



American Payroll Association PayTrain College & University



In cooperation with the American Payroll Association, Penn State Lehigh Valley presents the PayTrain College and University program for payroll professionals. Comprised of two professional development courses, PayTrain Fundamentals and PayTrain Mastery, this program is designed for all levels of payroll administration.

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry and those who are preparing for the FPC or CPP certification examinations. This course will provide students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.

PayTrain Mastery 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. Please note, the PayTrain Fundamentals course is a prerequisite.

PAYTRAIN FUNDAMENTALS COURSE INFORMATION

- Dates: Saturdays, October 18 – December 13, 2008 (no class November 29); 9 a.m. – 1 p.m.
- Location: Penn State Lehigh Valley Corporate Learning Center
100 Brodhead Road, Suite 120, Bethlehem, PA
- Cost: \$695 (includes course materials)

NOTE: Participants in the PayTrain Mastery course are required to complete the PayTrain Fundamentals course or submit proof of proficiency by passing the APA Knowledge Assessment Calculator (KAC).

CONTACT INFORMATION

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APA Lehigh Valley Chapter information can be found at:

www.lvpaapa.org

IN PARTNERSHIP WITH



Penn State Lehigh Valley
8380 Mohr Lane, P.O. Box 549
Fogelsville, PA 18051-0549
610-285-5000
FAX: 610-285-5220

Penn State Lehigh Valley Corporate Learning Center
100 Brodhead Road, Suite 120
Bethlehem, PA 18017
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www.lv.psu.edu

Registration Form for the American Payroll Association (APA) PayTrain Fundamentals Course

(This form may be reproduced.)

Complete this form to register for the PayTrain Fundamentals Course. Registration options include:

Mail—Complete all sections and mail with payment to address below.

Walk-in—Stop by our Penn State Lehigh Valley campus at 8380 Mohr Lane, Fogelsville.

Fax—Send a fax to our registration office at 610-285-5135 with your VISA or MasterCard number and expiration date.

Company authorization—A letter of authorization must accompany a completed registration form.

Last name First name Middle name

Social Security number (required)*

Date of Birth

Male Female

Home address (number and street or box number)

City

State

ZIP code

Home phone

Business phone

E-mail address

Business address (number and street or box number)

City

State

ZIP code

APA PayTrain Fundamentals Course Fee: \$695

Method of Payment:

A check is enclosed payable to **The Pennsylvania State University.** Bill my sponsoring organization to the attention of:

Name

Title

Organization

(A letter of authorization must accompany this request; please provide address.)

Charge my: () MasterCard () VISA In the amount of: \$_____

Cardholder's signature

Cardholder's name - Please Print

Card number

Expiration date

Send to:

Penn State Lehigh Valley, Registration Office, 8380 Mohr Lane, P.O. Box 549, Fogelsville, PA 18051-0549

*The social security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services, such as transcripts, enrollment verification, tax reporting, financial aid and other services may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a central system and only used for official reporting and record keeping. It will not be used as a primary source to identify you within the Penn State system; the PSU ID will be used as the primary identifier.