Take your
CPP or FPC exam
from home!

Step-by-Step Guide
to Online Testing

Before you take a Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) online exam, here are a few things every candidate should do:

- **Complete the FPC or CPP Application**
- **Pay for the Exam**
  - Look for "2020 FPC-Remote Exam" or "2020 CPP-Remote Exam" on the PAYO store.
- **Check Your Application Status**
- **Schedule Your Exam**

You can easily do all of the above steps by logging in to your **Certification Dashboard** with your PAYO ID and password.

Education & Certification

Home › Certification Dashboard   🖨 Print

EDUCATION	+
COURSES & SEMINARS	+
CERTIFICATION	-
Overview	
Fundamental Payroll Certification (FPC)	+
Certified Payroll Professional (CPP)	+
Get College Credits	
RECERTIFICATION	+
PREPARE FOR CERTIFICATION EXAMS	+
STUDY TOOLS	+
PRODUCT FINDER	

Certification Dashboard

APA offers two levels of certification -- the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP).

The Certification Dashboard allows you to check the status of your exam application. You can also schedule an exam or make changes to an existing exam appointment by clicking SCHEDULE/MODIFY EXAM APPOINTMENT.

Exam Application and Scheduling

Complete and submit the FPC exam application or CPP exam application.

Once your exam application has been reviewed, the APA will send an application approval email with instructions on how to complete exam registration.

Access the APA online store to purchase the FPC examination or CPP examination.

Via the Certification Dashboard, click SCHEDULE/MODIFY EXAM APPOINTMENT to continue with exam registration.

Once you have submitted your reservation, you will receive an email notification from Pearson VUE.

You must submit an application to APA prior to purchasing an exam. Any candidates who do not submit an application before taking a certification exam may be subject to sanctions, including disqualification of status, upon audit. Please note that you cannot make an exam reservation until after you have completed your application, paid your examination fee, and received notification from APA that you are authorized to take the exam.

Exams you have been authorized to take will appear below.

Application Status Information

Application Type	Certification Type	Date Received	Application Status	Date Approved
Recertification	CPP	11/9/2016	Submitted	
Certification	FPC	8/22/2018	Approved	8/24/2018

Certification Exam Information

SCHEDULE/MODIFY EXAM APPOINTMENT

Test your system and simulate the check-in process. Be sure to run the system test using the same computer and from the same location that you will use on test day. The system test will check your microphone, internet speed and webcam functionality, but it will not connect you to the live proctor experience.

NOTE: You will need to repeat these steps on exam day as part of the check-in process. To start the process, visit **https://pearsonvue.com/payo/onvue.**

Select "Test my system"

OnVUE online proctored exams allow you to conveniently take an exam in the comfort of your home or office while being monitored by an offsite proctor. All communication with the proctor is done in English.

1 Run system test
Be sure to run your test on the same network and computer you will use on exam day.
[Test my system]

2 Schedule exam
Login to your account to schedule an OnVUE exam.
[Sign in] Create account

3 Begin exam
When it is time to take your exam, login to your account to begin the exam.
[Sign in]

Need help? Use the chat feature below.

How to test your system:

System Test

1 ☐ Check this box to confirm you are using the computer and location that you will be testing from on exam day.

2 Click on the "Copy Access Code" button below. This will automatically enter your access code into OnVUE once it is running. This access code will authorize you to start the exam check-in process.

| 162-770-405 | Copy Access Code |

3 Click "Download" and then run the application. This will ensure you are running the most up to date version of OnVUE.

Alert! Mac users, if prompted, will need to allow OnVUE within their 'System Preferences: Security & Privacy: Privacy' settings for Microphone, Camera, Automation, and Input Monitoring.

[Download]

- Copy the Access Code provided and select Download.
- Download and click "run" to launch the OnVUE software. (Please note that the software will not be downloaded onto your computer.)
- Please be patient, it can take up to a minute to fully load.

