American Payroll Association
Approved Provider Program Information Packet

The Approved Provider Program of the American Payroll Association provides third-party education providers the opportunity to award recertification credit hours (RCH) for their payroll-related educational offerings.

This packet contains the following information:

- Application Process
- Established Criteria
- Terms of Agreement
- Application
- Program Requirements
- Course Submission Form

Benefits

APA Approved Providers:

- Receive an Approved Provider logo for use in their marketing materials, as well as, on attendee certificates, throughout the year during which the approval is effective.
- Are listed as such on the Certification portion of APA's web site.

APA will award Approved Provider status on a calendar year basis – January 1 through December 31. Applications are accepted throughout the entire year; however, applications submitted throughout the year will only be valid through December 31 of that year. Applications submitted for prior years will only be valid for January - December of year requested.

Application Process

Steps:

1. Read and understand the entire Approved Provider Application and determine if your educational events meet the guidelines and responsibilities of APA's Approved Provider Program.

2. Submit the following materials for review:
   - Completed and signed Approved Provider Application
   - Completed Course Submission Form
   - Program documentation

3. Following notification of approved courses submit the appropriate Approved Provider fee.

Authorization Process:

- Applications are processed within 30 - 45 days of receipt of application.
- APA's Certification Department will review entire Approved Provider Application and program documentation and approve or deny each course submitted for approval.
- APA will notify applicant of status and provide them with an invoice for the appropriate fee.

Program Approval:
Following receipt of the invoice payment,

- RCH Logo(s) will be forwarded electronically, in a .jpg file, to the designated contact person.
- The designated contact person will receive an adobe file of the approved courses, including the number of RCHs awarded and course codes for each approved course.
- Provider's approved courses will be listed on APA's Website in the Approved Provider Directory.

Program Denial:

- If a program is denied, the organization will be notified via email.
- Additional material may be submitted for reconsideration.

Approved Provider Fee

The Approved Provider Fee for the first 100 educational titles is $50. Each approved title submitted in excess of 100 in a calendar year is assessed a $25 fee. There is no limit to the number of titles that can be submitted for approval.

This fee applies to all for-profit and non-profit organizations and government agencies. Additional education programs may be added later in the same year, by submitting for approval, the Course Submission Form, The appropriate fees will apply. Approved Provider fees are non-refundable.

Approved Provider Renewal

To continue participation in the Approved Provider program each year, Approved Providers **must** submit a completed application for the new calendar year.

Submit Approved Provider Applications via e-mail or U.S. mail to the following addresses:

E-mail: Providers@americanpayroll.org

Mail: **American Payroll Association**
Attn: Certification Department
660 N. Main Ave, Suite 100
San Antonio, TX 78205

Approved Provider Program Criteria

APA Approved Providers agree to meet the following criteria.

Audit - APA reserves the right to randomly audit Approved Providers to ensure compliance with the established criteria and terms of agreement. If audited, the APA may request to review an Authorized Provider's program records, including but not limited to marketing materials, program materials, attendee lists, evaluation reports, and facilitator's credentials. APA reserves the right to audit/attend an Approved Providers program at no cost to the APA.

Content and Program Materials – The content and program materials for each education program must be relevant to the payroll industry. One copy of the content outline or agenda of each seminar, computer- or web-based program, Webinar, and audio seminar must be provided to APA as part of the application.

Facilitators - The provider ensures that all instructors and presenters are qualified to facilitate the education program. Facilitators must be competent in the subject matter and understand the education program's purpose. Participants should be given the opportunity to assess the facilitator's knowledge and instructional skills at the conclusion of each education program.

Marketing Education Programs - The provider is encouraged to indicate on education program marketing materials the topics covered, targeted audience, program agenda, and applicable approved recertification credit hours (if determined to be an Approved Provider).

Means for Awarding Recertification Credit Hours - The provider should have defined means to accurately award program participants the applicable recertification credit hours (RCH).

Organization - The provider must have an identifiable continuing education or training unit or group with responsibility for administering education programs.

Program Environment - The provider ensures that programs are held in an environment conducive to learning. For Webinars and computer- and Web-based training programs, the provider must clearly inform participants, prior to registration, of minimum software and/or hardware requirements.

Program Evaluation - The provider ensures that all education programs are evaluated. Evaluations should be compiled and a report produced summarizing the program, including, but not limited to: the program's title, the date and location conducted, the facilitator, and any comments provided by participants. Approved Providers should be prepared to provide copies of program evaluation reports to APA upon request.

Responsibility and Control - The provider, through its continuing education or training unit, ensures that the criteria established by APA are met. Changes in contact information should be reported to the APA within 30 days. Failure to meet one or more of the program criteria could result in revocation of Approved Provider status.

Approved Provider Terms of Agreement

This agreement is between the American Payroll Association (APA) and _____ ("Provider Name") regarding the Provider's participation in the APA's Approved Provider Program. This agreement goes into effect when signed by the Provider and the application has been approved by the APA. The Provider agrees to the following:

1. Provider agrees to securely retain records documenting who has attended approved programs, and that such records be made available to an attendee if requested. Proof of attendance should be retained for a minimum of five (5) years.

2. APA will issue a non-transferable Approved Provider RCH logo to be used only in a manner specified by APA. Providers are prohibited from displaying the logo on materials referring to courses that have not been approved by APA. The Approved Provider logo must be imprinted on a certificate of completion or other proof of attendance.

3. APA will issue an assigned course code(s) for each educational event approved. The course code(s) must be imprinted on a certificate of completion or other proof of attendance.

