



Chapter RCH Guide

American Payroll Association

Certification Department

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Overview

The American Payroll Association awards both the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) designations. Recertification through continuing education is critical to maintain the designation of either the FPC or CPP. Each designee must accumulate the appropriate number of recertification credit hours (RCHs) set forth by the APA Certification Board to qualify for recertification.

The process of recertification is an administrative responsibility of APA's Certification Department. A key component of recertification is offering education that is preapproved for RCHs.

Chapters can submit educational programs and activities, such as conferences, courses, and study groups, to be approved for RCHs. The educational program or activity must be submitted using the process described in this guide.

Who Can Receive RCH Credit?

Both participants and instructors can receive RCH credit for attending or teaching an educational event. Credit is awarded only for the time attended or the time spent teaching. All chapters are required to verify attendance prior to awarding RCH credit to a participant.

Meeting Formats

All presentations must include a live instructor to qualify for RCH credit.

Approved Meeting Formats

All presentations must be delivered to participants in an approved meeting format, which includes the following types of educational programs and activities:

- Conferences
- Courses
- Educational meetings
- Roundtables (must have a facilitator)
- Seminars
- Study groups (if online, see Web-based Training)
- Trivia games (answers must be explained in-depth)
- Webinars (see Web-based Training)
- On-demand webinars (see Web-based Training)

Unapproved Class Time

The following class time does not qualify for RCH credit:

- Time spent on registration
- Time spent on introductions

- Meals and breaks
- Testing and quizzes (e.g., FPC and CPP practice tests)
- Discussion of chapter business

Tracking Attendance

All chapters are required to verify attendance prior to awarding RCH credit to a participant. Attendance records should be kept by the chapter for six (6) years following the date the training occurred.

In-Person Educational Events

Chapters should provide a sign-in/sign-out sheet that records the following information:

- Course title
- Date
- Attendee name
- Sign-in time
- Sign-out time

NOTE: Individual session sign-in/sign-out is not required for statewide conferences only; however, no RCHs may be awarded for attending any session(s) not preapproved by APA.

Web-based Training

Please refer to the following section for attendance requirements pertaining to web-based training.

Web-based Training

Web-based training must meet the requirements below to be qualified for RCH credit. Proof that web-based training requirements have been met must be provided in a separate document. The document must be submitted once per calendar year if the web-based training will continue to be offered.

Live Web-based Training Requirements

- Internet-based programs must have a live instructor while the program is being presented.
- Program participants must be able to interact with the live instructor while the course is in progress. This includes the opportunity to ask questions and receive answers during the presentation.
- Once a web-based program is recorded or archived for future presentation, it will continue to be considered a live web-based program only when a live subject matter expert is facilitating the recorded presentation.
- Monitoring the participation of attendees is required. The monitoring system must be frequent (at least every 10 to 20 minutes) and cannot be predicted by the participants. This is to ensure that participants are engaged in the training throughout the training event. If polling questions are used, at least three poll questions must be used within a 60-minute time frame.

- Records of attendance must show the title and date of the Internet-based training event, the participant’s name, phone number, and email address, and responses to polls or other monitoring mechanisms. The chapter must retain the records of attendance for a minimum of six (6) years following the date the training occurred.

On-Demand Web-based Training Requirements

- To provide evidence of satisfactory completion of the course, participants must successfully pass a final examination with a minimum grade of at least 80%.
- Final examinations must be performed in a secured and/or proctored method. Documentation of the test delivery method must be submitted for review to APA.

Preapproved Topics

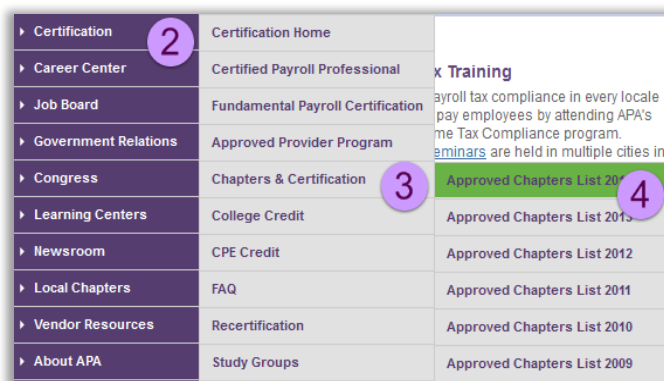
All presentation topic approvals are based on the [CPP Content Outline](#) and the [CPP Knowledge, Skills, and Abilities \(KSAs\)](#). Because the FPC content is a subset of the CPP content, all RCH approvals are based on the CPP Content Outline. A list of preapproved topics for RCHs can be found under the Local Chapter Resources portion of the APA website titled [100 Chapter Meeting Topics](#).

