



# Preparing for the 2024 CPP and FPC Exams

© 2024 API Fund for Payroll Education, Inc

1

## Agenda

- 1** Why take the exam?
- 2** Deciding which exam to take
- 3** Adequate preparation
- 4** Reducing exam anxiety



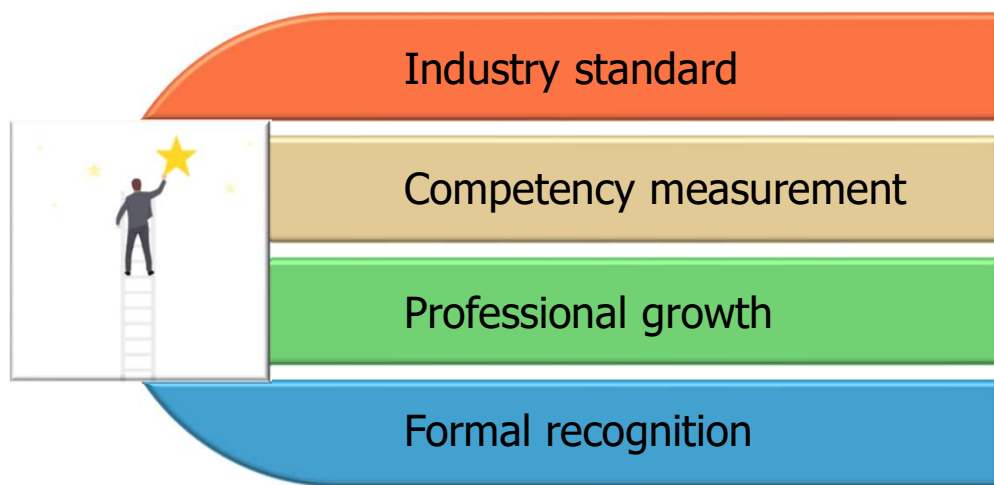
2

2

# Why take the exam?



# Why take the exam?





5



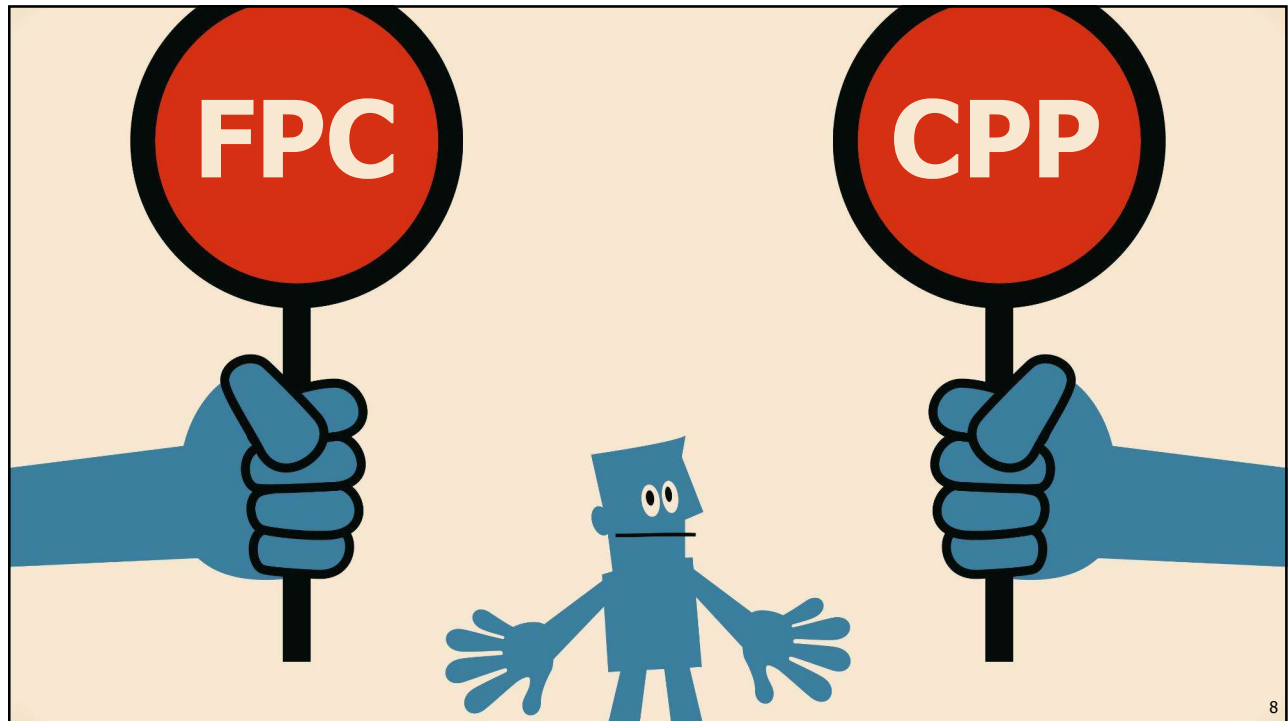
6

## Deciding which exam to take



7

7



8

8





## **FPC** exam criteria

1. No experience required

9

9



## **CPP** exam criteria

1. Practicing payroll at least 3 of the last 5 years
2. For the last 24 months, have been practicing payroll and have completed specific PAYO courses
3. For the last 18 months, have been practicing payroll, have completed specific PAYO courses, and have obtained Fundamental Payroll Certification (FPC)

10

10

## Which Exam Should I Take?

### **Fundamental Payroll Certification (FPC)**

- Introductory/basic
- Textbook knowledge
- No experience
- No eligibility requirements

### **Certified Payroll Professional (CPP)**

- Mastery/complex
- Apply knowledge
- Experienced only
- Must meet 1 of 3 criteria



11

11

## Which Exam Should I Take?

### **Fundamental Payroll Certification (FPC)**

- 150 exam questions
- 3-hour exam
- Over 4,600 FPCs currently
- 3-year period to recertify, must earn at least 60 recertification credit hours