NOTE: A unique access code will be generated each time you run a system test.
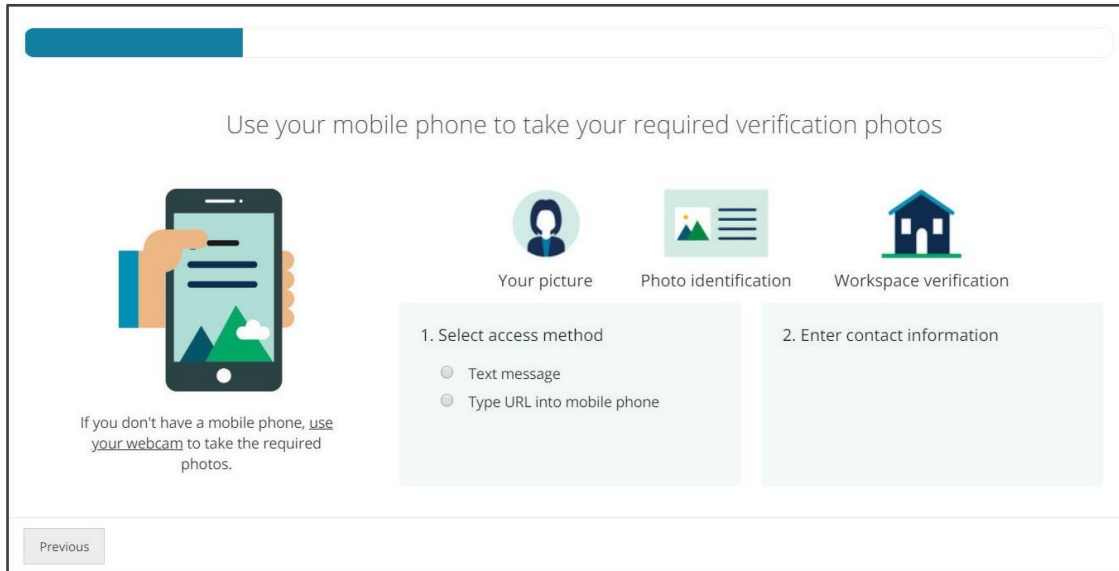
The Check-in Process:

- Verify your age to begin the check-in process.
- The screen will display all the items you will need to complete in order to take the exam:
  - Take your own picture
  - Present your Government Issued ID
  - Verify and scan your exam space/area
  - Close all other apps on your computer
  - Remove all other electronic devices, monitors, etc.

Allow the system check to run and select "Next" when complete
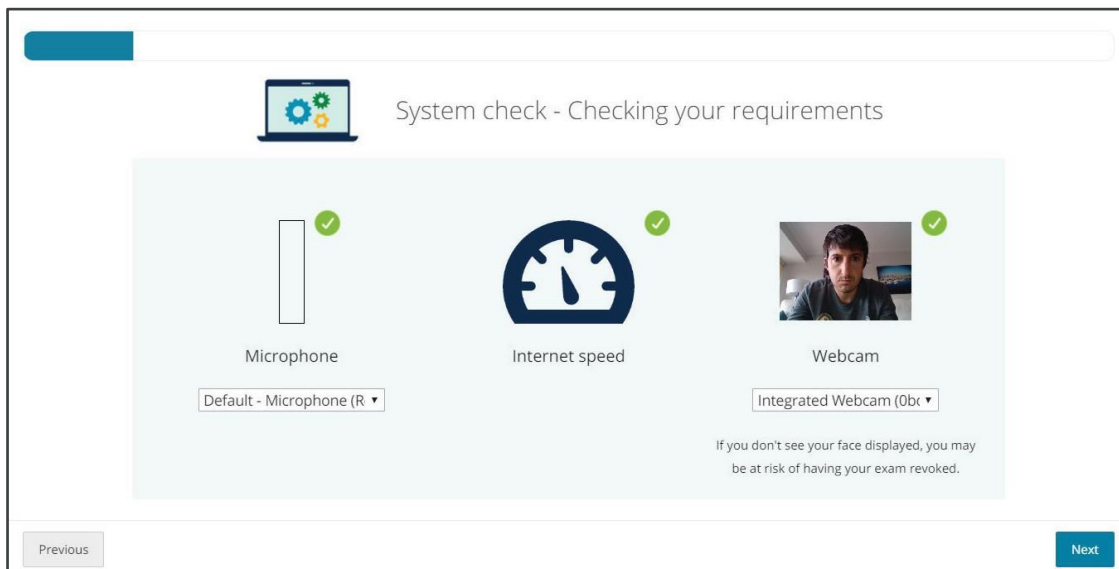
Select your access method and enter your contact information. The system will provide you with a URL to follow and capture your required verification photos.

