

APA APPROVED PROVIDER

April 4, 2008

PROVIDER	PROGRAM DATE APPROVAL VALID FOR/ THROUGH	PROGRAM/ COURSE/ TOPIC	APPROVED RCHs	COURSE CODE	
ADP MAJOR ACCOUNTS					
Employees Only					
	Various Dates Through December 31, 2008	1099 Miscellaneous Concepts (web-based)	1	08MAEE	001
	Various Dates Through December 31, 2008	Achieving Excellence	6	08MAEE	176
	Various Dates Through December 31, 2008	Adjustments Using the ASP Form (self-study)	1.5	08MAEE	002
	Various Dates Through December 31, 2008	ADP e-Time 1000 (group live)	13	08MAEE	177
	Various Dates Through December 31, 2008	ADP ezLaborManager for Payroll Administrators 11.14 (group live)	6.5	08MAEE	178
	Various Dates Through December 31, 2008	ADP ezLaborManager for Payroll Administrators 11.14 (internet-based live)	6.5	08MAEE	179
	Various Dates Through December 31, 2008	ADP GL	1	08MAEE	180
	Various Dates Through December 31, 2008	ADP Pay eXpert - Learning More about AutoPay Processing Tasks (internet-based live)	1.5	08MAEE	181
	Various Dates Through December 31, 2008	ADP PC/Payroll - Learning ADP PC/Payroll Advanced Features and Tasks (internet-based live)	1.5	08MAEE	182
	Various Dates Through December 31, 2008	ADP PC/Payroll - Learning ADP PC/Payroll Upgrade Features and Tasks (internet-based live)	1.5	08MAEE	183
	Various Dates Through December 31, 2008	ADP PC/Payroll - Learning More about AutoPay Processing Tasks (internet-based live)	1.5	08MAEE	184
	Various Dates Through December 31, 2008	ADP PC/Payroll & Pay eXpert - Learning Year-End Processing Tasks (internet-based live)	1.5	08MAEE	185
	Various Dates Through December 31, 2008	ADP PC/Payroll (Data Conversion Services) (self-paced)	14.5	08MAEE	003
	Various Dates Through December 31, 2008	ADP PC/Payroll 1.5-days (group live)	10	08MAEE	186
	Various Dates Through December 31, 2008	ADP PC/Payroll 1-day (group live)	6.5	08MAEE	187
	Various Dates Through December 31, 2008	ADP PC/Payroll 2-days (group live)	13	08MAEE	188
	Various Dates Through December 31, 2008	ADP PC/Payroll HR/Profile: Part 1: Introduction to HR/Profile (internet-based live)	2	08MAEE	189
	Various Dates Through December 31, 2008	ADP PC/Payroll HR/Profile: Part 2: Administering Benefits (internet-based live)	2	08MAEE	190
	Various Dates Through December 31, 2008	ADP PC/Payroll HR/Profile: Part 3: Tracking Employee Performance & Skills (internet-based live)	2	08MAEE	191
	Various Dates Through December 31, 2008	ADP PC/Payroll HR/Profile: Part 4: HR-Only Companies and Other Features (internet-based live)	2	08MAEE	192
	Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Advanced: Part 1: Introduction and Decode (internet-based live)	2	08MAEE	193

Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Advanced: Part 2: Sum (Distinct) and Database Grouping (internet-based live)	2	08MAEE	194
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Advanced: Part 3: SQL Functions, Report Variables and Advanced Functions (internet-based live)	2	08MAEE	195
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Advanced: Part 4: Other Report Formats and Workshops (internet-based live)	2.5	08MAEE	196
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Basics Part 1: Introduction and Overview (internet-based live)	2	08MAEE	197
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Basics Part 2: Catalog (internet-based live)	1.5	08MAEE	198
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Basics Part 3: Multiple Tables, Derived Fields, and Selection Criteria (internet-based live)	2	08MAEE	199
Various Dates Through December 31, 2008	ADP PC/Payroll ReportSmith Basics Part 4: Formatting and Workshops (internet-based live)	2	08MAEE	200
Various Dates Through December 31, 2008	ADP PC/Payroll: Part 1: Processing a Basic Payroll (internet-based live)	2.5	08MAEE	201
Various Dates Through December 31, 2008	ADP PC/Payroll: Part 2: Expanding on the Payroll Process (internet-based live)	2.5	08MAEE	202
Various Dates Through December 31, 2008	ADP PC/Payroll: Part 3: Working with Pay Information (internet-based live)	2.5	08MAEE	203
Various Dates Through December 31, 2008	ADP PC/Payroll: Part 4: Putting it All Together (internet-based live)	2.5	08MAEE	204
Various Dates Through December 31, 2008	ADP Portal Overview (self-paced)	1	08MAEE	004
Various Dates Through December 31, 2008	ADP Service Connection Web Site (web based)	1	08MAEE	005
Various Dates Through December 31, 2008	ADP System Overview (self-paced)	3	08MAEE	006
Various Dates Through December 31, 2008	ADPCheck, FSD and TotalPay Concepts Setup (self-study)	1.5	08MAEE	206
Various Dates Through December 31, 2008	ADPCheck, FSDD, and TotalPay Concepts (self-paced)	1.5	08MAEE	007
Various Dates Through December 31, 2008	Advanced Special Calculations - Coefficient and Sliding Scale Module (instructor-led)	1.5	08MAEE	009
Various Dates Through December 31, 2008	Advanced Special Calculations - Guaranteed Rates (instructor-led)	1.5	08MAEE	010
Various Dates Through December 31, 2008	Advanced Special Calculations - Net-to-Gross (instructor-led)	1.5	08MAEE	011
Various Dates Through December 31, 2008	Advanced Special Calculations - Piecework Payroll (instructor-led)	1.5	08MAEE	012
Various Dates Through December 31, 2008	Analyze and Set Up Consolidated Management Report Schedules (self-study)	2	08MAEE	013
Various Dates Through December 31, 2008	Analyzing a Client's Needs for a Resequencing, Spin-Off, or Merge in ADP PC/Payroll (self-study)	1.5	08MAEE	014
Various Dates Through December 31, 2008	Analyzing and Setting Up Fixed Management Reports (self-study)	2.5	08MAEE	015
Various Dates Through December 31, 2008	Analyzing Clients' Basic Reporting Needs (self-study)	6	08MAEE	016
Various Dates Through December 31, 2008	Analyzing and Setting Up Management Report Alpha Calculations (self-study)	3	08MAEE	017
Various Dates Through December 31, 2008	Assist Clients to View Employee Check View Details in ADP (self-study)	1.5	08MAEE	018

Various Dates Through December 31, 2008	Assist/Support Clients to Track Applicants and Transfer to New Hire Status (self-paced)	1	08MAEE	019
Various Dates Through December 31, 2008	Assist/Support Clients with Maintaining HR/Profile Employee Information (self-paced)	1	08MAEE	020
Various Dates Through December 31, 2008	Assist/Support Clients with Setting Up and Assigning Benefit Plans to Employees (self-paced)	1	08MAEE	021
Various Dates Through December 31, 2008	Assist/Support Clients with Setting Up Benefit Plans and Providers (self-paced)	1	08MAEE	022
Various Dates Through December 31, 2008	Assist/Support Clients with Tracking HR/Profile Information and Generating Reports (self-paced)	1	08MAEE	023
Various Dates Through December 31, 2008	Assist/Support Clients with Using HR-Only Companies to Archive Employees (self-paced)	1	08MAEE	024
Various Dates Through December 31, 2008	Assisting Clients to Create Manual Checks Using QuickCalc (web-based)	1	08MAEE	025
Various Dates Through December 31, 2008	Assisting Clients to Set Up and Maintain Pay eXpert Payroll Validation Tables (web-based)	1	08MAEE	026
Various Dates Through December 31, 2008	Assisting Clients with ADP PC/Payroll for Windows Single-User Installations (web-based)	1	08MAEE	027
Various Dates Through December 31, 2008	Assisting Clients with Cancelling and Reversing Direct Deposit (self-paced)	1	08MAEE	028
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee Direct Deposit Enrollment Form Inquiries (job aid)	1	08MAEE	207
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee Direct Deposit Enrollment Form Inquiries (self-paced)	1	08MAEE	029
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level ADP PC/ Payroll Inquiries (job aid)	1	08MAEE	208
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level ADP PC/ Payroll Inquiries (self-paced)	1	08MAEE	030
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level Concept Inquiries (self-paced)	1	08MAEE	031
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level G Form Inquiries (job aid)	1	08MAEE	209
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level G Form Inquiries (self-paced)	1	08MAEE	032
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level Pay eXpert Inquiries (job aid)	1	08MAEE	210
Various Dates Through December 31, 2008	Assisting Clients with FSDD Employee-Level Pay eXpert Inquiries (self-paced)	1	08MAEE	033
Various Dates Through December 31, 2008	Assisting Clients with G Form Direct Deposit Inquiries (self-paced)	1	08MAEE	034
Various Dates Through December 31, 2008	Assisting Clients with Inquiries Regarding the Status of Employee Direct Deposits (self-paced)	1	08MAEE	035
Various Dates Through December 31, 2008	Automatic Labor Allocation (instructor-led)	3.5	08MAEE	211
Various Dates Through December 31, 2008	AutoPay Plus Output (self-paced)	3	08MAEE	036
Various Dates Through December 31, 2008	Basic Management Principles	12	08MAEE	212
Various Dates Through December 31, 2008	Benefit Accruals (instructor-led)	13	08MAEE	037
Various Dates Through December 31, 2008	Benefit Accruals (self-study)	14	08MAEE	213
Various Dates Through December 31, 2008	Benefits eXpert ADP PC/ Payroll Connector (virtual)	2.5	08MAEE	214
Various Dates Through December 31, 2008	Benefits eXpert Employee Maintenance and Interim Events (virtual)	2	08MAEE	215

