

!! Greetings to the New York Metro Area Payroll Community !!

If you have made your commitment to become certified in the payroll profession in 2017 you will want to begin your preparations for the exam no later than today!!

Won't it feel good to get it out of the way before Winter! Make certification your goal for this 2017. It's a resolution that is completely obtainable!

or

You may already be certified and are seeking an economical way to earn RCHs and retain your certification.

By providing you with a study group the APA NY Metro Chapter can assist you with your preparation for the CPP or FPC exams. Please note that you must learn the material before taking the study group or you will not be able to keep up. If you plan to attend open your Payroll Source and get started on Section One. But if you are already certified the study group can keep you up to date on compliance and grant you up to 20 RCHs per year. Below is more information and how you register for the Study Group:

Important Study Group Requirements & Information:

- **Dates:** The group will meet for 10 weeks on Wednesdays from June 28th – August 30th.
- **Time:** 6PM to 8PM - If you are already certified, each 2 hour session that you attend will be worth 2 RCHs. Please note that you cannot repeat the same 2 hour sessions (one in winter and once in summer) and receive credit. Credit for each session can only be granted once per year.
- **Location:** 350 5th Ave. 19th floor, NY, NY 10118 – Empire State Building. **Details for entry to the Empire State Building will be provided to registrants.**
- **Cost:** \$100 due by June 23rd - Late registration, if space is available will be \$150, first come, first served. The only accepted payment method is PayPal. Please visit: <http://www.apanewyorkmetro.com/> --- From the Home Page ---> click on membership/PayPal ---> study group, to submit your payment for the study group. **Your payment via PayPal will be considered your registration.**

Please note that 2017 study group registration opens now!!

- **Text:** The Payroll Source – 2017 Edition – published by The American Payroll Association and obtained on the National APA Website. You are responsible for obtaining the textbook. Sections One and Ten (two sections) should be read prior to the first meeting with every attempt to complete the short answer, true/false and multiple choice questions. If you do not have the 2017 edition, 2016 will do. As a study tool you will update any reference to a 2016 limitation to the 2017 limitation.

For those who plan to test, 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](tel:2102264600). Once you confirm that you qualify

to take the exam you will want to read all other information about the exam that is available to you on the website. We then urge you to register for your preferred test date early to secure your spot. Testing information as follows:-

Fall 2017 CPP/FPC Exam

Exam Registration Period: July 11 - October 13

Exam Window: September 16 - October 14

For CPP and FPC exams administered September 16, 2017 through September 15, 2018, questions should be answered based on Federal laws and regulations in effect as of 1/1/2017.