Use your mobile phone to take your required verification photos

Your picture   Photo identification   Workspace verification

If you don't have a mobile phone, use your webcam to take the required photos.
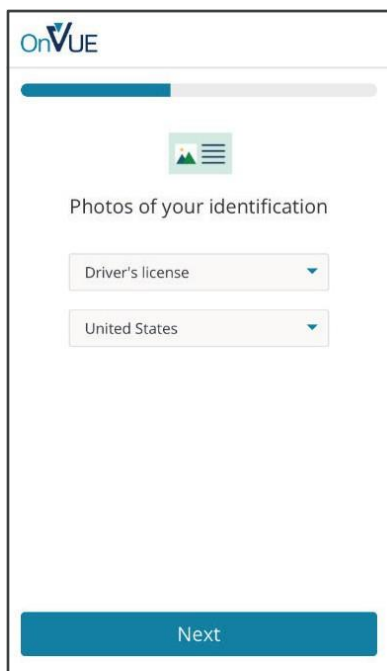
1. Select access method
- ○ Text message
- ○ Type URL into mobile phone

2. Enter contact information

Previous

Click the URL sent to your mobile phone and follow the prompts:

OnVUE

Photos of your identification

| Driver's license | ▼ |
| United States | ▼ |

Next

Choose your form of identification.
NOTE: If you are using an accepted form of ID other than a Driver's License or Passport, you can still select one of these options, and a greeter will verify your ID during the check- in process.

Continue with the verification of your identification and workspace
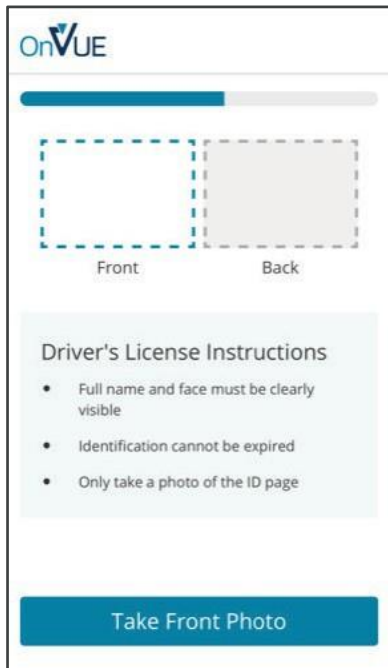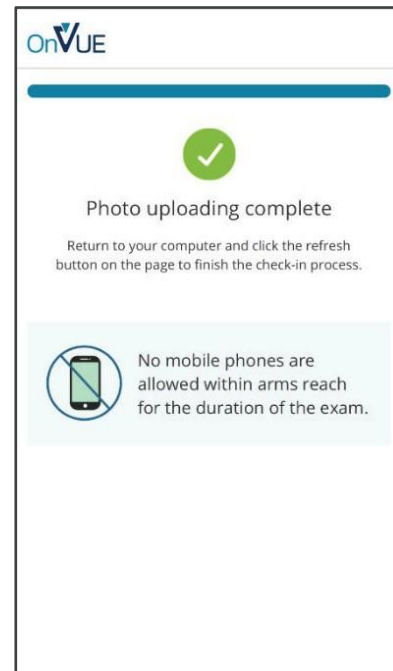

