

CPP & FPC Online Study Group

Information on the January 2012 Online Study Group

As a student of the study group please be aware that class times are subject to change (unlikely, but it can happen). The class usually lasts between one and half to two hours. Sometimes more, depending on the amount of conversation and questions on the topic covered each week. The Payroll Source is the main text used during this session; however, there will be updated chapter summaries so you can use an older version. You can order the Payroll Source directly from the APA through their website at www.americanpayroll.org.

The weekly files will be emailed to you each week in advance so that you have at least one week to work on them prior to the start of that class. However, they will ONLY be emailed to you if we have received both your registration form via email and your registration fee via PayPal (see instructions below).

Each chapter should be read BEFORE that class meets. The quizzes should be completed BEFORE the class meets as well. There will be a small lesson plan for each chapter then the quiz will be reviewed. Before the class ends, there will be a review of any questions the students have related to that chapter or a previous chapter.

After all the classes have reviewed the chapter, the answers to the quizzes and exams will be emailed to the study group members. Subsequent chapters will be emailed in advance in the same manner.

- Cost is \$100.00
- Payment is required to be made via PayPal. This is the only form of payment accepted.
- Your membership fee includes a KAC. What is a KAC? This is an assessment given via the Internet by the American Payroll Association, which tests you and gives you feedback and recommendations regarding your path to being a CPP. It will let you know what your strong points are and your weak points. This is a very valuable tool in determining if you are ready for the CPP.
- There will not be any refunds, transfers, rollovers, etc. for any reason.
- Registration is on a first come first serve basis. Your registration form, with payment, is due by January 3rd if you are to get your study information on time. Please email your registration form and make payment via PayPal by this deadline. Any registration forms received after January 3rd are not guaranteed to be approved. We highly recommend you get your registration forms in as soon as possible because we usually have to turn away students due to meeting the membership capacity. Send your registration in early to ensure a spot in the group.
- If you have any questions, contact Dusty Dixon at dustyadixon@yahoo.com.

Instructions to register and pay for the online study group:

1. Complete the enrollment form (no blanks please).
2. Registration fee is \$100. Payment methods accepted: Payment is required via PayPal.
 - a. To pay with a credit card or bank account online via PayPal:
 - i. Go to the PayPal website at www.paypal.com
 - ii. Click on send money at the top of the page. The email address that you should send funds to is paypal@cppfpcstudygroup.com.
 - iii. Review the details of your payment and click on send money.
 - b. Email the completed registration form to dustyadixon@yahoo.com. If you have any trouble with the form, you can just simply email the information from the form to dusty.
 - c. Please be patient. You will receive information approx. 1-2 weeks before the first scheduled class. ☺