### **Certified Payroll Professional (CPP)**

- 190 exam questions
- 4-hour exam
- Over 10,000 CPPs currently
- 5-year period to recertify, must earn at least 120 recertification credit hours



12

12

## Adequate exam preparation



13

13

**What I know**

**What I will be tested on**

**Know your baseline of payroll knowledge as it pertains to the test**

14

14



## FPC Payroll Body of Knowledge

Domain	FPC Exam Content	Number of questions
<b>I. Core Payroll Concepts</b>	<b>29%</b>	<b>44</b>
<b>II. Compliance/Research &amp; Resources</b>	<b>17%</b>	<b>26</b>
<b>III. Calculation of the Paycheck</b>	<b>24%</b>	<b>36</b>
<b>IV. Payroll Process and Supporting Systems &amp; Administration</b>	<b>7%</b>	<b>10</b>
<b>V. Payroll Management &amp; Administration</b>	<b>7%</b>	<b>10</b>
<b>VI. Audits</b>	<b>8%</b>	<b>12</b>
<b>VII. Accounting</b>	<b>8%</b>	<b>12</b>



## CPP Payroll Body of Knowledge

Domain	CPP Exam Content	Number of questions
<b>I. Core Payroll Concepts</b>	<b>24%</b>	<b>46</b>
<b>II. Compliance/Research &amp; Resources</b>	<b>16%</b>	<b>30</b>
<b>III. Calculation of the Paycheck</b>	<b>20%</b>	<b>38</b>
<b>IV. Payroll Process and Supporting Systems &amp; Administration</b>	<b>12%</b>	<b>23</b>
<b>V. Payroll Management &amp; Administration</b>	<b>10%</b>	<b>19</b>
<b>VI. Audits</b>	<b>9%</b>	<b>17</b>
<b>VII. Accounting</b>	<b>9%</b>	<b>17</b>

