

CPP Continued Competency Program

Recertification File Folder

In order to maintain certification, CPPs must accumulate a minimum of 120 qualifying Recertification Credit Hours (RCHs) within the recertification period OR retake and pass the Certified Payroll Professional Examination. Recertification period is explained in the enclosed General Information Sheet.



When recertifying through continuing education, each qualifying education program must be recorded in the Program Log section of this folder. Documentation verifying participation must also be retained in the event of an audit.

Programs to Be Listed

- * All APA National courses, seminars, and conferences
- * Approved APA chapter meetings and statewide conferences
- * Approved college/university courses
- * Approved internal/vendor/third-party educational courses, seminars, and conferences

Documentation Required

- * APA's participant Thank You Letter
- * Certificate of participation or proof of attendance
- * Official transcript, course description, APA's Approved Provider Logo displayed
- * Certificate of participation or proof of attendance with APA's Approved Provider Logo displayed

* Programs must cover material within the Content Outline of the exam or within the definition of payroll industry. Non-APA National programs must be approved by APA and the provider must be an APA approved provider. Copies of both the Content Outline and Frequently Asked Questions can be obtained at www.americanpayroll.org/certi/html.

If you are uncertain whether non-APA National programs qualify for RCHs toward CPP recertification, please contact the Certification Department at certification@americanpayroll.org or (210) 226-4600, ext. 2238 or 2312.

Recertification Credit Conversion Chart (120 RCHs needed for recertification)

One (1) Continuing Education Unit (CEU)	10 Recertification Credit Hours (RCHs)
One (1) Semester Credit	10 Recertification Credit Hours (RCHs)
One (1) Quarter Credit	5 Recertification Credit Hours (RCHs)

A Recertification File Folder is sent to each CPP after initial successful completion of the certification exam. A new folder is sent upon recertification. Each folder is to be maintained for the recertification period. The CPP is responsible for maintaining an accurate record of each program attended along with the required documentation as outlined above that qualifies for CPP recertification. Each program attended must be entered on the inside of this folder listing: date; program name; content outline or payroll area; approved provider's name; type of documentation provided; number of approved RCHs.

A copy of the log only must be forwarded to APA's Certification Department at the end of the recertification period. In the event of an audit, the CPP will be required to produce all applicable documentation. Further instructions regarding the recertification procedures will be sent at the beginning of the year in which your certification is due for renewal. **Please notify APA's Certification Department of any change in name, employer, address, phone number, e-mail, etc.**

Recording RCHs – Instructions –

As you accumulate qualifying recertification credit hours, record the following information on the program log:

Date: Enter the date on which a qualifying program was attended. If recertifying for the first time, or if recertifying through reexamination, CPPs may begin to log programs attended immediately after attaining certification, through December 31 five full calendar years after the year in which certification was attained. CPPs who have recertified at least once through continuing education will log qualifying programs attended beginning January 1 following the year recertified through December 31 of the five-year recertification period.

- A CPP who certified (or recertified through reexamination) during the 2006 testing windows has from the date of certification through December 31, 2011, to recertify through continuing education.
- A CPP who recertified through continuing education at the end of 2006 has from January 1, 2007, through December 31, 2011, to recertify through continuing education.

Program Attended: List each qualifying program attended as a participant and/or instructor during the recertification period. In addition to all APA National courses, seminars, and conferences, other programs providing learning opportunities within the exam content outline include, but are not limited to, approved APA local chapter meetings, regional or statewide conferences, college or university courses, and vendor or third-party programs offered by approved providers. All programs must cover material within the exam's content outline or within the areas defined as the payroll industry (listed below) and must focus on increasing knowledge and/or skills in the practice of payroll. Payroll Industry is defined as: Payroll—production, reporting, accounting, systems, taxation, administration, education/consulting.

NOTE: RCHs can be logged only once per program attended, as a participant and/or instructor, within a calendar year. For example, attendance as a participant and/or instructor of APA's Payroll Practice Essentials - Parts I and II in February and again in June qualifies only for the initial 18 RCHs earned in February.

Content Code/Payroll Area: For all non-APA National programs – enter the applicable numeric/alpha designation from the exam content outline. For example, for program topic FLSA, enter "I.B." on the log. This represents the numeric/alpha designation for this topic in the content outline. If a program does not fall within the content outline but addresses one or more of the areas defined as "payroll industry" qualifying for recertification, enter the applicable payroll area. For example, a program on preparing corporate tax returns such as Form 5500 falls under the area – Payroll Taxation. **APA National programs do not require a numeric/alpha content code or payroll industry area.**

If you are uncertain whether non-APA programs qualify for RCHs toward CPP Recertification, please contact APA's Certification Department at certification@americanpayroll.org or (210) 226-4600, ext. 2238 or 2312.

