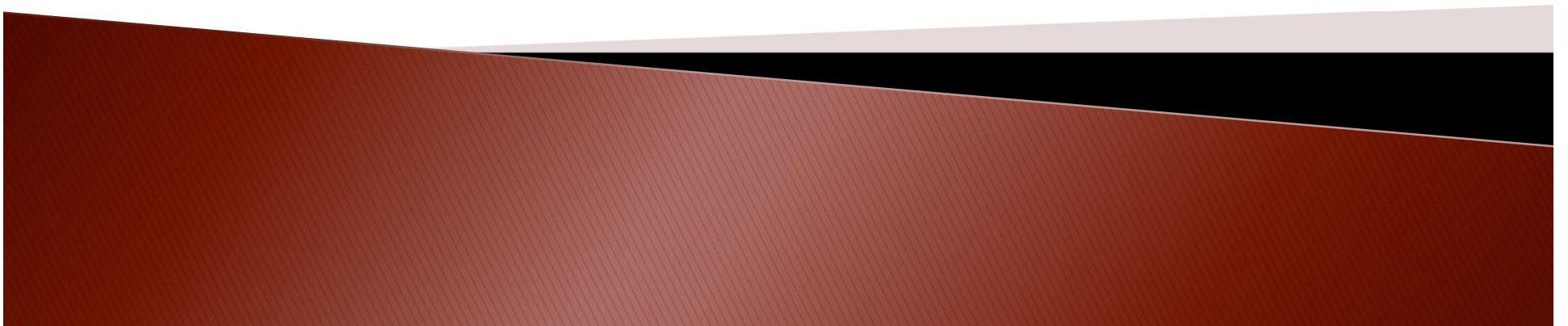


C.P.P.

Take the Plunge!



# What is the C.P.P.?

- ▶ Developed and Offered by the American Payroll Association since 1982
  - Recognition of professional skill set and continuing education
  - Establishes a standard for payroll professionals
  - Encourages career growth
  - Test is geared toward management level
  - Questions are designed to test your knowledge and your ability to apply working knowledge in a payroll environment.
  - As of January 2017, there are over 11,000 employees that hold this certification.



# Eligibility

- ▶ Option 1: Must have been practicing payroll a total of 3 of the 5 years preceding the date of the examination.
- ▶ Option 2: Must be employed in the practice of payroll for last 24 months and has taken a series of outlined courses through the APA.
- ▶ Option 3: Must be employed in the practice of payroll for the last 18 months, holds the FPC certification and has taken a series of outlined courses through the APA.



# Practicing Payroll

- ▶ Areas Include:
  - Payroll Production,
  - Payroll Reporting,
  - Payroll Accounting,
  - Payroll Systems,
  - Payroll Taxation,
  - Payroll Administration,
  - Payroll Education/Consulting



# Content of the CPP Exam

- ▶ I. Core Payroll Concepts 27%
- ▶ II. Compliance/Research & Resources 21%
- ▶ III. Calculation of the Paycheck 20%
- ▶ IV. Payroll Process & Supporting Systems  
& Administration 9%
- ▶ V. Payroll Administration & Management 10%
- ▶ VI. Audits 7%
- ▶ VII. Accounting 6%



# Format of the CPP Exam

- ▶ Exam administered electronically
- ▶ Four (4) hours to complete exam
- ▶ Exam consists of 190 Multiple-Choice questions, including 25 that are pre-test questions.
  - Pre-test questions are not counted toward score.
  - Pre-test questions are used for statistical purposes only.
- ▶ Passing score is 300 and above.



# Exam Dates

## ▶ Spring 2017

- Registration: January 17–April 21
- Exam Window: March 25–April 22
  - Spring 2017 Exam uses Federal laws & regulations in effect as of 1/1/2016

## ▶ Fall 2017

- Registration: July 11 – October 13
- Exam Window: September 16– October 14
  - Fall 2017 Exam uses Federal laws & regulations in effect as of 1/1/2017



# Exam Information

- ▶ Complete the Application for Certification by Examination at [www.americanpayroll.org](http://www.americanpayroll.org)
- ▶ Candidates must pay the examination fee at time of application.
  - Current cost is \$370
- ▶ Once the above two happen APA will notify you that you are authorized to take the exam.
- ▶ Now visit Pearson VUE and make a reservation to take the exam.





# Exam Day

- ▶ Candidates must bring to the testing center on examination day the following:
  - Two forms of identification
  - Proof of name change (if your name has changed since the time of reservation) in the form of a marriage certificate, etc.
  - Military candidates must present their military ID to enter the military testing locations
- ▶ Recommended to bring a battery-operated, silent calculator



# Study Options:

- ▶ Join Charm City's CPP Review Class
  - Runs June 24<sup>th</sup>– August 31<sup>st</sup>

<u>DATE</u>	<u>TIME</u>	<u>CLASS</u>	<u>SECTION #'S</u>
6/24/2017	9:00–1:00	WITHHOLDING/ UNEMPLOYMENT TAX	6 & 7
6/29/2017	6:00–9:00	FED/STATE WAGE & HOUR LAW	2
7/13/2017	6:00–9:00	REPORTING & DEPOSITING TAXES	8
7/22/2017	9:00–1:00	HEALTH, ACCIDENT & RETIREMENT BENEFITS	4
7/27/2017	6:00–9:00	OTHER DED & RECORDKEEPING RETENTION	9 & 10
8/3/2017	6:00–9:00	MANAGE DEPT & US EE ABROAD/ALIENS	13&14
8/12/2017	9:00–1:00	TAXABLE & NONTAXABLE COMPENSATION	3
8/17/2017	6:00–9:00	EE/ER RELATIONSHIP & PAYING EE	1 & 5
8/24/2017	6:00–9:00	ACCOUNTING & SYSTEMS TECHNOLOGY	11 & 12
8/31/2017	6:00–9:00	TEST	TEST

# Study Options Con't:

- ▶ Join Charm City's CPP Review Class
  - Class runs 10 weeks and Uses Payroll Source Book
  - Costs for review class
    - Member w/book \$475, Member w/o book \$250
    - Non-Member w/book \$495, Non-Member w/o book \$275
  - Class is held Residence Inn Baltimore BWI airport
    - 1160 Winterson Road
    - Linthicum, MD 21090



# Once you Pass!!

- ▶ CPP Certification is good for a 5 year period
  - Must retain 120 RCH's over the 5 year period to renew your CPP.
  - Charm City Payroll Association offers RCH's for all meetings, all day conference and participation in the CPP review class (Once certified).
- ▶ Questions?