17

17

## What will be tested?

### KSA statements

- Knowledge
- Skills
- Abilities


**Each exam question tied to a statement**



18


18

# KSA Statements: FPC Exam

 <b>Fundamental Payroll Certification (FPC)</b> <b>Knowledge, Skills, &amp; Abilities</b> <small>Effective as of September 14, 2019</small>		
<b>Content Area 1: Core Payroll Concepts</b>		
<b>1.1 Identify worker status in order to correctly compensate workers</b>		
1.1.1	K1101	Knowledge of worker classification criteria
1.1.2	K1102	Ability to determine worker status and employer obligations (e.g., employee, independent contractor, temporary agency/leased employee)
1.1.3	K1103	Knowledge of purpose of Form SS-8
1.1.4	K1104	Knowledge of Common Law Test
1.1.5	K1105	Knowledge of Reasonable Basis Test
<b>1.2 Incorporate and apply the regulatory requirements under FLSA in order to accurately compensate employees</b>		
1.2.1	K1201	Knowledge of minimum wage requirements and FLSA components (e.g., federal minimum wage, tip credit)
1.2.2	K1202	Knowledge of definition of the workweek (e.g. 8/80, fluctuating)
1.2.3	K1203	Knowledge of compensable time (e.g., meal periods, rest periods, waiting time, unauthorized overtime)
1.2.4	K1204	Knowledge of overtime requirements and regular rate of pay
1.2.5	K1205	Knowledge of acceptable work time rounding practices
1.2.6	K1206	Knowledge of tipped employee requirements
1.2.7	K1207	Knowledge of employee classification (e.g., exempt/nonexempt)
1.2.8	K1208	Knowledge of child labor regulations
<b>1.3 Identify and understand the appropriate employment tax regulations to maintain compliance</b>		
1.3.1	K1301	Knowledge of federal employment tax requirements (e.g., income tax, social security, Medicare, and FUTA)

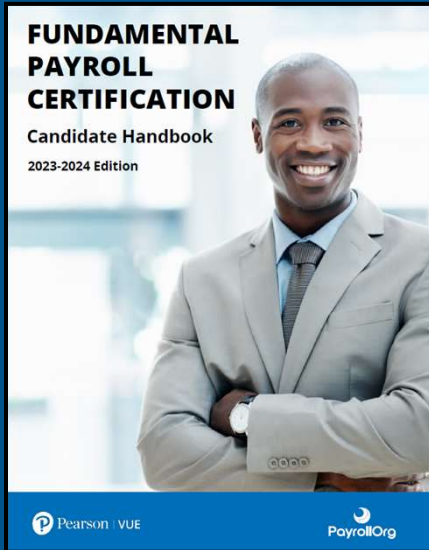


# KSA Statements: CPP Exam

 <b>Certified Payroll Professional (CPP)</b> <b>Knowledge, Skills, &amp; Abilities</b> <small>Effective as of September 14, 2019</small>		
<b>Content Area 6: Audits</b>		
<b>6.1 Identify and incorporate internal controls to protect assets and maintain compliance for financial audits</b>		
6.1.1	K6101	Ability to develop and update department processes
6.1.2	K6102	Ability to identify internal controls (e.g., segregate job duties, identify fraudulent activity, validate accumulators, check processing and printing controls, physical payout, tax filing reconciliations)
6.1.3	K6103	Ability to implement internal controls (e.g., segregate job duties, identify fraudulent activity, validate accumulators, check processing and printing controls, physical payout, tax filing reconciliations)
6.1.4	K6104	Ability to test internal controls (e.g., segregate job duties, identify fraudulent activity, validate accumulators, check processing and printing controls, physical payout, tax filing reconciliations)
6.1.5	K6105	Knowledge of Sarbanes-Oxley compliance and controls
6.1.6	K6106	Knowledge of internal/external audits
<b>6.2 Analyze payroll system functionality through validation and reconciliation of source data to ensure accuracy for compliance and financial audits</b>		
6.2.1	K6201	Ability to reconcile payroll output reports to internal sources (e.g., accounts payable)
6.2.2	K6202	Ability to reconcile payroll output reports to external sources (e.g., 401(k), FSA vendors)
6.2.3	K6203	Ability to validate source data input/output
6.2.4	K6204	Ability to reconcile payroll input
6.2.5	K6205	Ability to analyze system operations
<b>6.3 Understand the impact of accounting system controls and perform account reconciliations for accurate financial reporting and compliance</b>		
6.3.1	K6301	Ability to identify or correct amounts out of balance
<b>6.4 Evaluate company policies and procedures to maintain financial reporting and compliance</b>		
6.4.1	K6401	Ability to identify or correct amounts out of balance