If a topic is not clearly defined in these guidelines, a chapter may email the topic to RCHChapter@americanpayroll.org for review prior to submitting a request for RCH approval.

Viewing Approved Courses Online

All current preapproved and previously approved courses are listed on the APA website by state. Access the list by following the steps below.

- Go to www.americanpayroll.org.
- Roll over the Certification tab.
- Roll over the Chapters & Certification tab.
- Click on the Approved Chapter List by year.
- Select and click on a state.



Calculating RCHs

The number of RCHs is measured by program length with one 60-minute period equal to one RCH credit. Credits are issued in half-credit increments, after an initial one (1) credit hour has been reached, rounding down to the nearest half-credit.

Time spent on meeting registration, introductions, meals and breaks, testing and quizzes, or chapter business does not quality for RCH credit. If an individual does not attend the entire session, the number of RCHs must be adjusted.

Once the course is approved, a course code and RCH logo will be sent to the contact person. The course code and RCH logo must be included on the Certificate of Completion. Additional logos can be requested for partial attendance by emailing RCHChapter@americanpayroll.org.

How to Submit Requests for RCH Approval

All Chapter RCH Request Forms must be emailed to RCHChapter@americanpayroll.org at least **30 calendar days** prior to the event to guarantee a response before the event takes place.

Components Required for RCH Submission

To request RCH approval for an educational program or activity, a chapter must submit:

- A Chapter [RCH Request Form](#)
- A Course Description(s)
- An Agenda (for courses that cover multiple topics)
- Documentation that the web-based training requirements have been met (for web-based training only)

Chapter RCH Request Forms

A Chapter RCH Request Form must include the following information:

- Chapter name and state
- Name of contact person
- Contact person's phone number and email address
- Submission date of form
- Course date
- Course end date (if applicable)
- Program title
 - List the title of the study group or conference. Individual session titles will be included with the agenda (see below for details on the agenda).

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CHAPTER RCH REQUEST FORM

Chapter Name: _____ Date: _____
Name of Contact Person: _____ Phone Number: _____
Contact's E-mail Address: _____ Date Submitted: _____

AWARDING RCHs:
The number of RCH credits are measured by program length with one 60-minute period equal to one RCH credit. Credits are issued in .5 increments, after 1 credit hour, rounding down to the nearest .5. In order for programs to qualify as RCH credits, they must be within the content outline of the CPE/IFC exams or must fall within the definition of payroll industry. Payroll industry is defined as Payroll - production, reporting, accounting, systems, taxation, administration, and education/training. Please refer to the complete handbook for additional information under "Recognition By Continuing Education."

REQUIREMENTS:
RCH Approval Forms should be submitted at least 30 calendar days prior to an event to guarantee a response prior to the event. The Certification Department will approve RCH requests within 3-5 business days of receipt, unless additional information is needed.

NOTE: You must submit a course description for each program with your RCH Form (attach it separately or paste it into the email submission). If a program or event consists of multiple sessions, you must also submit an agenda. Please contact the Certification Department if you have any questions. Submit to: RCHChapter@americanpayroll.org.

DATE	PROGRAM TITLE	FORMAT	CONTENT CODE/ PAYROLL AREA	PRESENTATION LENGTH		Requested RCH(s)
				HOURS	MIN	
12/12/2013	Dealing with Multi-State Tax Issues - Example	Instructor-Led	I.C.	1	30	1.5

Last Updated: 7/2014

- Format
 - Instructor-led, live web-based, or on-demand.
- Content code/payroll area
 - This must be based on the [CPP Content Outline](#).
- Presentation length in hours and minutes
 - Subtract time spent on registration, introductions, meals and breaks, testing and quizzes, and discussion of chapter business.
- Number of requested RCHs

Course Descriptions

Course descriptions must be attached in a separate document or in the body of the email. Please do not include the course description on the Chapter RCH Request Form. The length of the course description depends on the topic. Course descriptions can vary from a few sentences to the submission of the entire presentation. RCH requests that do not have a course description will be returned to the chapter contact.

