## Pass the First-Time Guarantee Conditions

Participants *must* take the **CPP exam** in the exam testing window *immediately* following the end of their CPP Boot Camp course. After taking the course, if you do not pass the CPP exam having met the guarantee requirements, you can re-take the CPP Boot Camp course the next time it is offered – for free. However, exam fees are due every time the exam is taken.

**Guarantee Eligibility Details:**

1. Proof of purchase of the Boot Camp.

2. Attend **20 of the 21 <u>LIVE</u> sessions** of the CPP Boot Camp course. The On Demand recordings <u>do not</u> take the place of attending LIVE sessions.

   **NOTE:** *To qualify, you may **only miss 1 session**; however, you are **required** to view the On Demand recording **within one week** of the missed session.*

3. Complete <u>**ALL**</u> PayTrain Mastery module quizzes. <u>**ALSO**</u>, achieve an 80% or higher score on the PayTrain Mastery post-test.

   **NOTE:** *To qualify, all module quizzes and post-test must be completed before your CPP exam date.*

4. Proof of not passing the CPP exam is required.

5. Participants *must* contact [paytraininstructors@payroll.org](mailto:paytraininstructors@payroll.org) no later than **one week after the last date of the exam testing window** for PayrollOrg to determine their guarantee eligibility.

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*This offer ONLY applies to PayrollOrg's Certified Payroll Professional (CPP) Boot Camp course. Complimentary registration is for the next regularly scheduled CPP Boot Camp. You may only use the first time guarantee one time to attend the CPP Boot Camp course for free.*

*College/University partner programs, Chapter Study Groups, Self-Study – including the PayTrain® learning system – or corporate programs with or without a PayrollOrg instructor, do not apply to this offer.*

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