## Study tools for FPC



### **PAYO Courses:**

- PayTrain Fundamentals
- Payroll Practice Essentials
- Payroll 101
- FPC Boot Camp
- Calculating Paychecks

### **PAYO Publications:**

- The Payroll Source<sup>®</sup>
- Payroll Practice Fundamentals
- The Guide to Successful Electronic Payments

21

21

### **PAYO Courses:**

- PayTrain
- Intermediate Payroll Concepts
- Advanced Payroll Concepts
- Strategic Payroll Concepts
- Payroll 201
- CPP Boot Camp
- Calculating Paychecks

### **PAYO Publications:**

- The Payroll Source<sup>®</sup>
- Payroll Source Plus<sup>®</sup>
- Payroll Practice Fundamentals

## Study tools for CPP



22

22

## Free study tools for CPP and FPC

### **Publications:**

- DOL publications
- IRS publications

23

What about those payroll  
calculations?



24

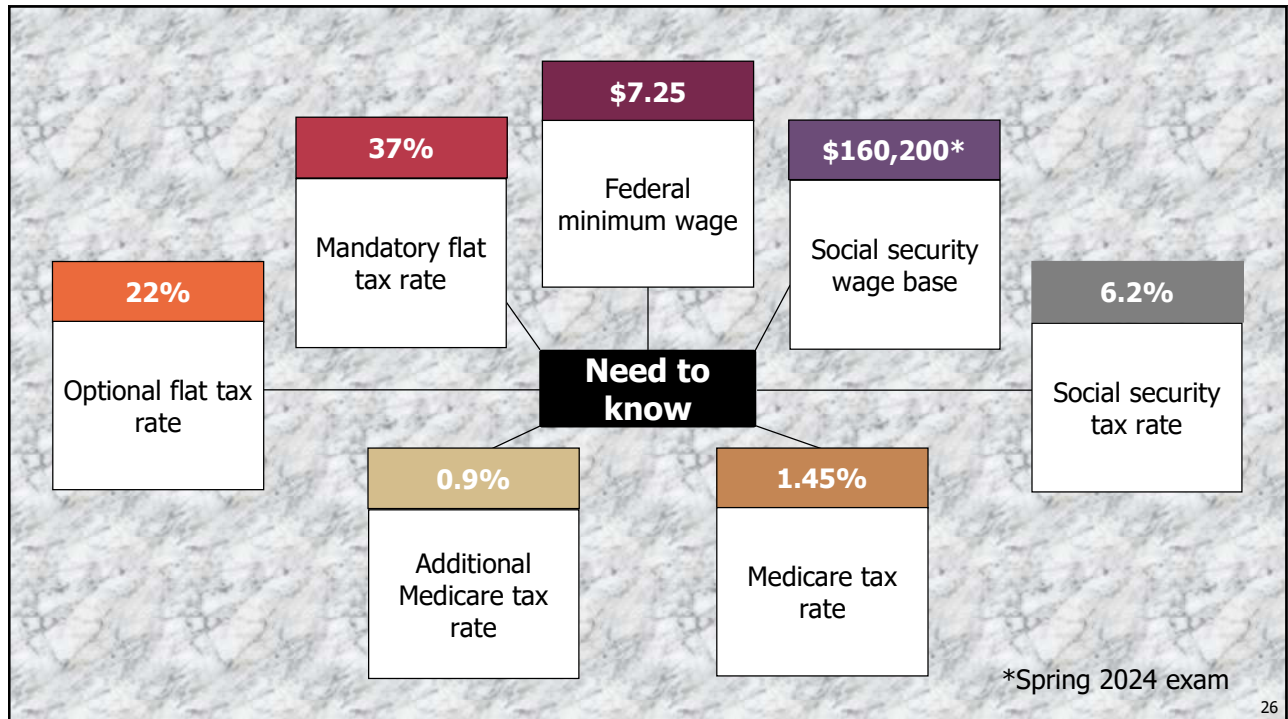
24



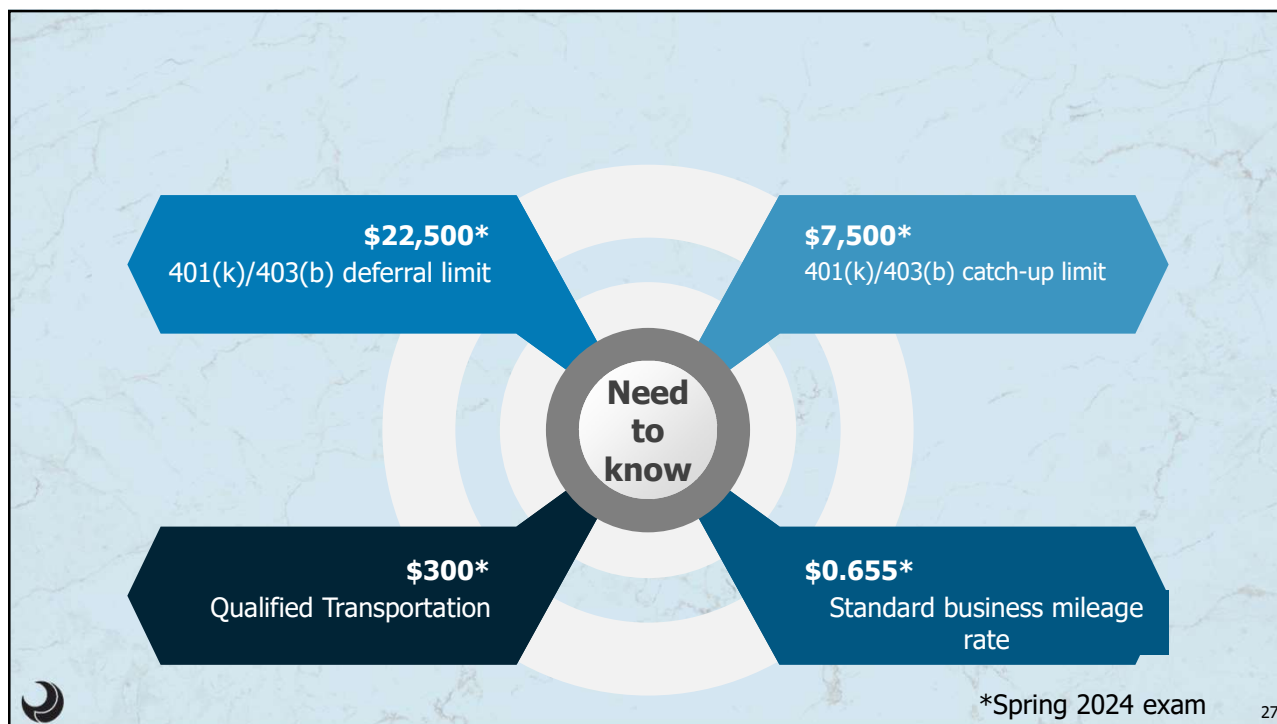
# Memorize the tables?