Take photos of your identification

Verify your workspace for security compliance

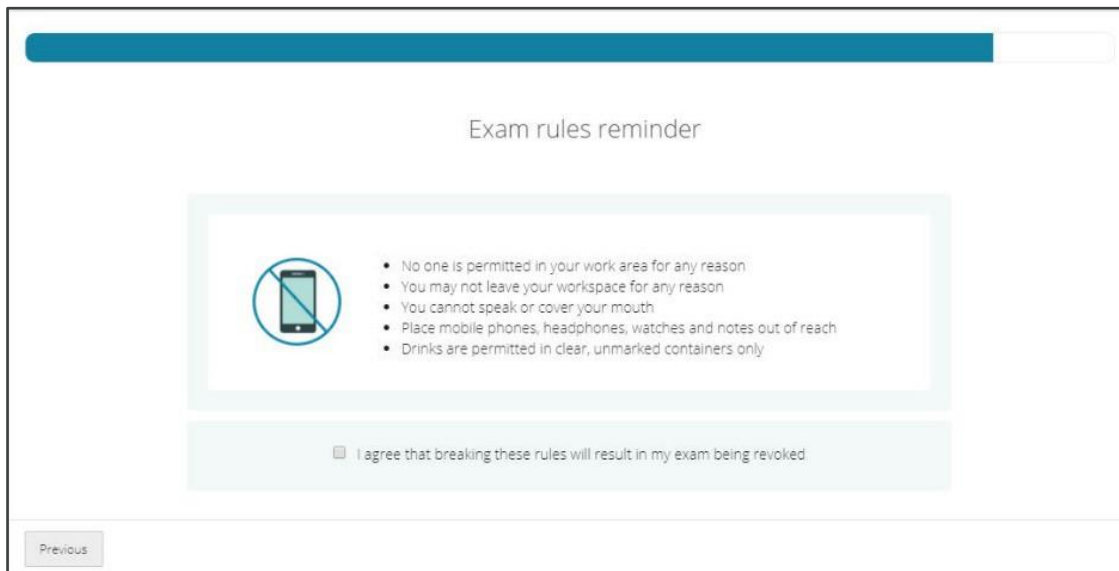## Complete the verification of your identification and workspace
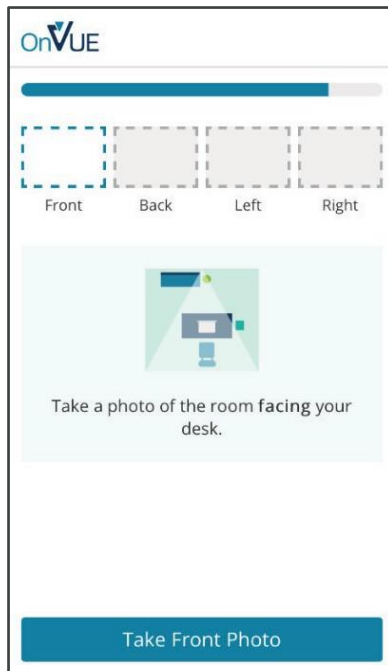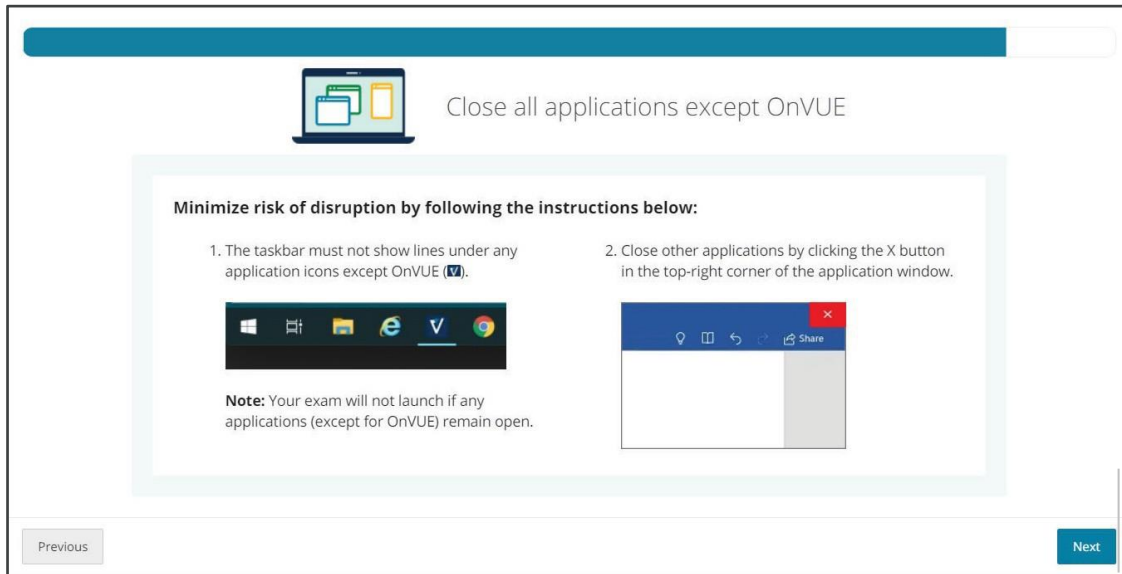