4. Provider agrees to issue APA one (1) complimentary course registration upon request to any approved education event for a designated APA representative to ensure compliance with the established criteria and terms of agreement of the Approved Provider Program.

5. Provider agrees to furnish APA with program records, including but not limited to marketing and program materials, attendee lists, evaluation reports and facilitator's credentials, if selected for audit.

6. Provider agrees to notify APA immediately of any significant content or program time change for an existing pre-approved educational event.

7. Provider agrees to conduct their educational events in an ethical manner that respects the rights and worth of the people they serve.

8. APA reserves the right to revoke an Approved Provider's approval status if it is determined that the approved provider is in violation of one or more of the terms of agreement.

If an Approved Provider's status is revoked they are not eligible to submit an Approved Provider application for 12 months following notice of revocation of Approved status. A provider may appeal the revocation of an education program or the ability to claim Approved Provider status to APA's Certification Board.

Print Name: _____ Title: _____

Signature: _____

Date: _____

American Payroll Association
Approved Provider Program Application

Continuing Education/Training Organization's Name

Organization Name: _____ **Website Address:** _____

Address: _____ **City, State Zip Code:** _____

Contact Name: _____ **Contact Email:** _____

Contact Phone Number: _____ **Contact Fax Number:** _____

Training Program Information

1. Using the Course Submission Form, include a list of your payroll-related education programs, seminars, and conferences, including program title or topic, agenda, and date(s) and location(s) offered. A copy of the program agenda and course materials for each program must be included. This information will be used to determine RCH creditworthiness.

2. Submit the following with your completed application:
   - A description of the process your organization uses to provide participants with proof of earned RCHs
   - How your organization identifies and records participants completing educational events
   - Your organization's written policy on record retention relating to proof of program attendance
   - An example of marketing materials that demonstrate participants are given clear information on the target audience
   - A description of the process your organization uses to identify and screen facilitators to determine if they are competent in the subject matter being offered and have the knowledge and skills to facilitate your educational event
   - Describe the process used by your organization to monitor and provide feedback to facilitators.
   - One sample education program evaluation for used for your education program(s) for which you are requesting approval.

3. Indicate on which of the following document(s) the APA Approved Provider logo will be displayed (check all that apply):

   ☐ Marketing materials ☐ Certificate of program completion

   ☐ On-site materials ☐ Proof of attendance

4. Number of years your organization has been conducting continuing payroll education programs: _____ Years

5. Total number of unique payroll-related continuing education events your organization has conducted during the *current* calendar year. _____ Programs

6. Total number of different payroll-related continuing education events your organization anticipates conducting during the *upcoming* calendar year. _____ Programs

7. Are your organization's continuing education programs approved by another entity or entities?

☐ Yes ☐ No

If yes, please list the entity/entities:

8. Does your organization ensure that its education programs are held in facilities that provide an environment conducive to learning?

☐ Yes ☐ No

Program Requirements

Calculating Recertification Credit Hours

One (1) recertification credit hour (RCH) is awarded for each 60 minutes of education program participation. Following the first 60 minutes of educational time spent, RCHs are awarded in 30-minute increments.

Some portions of meetings, seminars, and conferences offer a variety of non-educational programming and activities, including entertainment, meals, exhibit halls, etc. Time for these non-educational activities does not qualify when calculating RCHs.

An educational event is defined as follows:

- Conference (includes multiple sessions, but only offered once per year) For full-day programs or multiple-day conferences, submit the program agenda as one program, including all programs and activities.
- Class/webinar/audio conference with the same title offered one or more dates per calendar year.

For each program listed in your application, include the number of RCHs you expect to award, based on the agenda, topic, and course outline of each program. APA reserves the right to revise this number.

To qualify for RCHs, education programs must be payroll-related and the topics covered **must** fall within the scope of the Payroll Body of Knowledge as defined by the content outlines of APA's CPP and FPC certification exams as follows:

I. Core Payroll Concepts

A. Workers Status
B. Fair Labor Standards Act
C. Employment Taxes
D. Employee Benefits
E. Employee/Employer Forms
F. Professional Responsibility
G. Methods and Timing of Pay
H. Customer Service

II. Compliance

A. Escheatment
B. Regulatory
C. Reporting
D. Record Retention

III. Principles of Paycheck Calculations

A. Compensation/Benefits
B. Involuntary Deductions
C. Voluntary Deductions (pre/post tax)
D. Employer Taxes and Contributions
E. Net, Disposable, Take Home Pay

IV. Payroll Process and Systems

A. Maintain master file components
B. Concepts and Functionalities
C. Disaster Recovery Plan
D. Selection
E. Implementation/Upgrades
F. Maintenance/Updates

V. Accounting

A. Accounting Principles
B. G/L Account Balance
C. G/L Account Reconciliation
D. Payroll Journal Entry
E. Account Reconciliation

VI. Management & Administration

A. Policies & Procedures
B. Auditing
C. Staffing, Employee Development & Core Competencies
D. Management Skills & Practices
E. Communication

Acceptable Methods of Course Delivery:

- A classroom setting with an instructor
- Live conferences or seminars
- Live webinars and audio seminars
- Instructor-led computer or web-based training

Examples of programs/activities that would not qualify toward FPC or CPP recertification:

- Receipt of a certification, license, or college degree
- Participating in non-educational, non-payroll related programs
- The non-educational portion of education programs (breaks, lunch, exhibit hall)
- Membership in related associations
- Reading industry publications
- Serving on an industry-related board or committee