Agendas

Agendas are required to be included with submissions that include multiple topics such as conferences, half-day/full-day seminars, and study groups. Agendas must include the date, topics to be covered, and time spent on each topic. A course description for each individual session during half-day/full-day seminars and conferences must be included on the agenda in addition to the date, time, and title of the session.

Review Process

Chapter submissions of educational programs and activities for RCH credit are reviewed within 3 to 5 business days of submission. The following is a list of items that could cause a delay, request for more information, or denial of a submission.

- An incomplete Chapter RCH Request Form is submitted.
- A course description and/or agenda is not submitted.
- The course description and/or agenda does not include enough information for review.
- The Chapter RCH Request Form is not sent to the correct email address.
- Dates, times, or course titles are missing.

What Happens If the Initial Request Is Denied?

The initial review process will be completed by the Certification Department within 3 to 5 business days. In the event that the Certification Department cannot apply an appropriate content code to the submitted course(s), documentation is missing, or more information is needed prior to granting approval, the contact listed on the Chapter RCH Request Form will receive an email and/or phone call requesting additional information. Once the requested information is received from the chapter contact,

please allow the Certification Department an additional 3 to 5 business days to process the resubmission.

Tips for Getting RCH Approval

- Know the [CPP Content Outline](#).
- Know what topics are covered in the [CPP Knowledge, Skills, and Abilities \(KSAs\)](#).
- Know the domain(s) (from the CPP Content Outline) that apply to the topic.
- Request the speaker's session description prior to submission.
- Review the speaker's presentation, if possible.
- Submit all information at one time.
- Some motivational topics may fit under Customer Service or Management. Encourage the speaker to adjust his or her presentation to fit the payroll profession.
- Email questions to RCHChapter@americanpayroll.org prior to submission.

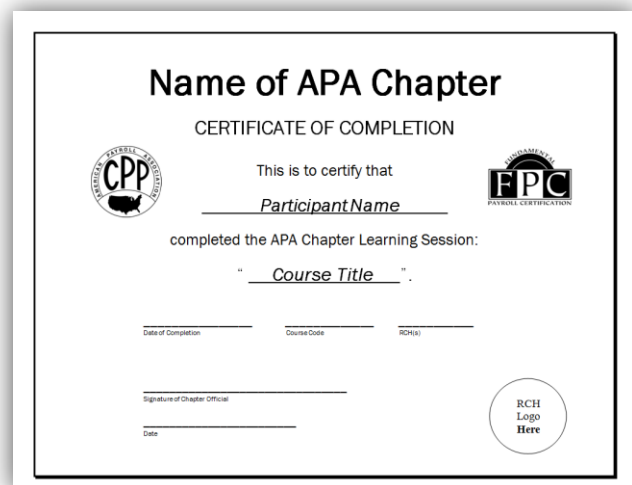
Certificates of Completion

Upon completing the course it is the chapter's responsibility to issue a Certificate of Completion to all qualified candidates. A Certificate of Completion must be created and sent to all participants.

Items to Include

The following items must be included on a Certificate of Completion:

- Chapter name
- Participant name
- Course title
- Date of completion of the presentation
- Course code
- Number of RCHs earned
- Signature of chapter official
- Date of signature of chapter official
- RCH logo
- Additional logos (optional)



NOTE: Attendance records should be kept by the chapter for six (6) years. Participants will be instructed to contact the chapter if they are in need of a Certificate of Completion.

Please send an email to RCHchapter@americanpayroll.org to request the sample template shown above.

RCH Process Checklist

RCH Request Forms should be submitted at least **30 calendar days** prior to an event to guarantee the review process is completed and a response is received prior to the event. Use this checklist to make sure your submission is complete and results in a timely review by the Certification Department.

- Complete the Chapter [RCH Request Form](#)
- Complete the Course Description(s) and/or Agenda(s)
- Include documentation that web-based requirements have been met (if applicable)
- Submit all documentation in one email to RCHChapter@americanpayroll.org
- Allow 3 to 5 business days for approval of RCHs

If initial request is not approved, continue here.

- APA requests additional information
- Submit requested information to APA
- Allow an additional 3 to 5 business days for final approval

- Receive final approval, course code(s), and RCH logo from the Certification Department
- Create Certificates of Completion for participants
- Issue Certificates of Completion to qualified participants
- Keep attendance and certificate records for six (6) years