## Supplements

- Worksheet 5 & Tables, Manual Payroll, Percentage Method, 2019 & Earlier Form W-4
- Worksheet 4 & Tables, Manual Payroll, Percentage Method, 2020 & Later Form W-4
- Worksheet 3 & Tables, Manual Payroll, Wage Bracket Method, 2019 & Earlier Form W-4
- Worksheet 2 & Tables, Manual Payroll, Wage Bracket Method, 2020 & Later Form W-4
- Worksheet 1B & Tables, Payers Worksheet for Figuring Withholding From Periodic Pension or Ann...
- Worksheet 1A & Tables, Employer's Withholding Worksheet for Percentage Method Tables for Aut...
- Publication 1494
- Annual Lease Value Table
- Uniform Premium Table
- Nonresident Alien Tables







27

## Final points on preparation

**Spend time appropriately based on the body of knowledge**

- CPP exam is 9% accounting
- Don't spend 30% of your studies

**Focus more time on your weaker areas**

- Gain more knowledge!

A small crescent moon logo is in the bottom left, and the number "28" is in the bottom right.

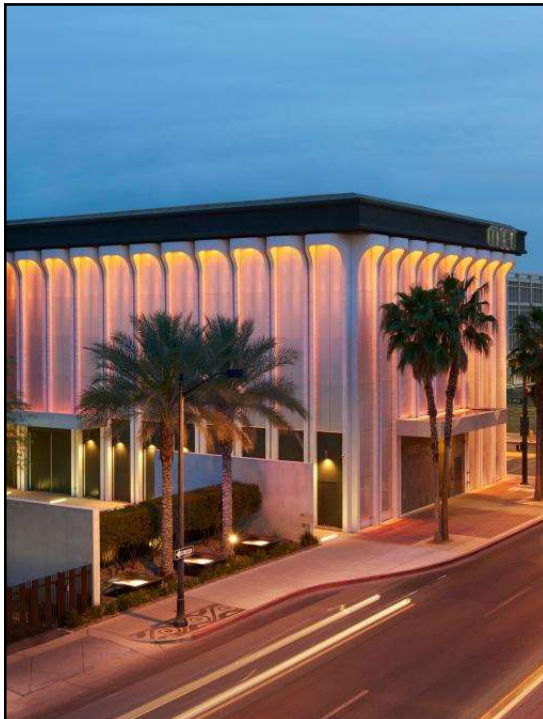
28

# Important dates

Testing Session	Registration Window	Testing Period	Test on Laws & Regulations as of
Spring 2024	November 6, 2023 – April 19, 2024	January 8 – April 20, 2024	January 1, 2023
Fall 2024	July 3 – October 4, 2024	September 7 – October 5, 2024	January 1, 2024

Mid-year legislative and regulatory changes are NOT reflected on the exam.

North American residents may test onsite or remotely from their home or office.



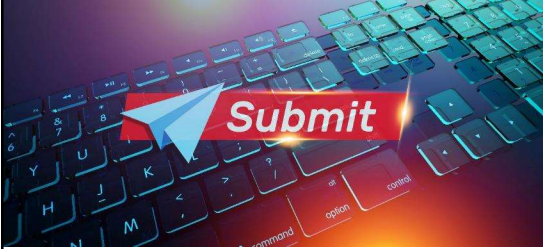
# Important dates

## If attending class at the PAYO Learning Center in Las Vegas:

- FPC exam available immediately after PR101 course
- CPP exam available immediately after PR201 course
- Through September 6, 2024 – tested on 2023 info
- After September 6, 2024 – tested on 2024 info

## Walk-ins for these exams are not allowed

- Must be registered for the course



## Submitting your application

**Complete exam application and submit:**

1. Online (preferred, faster)
2. Email
3. Fax

31


31

## Submitting your application

**Notified by email of your application status**

- May be blocked due to filters or company firewalls
- Check with your IT department

▶ **Check application status on Certification Dashboard**



32

32

Application good for one year from the date your exam application is approved to schedule and complete the exam



After one year or completion of the exam, whichever occurs first, a new exam application must be submitted