Take photos of your workspace

Wait for verification that the upload process is complete and return to your computer

Review and accept the exam rules

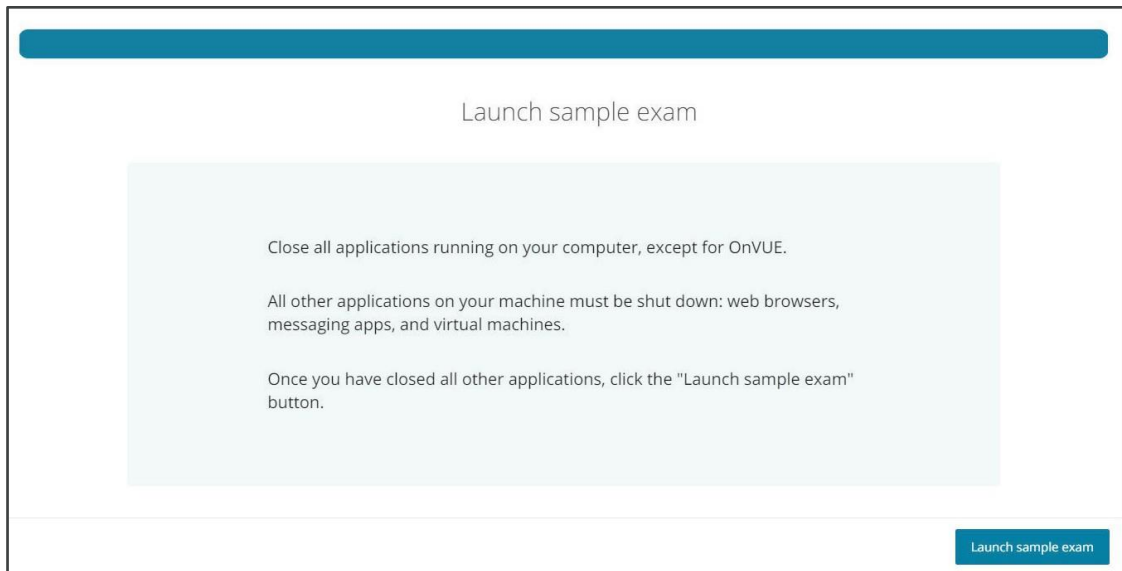## Close all other applications (except OnVUE)

Launch the one-question sample exam

Upon successful completion of this check-in process, the exam can be launched for you to start the test. Good luck!

Helpful Links

For OnVUE Technical Questions, please contact **PearsonVUE**

For any FPC or CPP Certification Questions, contact PayrollOrg at
certification@payroll.org

- **Online Testing FAQs**
- **OnVUE Procedures**

FPC

- **My Certification Dashboard**
- **Complete the FPC Application**
- **Register/Pay for Exam**
- **Check Your Application Status**
- **View the Exam Content Outline**
- **Download FPC Handbook**

CPP

- **My Certification Dashboard**
- **Complete the CPP Application**
- **Register/Pay for Exam**
- **Check Your Application Status**
- **View the Exam Content Outline**
- **Download CPP handbook**

Watch this video on how to get started!