

# CPP & FPC Online Study Group

WWW.CPPFPCSTUDYGROUP.COM

## Information on the January 2010 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. The Payroll Source (2009) 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](http://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 weeks class. However, they will ONLY be emailed if we have received both your registration form and your registration fee. Therefore, please get your check or pay pal payments in as soon as possible so that you do not miss any emails.

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 \$75.00
- 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.
- Refunds: You will have from the date you are approved until January 8<sup>th</sup> to test your connection to the Internet chat room. If you cannot establish a connection between these dates and you have made reasonable attempts to contact the study group administrator via email at [dustyadixon@yahoo.com](mailto:dustyadixon@yahoo.com) for help, then you will be entitled to a refund. The refund must be requested on or before January 8<sup>th</sup>. There will not be any refunds, transfers, rollovers, etc. after this date.
- Registration is on a first come first serve basis. Your registration form, with payment, is due by January 8<sup>th</sup>. Please mail your registration no later than a week prior to the deadline. Any registration forms received after January 8<sup>th</sup> are not guaranteed to be approved. Once we reach the maximum amount of students for each night's class (25 students maximum per session) registration will be closed for that class even if it is prior to January 8<sup>th</sup>. We highly recommend you get your registration forms in as soon as possible. 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.
- The chat room website is <http://www.cppfpcstudygroup.com/> - top right hand side, click on "chat".
- If you have any questions, contact Dusty Dixon at [dustyadixon@yahoo.com](mailto:dustyadixon@yahoo.com).
- There will be a \$25 fee for all returned checks.

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## Instructions to register and pay for the online study group:

1. Complete the enrollment form (no blanks please).
2. Registration fee is \$75. Payment methods accepted: PayPal (preferred method) or check by mail.
  - a. To pay with a credit card or bank account online via PayPal:
    - i. Go to the PayPal website at [www.paypal.com](http://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](mailto:paypal@cppfpcstudygroup.com).
    - iii. Review the details of your payment and click on send money.
    - iv. Email the completed registration form to [dustyadixon@yahoo.com](mailto:dustyadixon@yahoo.com).
  - b. If you would prefer to mail a check, mail the completed registration form and a \$75 check made payable to Online Study Group c/o Dusty Dixon to:
    - i. Online Study Group  
c/o Dusty Dixon  
179 Bellingham Lane #303  
Cordova, TN 38018
  - c. You will be notified via email once we have received both your registration form and payment.