33

33



## Paying for the exam

**After the application is approved, notification will be sent to pay the fee online**

34

34

## When can I register?



Application must be approved



Pay for exam when registration window opens



Register for your date and location



35

35

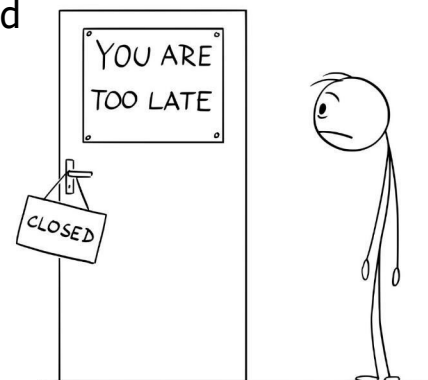
## When can I register?

### Most popular dates

- Last Friday and Saturday of testing period

### Limited seats at each testing site

**Don't delay your registration!**



36

36



Read the Candidate Handbook thoroughly before registering for the exam



## Exam registration

Exams are offered worldwide

Registration differs based on where you take the exam

FPC Exam		CPP Exam	
Location	Code	Location	Code
North Americas	FPC-N America	North Americas	CPP-N America
Payroll Learning Center	FPC-LC	Payroll Learning Center	CPP-LC
Military	FPC-INTL/MILITARY	Military	CPP-INTL/MILITARY
Europe, Middle East, Africa, Asia-Pacific, and South America	FPC-INTL/MILITARY	Europe, Middle East, Africa, Asia-Pacific, and South America	CPP-INTL/MILITARY
OnVUE Online Proctored	FPC-Remote	OnVUE Online Proctored	CPP-Remote