Various Dates Through December 31, 2008	Benefits eXpert Open and Close Enrollment (virtual)	3	08MAEE	216
Various Dates Through December 31, 2008	Benefits eXpert Reporting (virtual)	2	08MAEE	217
Various Dates Through December 31, 2008	Benefits eXpert Utilities (virtual)	2	08MAEE	218
Various Dates Through December 31, 2008	Benefits Tracking and Human Resource eXpert for Pay eXpert (group live)	6	08MAEE	219
Various Dates Through December 31, 2008	Benefits Tracking for Pay eXpert (internet-based live)	5	08MAEE	220
Various Dates Through December 31, 2008	Calculating Basic Tax Breakdowns Using RCA (self-paced)	3	08MAEE	038
Various Dates Through December 31, 2008	Calculating Complex Tax Breakdowns Using RCS (self-paced)	2.5	08MAEE	039
Various Dates Through December 31, 2008	Calculating Tax Breakdowns Using ADP PC/Payroll v4.0 Software and Lower (self-study)	2	08MAEE	040
Various Dates Through December 31, 2008	Calculating Tax Breakdowns Using the Mainframe (self-paced)	2.5	08MAEE	041
Various Dates Through December 31, 2008	Calculating Tax Breakdowns with Special Compensation Options (self-paced)	5	08MAEE	042
Various Dates Through December 31, 2008	Coded Hours, Earnings, Accumulators, and Allowed and Taken Hours (Data Conversion Services) (self-paced)	1.5	08MAEE	043
Various Dates Through December 31, 2008	Company-Level Direct Deposit (self-study)	1	08MAEE	221
Various Dates Through December 31, 2008	Company-Level Direct Deposit in CCI (self-paced)	1	08MAEE	044
Various Dates Through December 31, 2008	Comparing the Data Conversion Work Order to CCI Screens (self-paced)	1	08MAEE	045
Various Dates Through December 31, 2008	Complete the Company Setup (Pay eXpert) (web-based)	1.5	08MAEE	046
Various Dates Through December 31, 2008	Completing a Resequencing, Spin-Off, or Merge in ADP PC/Payroll (self-study)	1.5	08MAEE	047
Various Dates Through December 31, 2008	Completing a Resequencing, Spin-Off, or Merge on the Mainframe (self-study)	1.5	08MAEE	048
Various Dates Through December 31, 2008	Completing the ADP PC/Payroll Company Setup (Data Conversion Services) (self-paced)	1	08MAEE	049
Various Dates Through December 31, 2008	Completing the ADP PC/Payroll Company Setup (self-study)	1	08MAEE	050
Various Dates Through December 31, 2008	Completing/Supporting the B Form (self-paced)	4	08MAEE	051
Various Dates Through December 31, 2008	Completing/Supporting the C Form (self-paced)	2	08MAEE	052
Various Dates Through December 31, 2008	Completing/Supporting the Payroll Transmittal (self-paced)	1	08MAEE	053
Various Dates Through December 31, 2008	Completing/Supporting the Worksheet (self-paced)	6.5	08MAEE	054
Various Dates Through December 31, 2008	Comprehensive Outsourcing Boot Camp	6	08MAEE	222
Various Dates Through December 31, 2008	Correcting Payroll Input Using Online Edit (self-paced)	3	08MAEE	055
Various Dates Through December 31, 2008	Correcting Wage Garnishment Processing Service (WGPS) Prelist Errors (self-study)	2	08MAEE	056
Various Dates Through December 31, 2008	Create Client Databases in the Pay eXpert Admin Tool (self-study)	2	08MAEE	057
Various Dates Through December 31, 2008	Creating a Date Entry Sample Sheet Using Adobe Acrobat Professional (self-paced)	1.5	08MAEE	058

