

Southern Fairfield County Chapter – American Payroll Association  
Presents  
A CPP Exam Preparation Course



June 16th through September 1st, 2007  
Every Saturday Morning from 9:00 a.m. to 12:00 p.m.

The Southern Fairfield County Chapter of the American Payroll Association invites you to attend this CPP study session, a twelve-week preparatory class for the Certified Payroll Professional (CPP) exam.

**Topics that will be covered include:**

**Payroll Basics** – describes some of the legal intricacies, which make the issuance of timely, accurate paychecks, a job for professionals.

**Fundamentals of Payroll Practice** – deals with the complexities involved in handling both benefit programs and some of the deductions that are taken out of employees' paychecks.

**Federal Taxation and Other Legislation** – regulatory concerns that make your profession so demanding and so complex.

**Payroll Accounting** – provides a glance at some of the ways the payroll affects your firm's financial statements.

**Record Keeping and Systems** – look at payroll from a systems point of view. Learn to streamline your unending paperwork.

**Payroll Management** - describes some basic management concepts recognized by experts in the field.

The fee for this 12-week session is \$275.00 . An outside testing company contracted by the American Payroll Association administers the CPP Exam twice per year. There is an additional fee for the certification exam. Contact the American Payroll Association at [www.americanpayroll.org](http://www.americanpayroll.org) for more details.

**To register, complete the attached registration form and mail it with your payment by May 21st, 2007. Late registrations received after May 29th will be \$325.00.** Space is limited to the first 18 participants. Registration will be made on a first-come, first-serve basis with preference given Local and National Chapter Members. Please complete and mail the attached registration form and your check made payable to **Southern Fairfield - APA** to:

CPP Study Group  
Southern Fairfield County Chapter  
Attn: Daryl Haley  
P.O. Box 2183  
Norwalk, CT 44133

Call Daryl Haley (347) 596-3364 between 9:00 a.m. and 4:30 p.m. weekdays if you have any questions. **Cancellations made by May 30th, 2007 will be refunded in full. Cancellations made after June 4th, 2007 will not be refunded.** An e-mail confirmation and directions to the class will be sent to participants. The study sessions will be held at:

Riverfront Library  
One Larkin Center  
Yonkers, New York 10701  
(914) 337-1500

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(Detach here)

**REGISTRATION – CPP EXAM PREPARATION COURSE (Please type or print clearly)**

Submit separate registration form for each participant

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_ ZIP CODE \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: (**must be completed**) \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_

Are you a member of the Southern Fairfield County Chapter? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of the National APA Association? Yes \_\_\_\_\_ No \_\_\_\_\_ Membership Number \_\_\_\_\_