To maintain certification, CPPs must accumulate a minimum of 120 qualifying Recertification Credit Hours (RCHs) within the recertification period and remit the appropriate recertification fees OR retake and pass the Certified Payroll Professional Examination. When recertifying through continuing education, each qualifying education program must be recorded in the Program Log section of this file or on an Excel spreadsheet with the same information as the Program Log. Documentation verifying participation must also be retained in the event you are randomly selected for a mandatory audit.

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 2017, the CPP has from the date of certification until December 31, 2022, 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 2017, the CPP has from January 1, 2018, through December 31, 2022, to obtain 120 qualifying RCHs.

Determining if Continuing Education Meets PayrollOrg Requirements for Recertification

The following checklist will assist in determining if continuing education programs meet A'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: 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 payroll professionals encounter on the job (e.g., tackling year-end, dealing with tax protestors or angry employees). types of stress

· Was the program attended during the applicable recertification period?

· Is the program provider a PAYO Approved Provider?

AND

· Does the proof of attendance or program agenda display the PAYO Approved Provider Logo?

Recertification Process

An email notice is sent to CPPs in the spring of the year in which their certification is due for renewal, and a reminder email is sent in November. If recertifying through continuing education, CPPs have until early February of the year following the recertification period to submit recertification information to PAYO. The recertification fee for the CPP designation may be paid online. To submit payment, login to the PayrollOrg website, and visit the recertification page for instructions. NOTE: Only the program log 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 year their certification is due for renewal.

CPPs not meeting the recertification requirements or who fail to submit the applicable information and/or fee(s) will lose their CPP designation retroactive to December 31 of the year in which the recertification was due.

Late Recertification Submissions

Recertification logs and/or fees received on or after February 15 and any time prior to June 1 of the same year, will be assessed a late fee. This fee is in addition to the regular recertification fee. Recertification logs and/or fees received between June 1 and December 31 of the same year will be assessed a reinstatement fee. The reinstatement fee is in addition to both the late fee and the regular recertification fee. **NOTE: Mandatory audit is required for all reinstatements.**

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 16 of the year following the certification renewal year if submission is not considered late.

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

Contact Us

For questions, comments, or concerns relating to recertification, please contact us at recert@payroll.org or (210) 226-4600 ext. 3001

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It is extremely important to keep your contact information current with PayrollOrg. If you know your user ID and password please update your profile at Payroll.org OR if you need your user ID and password, contact Membership Services: (210) 224-6406 or email: CustomerService@Payroll.org

Instructions for Recording RCHs

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

Date: Enter the date(s) on which a qualifying program was attended.

Program Attended: List the title/name of each qualifying program attended as a participant and/or instructor during the recertification period. In addition to all PAYO National courses, seminars, and conferences, other programs providing learning opportunities within the exam content outline include, approved PAYO 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 FPC or CPP exam content outline or within the areas defined as the payroll industry and must focus on increasing knowledge and/or skills in the practice of payroll. Payroll industry is defined as: 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 PAYO's Payroll Practice Essentials in February and again in June qualifies only for the initial 18 RCHs earned in February.

Content Code/Payroll Area/PAYO Code: Enter the PAYO Approved Provider or Chapter code. For example, 21HKG2101 or DC012106. For all non-PAYO National programs – Verify that the course has been pre-approved through PAYO's Approved Provider Program. Then, enter the applicable numeric/alpha course code listed on the Approved Provider List by Year. **PAYO National programs do not require a numeric/alpha content code or payroll industry area.**

If you are uncertain whether non-Pa programs qualify for RCHs towards CPP recertification, please contact PAYO's Certification Department at recert@payroll.org or (210) 226-4600. ext 3001

Approved Provider's Company 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 completion. Acceptable documentation: PAYO's participant Thank You Letter; certificate of participation or proof of completion; official transcript, or certificate of participation or proof of completion with PAYO's Approved Provider Logo displayed. It is not necessary to submit the documentation when recertifying. However, you must retain all documentation and submit it to PAYO's Certification Department if you are randomly selected for a mandatory audit.

RCHs: Enter the applicable approved Recertification Credit Hours (RCHs) for each program attended. RCHs are the official recertification unit for all those certified by PayrollOrg. 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.

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, exhibit hall times, and time spent on general business topics at chapter or company meetings are 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.

Recertification Credit Hour Conversion Chart

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

The conversion for CPE credits to RCHs is the number of CPE credits, multiplied by 50, divided by 60, rounded down to the nearest 30 minute increment. Example: 7 CPE credits x 50 = 350; 350/60 = 5.83; rounded down to 5.5 RCHs. Whereas 8 CPE credits equate to 6.5 RCHs.

CPP Program Log for Recertification Credit Hours (RCHs)

Name: _____ PAYO ID#: _____

To recertify, CPPs must earn a minimum of 120 qualifying RCHs during the recertification period. Qualifying CEUs, CPE credits, and semester or quarter credits must be converted to RCHs. Record **only RCHs** on the log. **NOTE: Qualifying RCHs in excess of 120 cannot be carried over into the next recertification period.**

Date	Title of Program Attended	Content Code/ Payroll Area	Approved Provider's Company Name	Type of Documentation	RCHs

(Continued)

Date	Title of Program Attended	Content Code/ Payroll Area	Approved Provider's Company Name	Type of Documentation	RCHs
				Total RCHs	

After submitting payment of the recertification fee, please submit this recertification log for review to PAYO's Certification Department at recert@payroll.org or via fax at 210-224-5814.

Name: _____   Year Certified: _____

PAYO ID #: _____

Address: _____

City/State/ZIP Code: _____

Phone: (office) _____   (home/cell) _____

Email address: _____
(For official PAYO communications)

Verification Statement for Recertification Through Continuing Education

I, the undersigned CPP, do attest that I have attended the courses listed in this Recertification Log. I understand that PayrollOrg has the authority to audit any documents upon request. I am aware that any falsification of information will lead to the revocation of my CPP designation. I understand that non-qualifying courses will be deleted causing my RCHs to decrease. Upon verification of my program log and having met the minimum required number of qualifying RCHs, I will receive an email to order my new CPP certificate. I understand that it is my responsibility to download the new recertification log to begin recording training that has been approved for RCHs. I understand that the recertification and applicable late and reinstatement fees are non-refundable.

Signature: _____   Date: _____

Save   **Submit**