Various Dates Through December 31, 2008	DASH Customer Relationship Management System	12	08MAEE	223
Various Dates Through December 31, 2008	Determining Payroll Schedules for Direct Deposit Clients Based on NACHA Guidelines (self-paced)	1	08MAEE	059
Various Dates Through December 31, 2008	Employee Maintenance and Reporting for HR/Benefits Solution (group live)	12	08MAEE	224
Various Dates Through December 31, 2008	Employee Transfer Concepts (self-study)	1.5	08MAEE	060
Various Dates Through December 31, 2008	Employee-Level Direct Deposit (self-study)	1.5	08MAEE	225
Various Dates Through December 31, 2008	Enterprise eTIME (group live)	13	08MAEE	226
Various Dates Through December 31, 2008	Essentials of Payroll (group live)	6.5	08MAEE	227
Various Dates Through December 31, 2008	Essentials of Payroll (instructor-led)	5.5	08MAEE	061
Various Dates Through December 31, 2008	ezLaborManager Supervisor Services (internet-based live)	2.5	08MAEE	228
Various Dates Through December 31, 2008	ezLaborManager Supervisor Services (web-based)	2.5	08MAEE	229
Various Dates Through December 31, 2008	Federal Deposit and Transfer of Funds Requirements (self-study)	1.5	08MAEE	062
Various Dates Through December 31, 2008	G/L Interface Setup (instructor-led)	22	08MAEE	230
Various Dates Through December 31, 2008	Getting Started with HR/Benefits Solution (web-based)	1	08MAEE	231
Various Dates Through December 31, 2008	GL Interface Troubleshooting (instructor-led)	3.5	08MAEE	063
Various Dates Through December 31, 2008	HIPPA	2	08MAEE	232
Various Dates Through December 31, 2008	Holding Tax Filing Companies from a GIS Transmission (self-paced)	2	08MAEE	064
Various Dates Through December 31, 2008	How to Verify ADPCheck, FSDD, and TotalPay CCI Screen Indicators and Processing Results (job aid)	1	08MAEE	233
Various Dates Through December 31, 2008	HR/ Perspective Basic Queries (group live)	7	08MAEE	234
Various Dates Through December 31, 2008	HR/ Perspective Benefits (group live)	6.5	08MAEE	235
Various Dates Through December 31, 2008	HR/ Perspective Fundamentals (group live)	7	08MAEE	236
Various Dates Through December 31, 2008	HR/ Perspective Level II Queries (group live)	6.5	08MAEE	237
Various Dates Through December 31, 2008	HR/ Perspective Setting Up Self Service (group live)	13	08MAEE	238
Various Dates Through December 31, 2008	HR/ Perspective System Setup (group live)	13	08MAEE	239
Various Dates Through December 31, 2008	HR/ Profile (group live)	6.5	08MAEE	240
Various Dates Through December 31, 2008	HR/Profile System Setup (self-paced)	1	08MAEE	065
Various Dates Through December 31, 2008	Human Resource eXpert for Pay eXpert (internet-based live)	2.5	08MAEE	241
Various Dates Through December 31, 2008	InfoLink G/L Interface (instructor-led)	6.5	08MAEE	242
Various Dates Through December 31, 2008	Instructing a Client How to Enter Balances for Multi-Jurisdiction Employees (self-study)	1.5	08MAEE	066