Approved Provider's Name: Enter the name of the organization, college, or university offering the program.

Type of Documentation: Enter the type of documentation provided as proof of program attendance. Acceptable documentation is listed on the front of this file folder. It is not necessary to submit the documentation when recertifying. However, you must retain all documentation and submit to APA's Certification Department if you are selected during a mandatory audit.

RCHs: RCHs are the official recertification unit for all those certified by the American Payroll Association. Enter the applicable approved RCHs for each program attended. RCHs are defined as the number of actual educational clock hours spent as a participant or instructor in direct participation in a structured educational format. Lunch, breaks, and exhibit hall times are not included as educational time. Time spent on general business topics at chapter or company meetings is not included as educational time. Partial hours must be rounded down to the next lowest half-hour. Thus, a program one hour and forty-five minutes in length is rounded to 1.5 RCHs. Convert CEUs, CPE credits, and semester or quarter credits to RCHs for the purpose of logging recertification information. In order to recertify through continuing education, qualifying RCHs must total at least 120. RCHs in excess of 120 cannot be carried over into the next recertification period. Please enter the total approved RCHs in the "Total RCHs" box.

General Information Sheet

Information for Maintaining the CPP Recertification File Folder

The Recertification Period

For CPPs recertifying for the first time, or CPPs recertifying through reexamination, the recertification period begins the day certification is attained through December 31 five full calendar years later. For example, for a certification attained in 2006, the CPP has from the date of certification until December 31, 2011, to obtain 120 qualifying RCHs.

For CPPs who have recertified at least once through continuing education, the recertification period begins January 1 of the year following recertification and ends on December 31 of the fifth year following recertification. For example, for recertification at the end of 2006, the CPP has from January 1, 2007, through December 31, 2011, to obtain 120 qualifying RCHs.

Determining If Continuing Education Meets APA Requirements for Recertification

The following checklist will assist in determining if continuing education programs meet APA's standards in qualifying for CPP recertification.

For a program to qualify toward recertification, you must be able to answer YES to all of the following questions:

- Does the content of the program fall within the Content Outline for the Certified Payroll Professional (CPP) Examination?

OR

- Does the content of the program fall within the definition of payroll industry as listed in the CPP Handbook: Payroll – production, reporting, accounting, systems, taxation, administration, education/consulting?
- Is the program geared toward professionals in the field of payroll? For example, a program entitled "Stress Management" would need further evaluation to determine if the subject matter specifically targets the types of stress payroll professionals encounter on the job (e.g., tackling year-end, dealing with tax protestors or angry employees).
- Was the program attended during the applicable recertification period?

AND

- Is the program provider an APA Approved Provider?
- Does the proof of attendance or program agenda display the APA Approved Provider Logo?

Recertification Process

A notice is sent to CPPs at the beginning of the year in which their certification is due for renewal. A reminder letter including complete instructions and a recertification invoice is sent on or before November 1.

If recertifying through continuing education, CPPs have until early February of the year following the recertification period to submit recertification information to APA. NOTE: Only the program log, invoice, and recertification fee are required to be submitted (not the applicable documentation unless audited).

If recertifying through reexamination, CPPs must take and pass the CPP exam during the testing windows within the year their certification is due for renewal.

It is extremely important to keep your contact information current with APA's Certification Department. Please report any changes to:

American Payroll Association
Certification Department
660 N. Main Avenue, Ste. 100
San Antonio, TX 78205

Or e-mail: certification@americanpayroll.org

CPPs not meeting the recertification requirements or who fail to submit the applicable information will lose their CPP designation retroactive to December 31 of the year in which the designation expired.

Mandatory Audit

Ten percent of recertifying CPPs are randomly selected for an audit. If selected, a notice and detailed instructions for the audit process will be sent on or before March 15 of the year following the certification renewal year.

If selected for audit, in addition to the program log, invoice, and recertification fee, ALL applicable copies of documentation proving program attendance MUST be submitted to APA's Certification Department for review.

For questions, comments, or concerns relating to certification, please contact us at certification@americanpayroll.org or (210) 226-4600, ext. 2238 or 2312. For more information relating to certification and recertification visit the FAQ section on APA's Web site at www.americanpayroll.org/certi/html.