

Greetings to the New York Metro Area Payroll Community

If you have made your commitment to become certified in the spring, you will want to begin your preparations for the exam today!! The holidays have just begun and they are guaranteed to get in the way of your study schedule. So let's get started!!

The APA NY Metro Chapter is here to provide you with the assistance you need to prep for the CPP or FPC exam. The upcoming Spring 2016 exam period for North America runs from March 26th – April 23rd, 2016. Test registration opens on January 19, 2016. Please note that the Spring 2016 test will use all limitations in effect on January 1, **2015**.

Before you register for the exam **you must read the certification CPP or FPC handbook published by the Certification Board of the American Payroll Association** to make sure you qualify to take the exam. You can obtain a copy of the handbook by downloading it from the National APA website at www.americanpayroll.org/certi.html or by calling the Certification Office of the APA at (210) 226-4600. Once you confirm that you qualify you will want to read all other information available to you on the website. We then urge you to register for your preferred test date early to secure your spot.

Important Study Group Requirements & Information:

- **Dates:** The group will meet for 10 weeks on Wednesdays from January 20 – March 23, 2016.
- **Time:** 6PM -8PM; If you are already certified, each 2 hour session that you attend will be worth 2 RCH. Please note that you cannot repeat the same 2 hour sessions in the summer and receive credit. Credit for each session can only be granted once per year.
- **Location:** AKRF, Inc. 440 Park Ave South, 7th Floor New York, NY 10016
- **Cost:** \$100 due by January 15th. Late registration, if space is available will be \$150, first come, first served. The only accepted payment method is PayPal. Please visit our website: <http://www.apanewyorkmetro.com/study-group/> .
Your payment via PayPal will be considered as your registration.
- **Text:** The Payroll Source – 2015 Edition – published by The American Payroll Association and obtained on the National APA Website. You are responsible for obtaining the textbook (also available in CD Format). Lessons One and Ten should be read prior to the first meeting with
- every attempt to complete the short answer, true/false and multiple choice questions.

The Board members of the APA New York Metro Chapter wish you success in your studies and testing. Remember, if you are a current CPP or FPC, you can earn 2 RCH for each class attended during the winter session.

Sharon Cook, CPP – President & Educational Director

Michael Heredia, CPP – Vice President & Co-Treasurer

Sharon Richardson, CPP – Co-Treasurer & Study Group Co-Chair

Beverly Massey, CPP - Secretary, & Community Outreach Co-Chair

Judith Thomson, CPP - Government Liaison, Study Group & Community Outreach Co-Chair

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