Various Dates Through December 31, 2008	Instructing a Client How to Enter Balances for Multi-Jurisdiction for Employees	1.5	08MAEE	243
Various Dates Through December 31, 2008	Introduction to Restaurants (self study)	16.5	08MAEE	244
Various Dates Through December 31, 2008	Introduction to the Regional Check-Mate Application (self-paced)	2.5	08MAEE	067
Various Dates Through December 31, 2008	Job Costing (instructor-led)	3.5	08MAEE	245
Various Dates Through December 31, 2008	Job Costing and Automatic Labor Allocation (ALA) (instructor-led)	5.5	08MAEE	068
Various Dates Through December 31, 2008	Learning Pay eXpert Advanced Features and Tasks (internet-based live)	1.5	08MAEE	246
Various Dates Through December 31, 2008	Local Taxes Part 1 (self-study)	3	08MAEE	069
Various Dates Through December 31, 2008	Local Taxes Part 2 (self-study)	3	08MAEE	070
Various Dates Through December 31, 2008	Locating Special Compensation Option on ADP Output Reports (Data Conversion Services) (self-paced)	1	08MAEE	071
Various Dates Through December 31, 2008	Maintaining Management Reports Using the MR Editor (self-study)	3	08MAEE	072
Various Dates Through December 31, 2008	Making Current Quarter Multi-Jurisdiction Adjustments	2	08MAEE	247
Various Dates Through December 31, 2008	Making Current Quarter Multi-Jurisdiction Adjustments (self-study)	2	08MAEE	073
Various Dates Through December 31, 2008	Making Prior Quarter Multi-Jurisdiction Adjustments	2	08MAEE	248
Various Dates Through December 31, 2008	Making Prior Quarter Multi-Jurisdiction Adjustments (self-study)	2	08MAEE	074
Various Dates Through December 31, 2008	Managing MR Setups (self-study)	3	08MAEE	075
Various Dates Through December 31, 2008	Managing Your Basic InfoLink G/L Interface Tasks (internet-based live)	2	08MAEE	249
Various Dates Through December 31, 2008	Mass Processing (self-paced)	1	08MAEE	076
Various Dates Through December 31, 2008	Multi-Jurisdiction (group live)	4	08MAEE	250
Various Dates Through December 31, 2008	Multi-Jurisdiction Output (self-study)	2	08MAEE	077
Various Dates Through December 31, 2008	Open Enrollment for Pay eXpert (web-based)	2	08MAEE	251
Various Dates Through December 31, 2008	Pay Expert Company Setup Class (virtual)	1.5	08MAEE	078
Various Dates Through December 31, 2008	Pay eXpert Connector for Benefits eXpert	2	08MAEE	252
Various Dates Through December 31, 2008	Paying Multi-Jurisdiction Employees	2	08MAEE	253
Various Dates Through December 31, 2008	Paying Multi-Jurisdiction Employees (self-study)	2	08MAEE	079
Various Dates Through December 31, 2008	Payroll & HR Survival - Reducing Your Liability	2	08MAEE	254
Various Dates Through December 31, 2008	Payroll for Pay eXpert Basics (1 day) (Group Live)	7.5	08MAEE	255
Various Dates Through December 31, 2008	Payroll for Pay eXpert Basics (1-1/2 days) (group live)	10	08MAEE	256
Various Dates Through December 31, 2008	Payroll for Pay eXpert Basics (internet-based live)	7.5	08MAEE	257
Various Dates Through December 31, 2008	Payroll for Pay eXpert for ADP PC/ Payroll Upgrades (internet-based live)	4	08MAEE	258

Various Dates Through December 31, 2008	Payroll General Ledger Interface Setup (instructor-led)	19.5	08MAEE	080
Various Dates Through December 31, 2008	Payroll Self-Paced Learning for Pay eXpert (web-based)	3	08MAEE	259
Various Dates Through December 31, 2008	Payroll Taxes and Taxables (Data Conversion Services) (self-paced)	2.5	08MAEE	081
Various Dates Through December 31, 2008	Payroll Taxes and Taxables (self-paced)	2	08MAEE	082
Various Dates Through December 31, 2008	Payroll Taxes and Taxables (self-study)	2	08MAEE	260
Various Dates Through December 31, 2008	PMEI and PMCI (self-paced)	3.5	08MAEE	083
Various Dates Through December 31, 2008	Processing Management Reports Using PTCS/PC (self-study)	6	08MAEE	084
Various Dates Through December 31, 2008	Providing Clients with Options to Resolve Incorrect Payrolls (self-paced)	2	08MAEE	085
Various Dates Through December 31, 2008	Providing Quality Service (self-study)	1	08MAEE	086
Various Dates Through December 31, 2008	Quarter System Processing (self-study)	1.5	08MAEE	087
Various Dates Through December 31, 2008	Quarter/ Year-End Processing Class (instructor-led)	5.5	08MAEE	089
Various Dates Through December 31, 2008	Quarter/Year-End Processing (self-study)	6.5	08MAEE	088