## **Online exam from home or office**

**Online proctoring**

**Strict rules enforced**

**See FAQs, Guide to Online Testing,  
and exam delivery page**

39

39

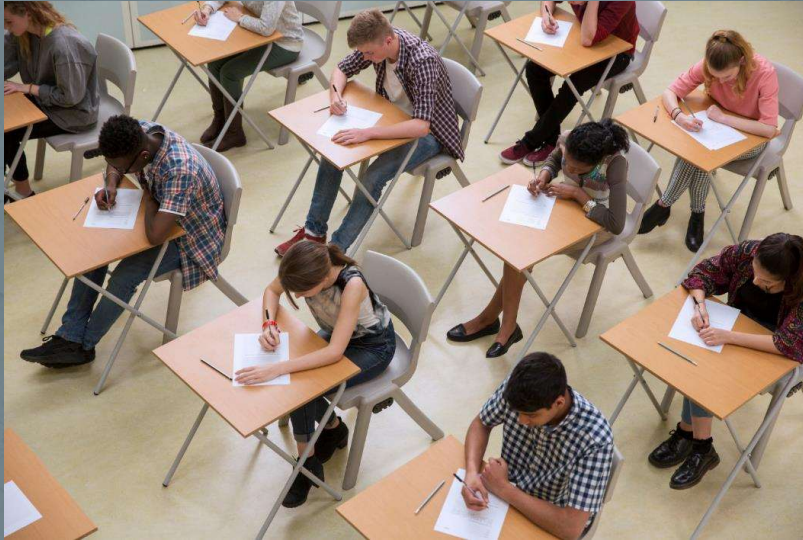
**Reducing exam anxiety**



40

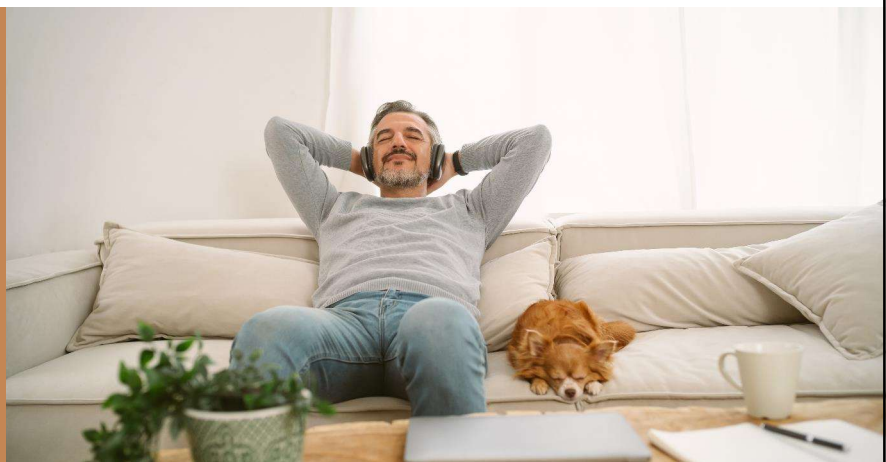
40

# When was the last time you took a test?



# The key to success

**Relaxation**



## The keys to success

Relaxation  
and  
confidence



43

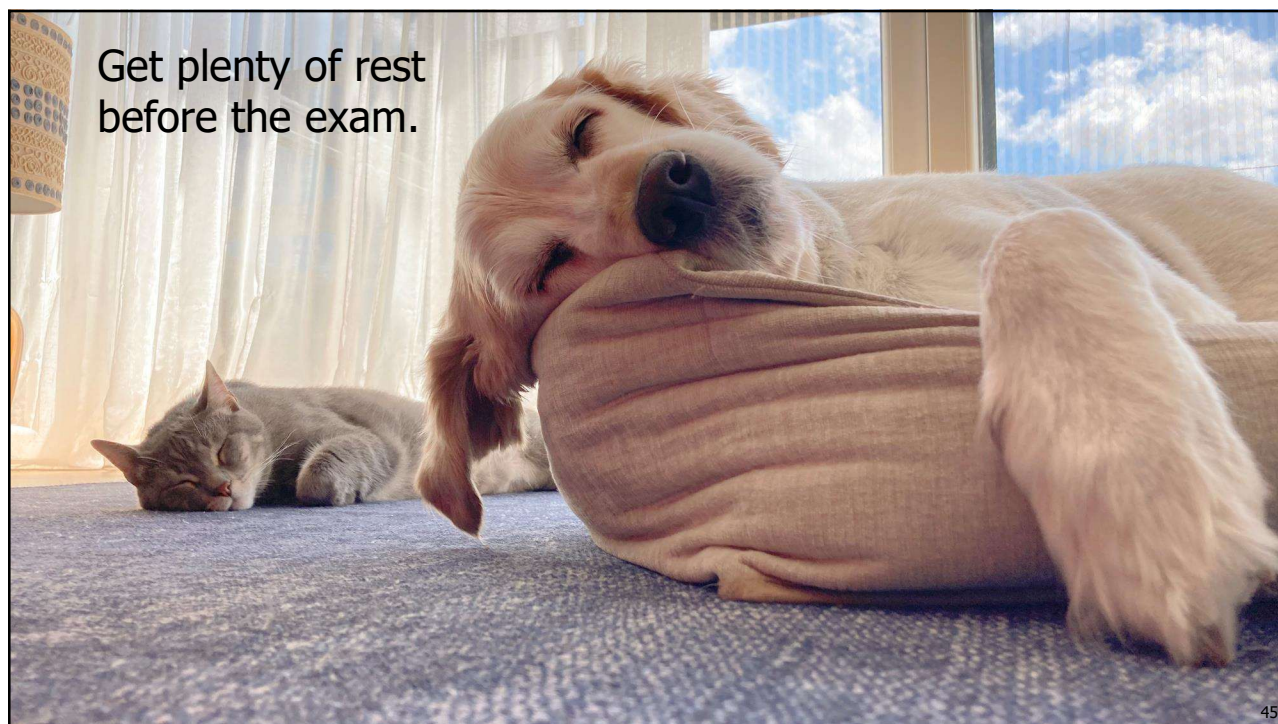
43

YOUR FOCUS  
DETERMINES YOUR  
REALITY

44

44





45

## Reducing exam anxiety

### Practice with your calculator

- Use while studying
- Have fresh batteries

### Calculator not required

- Encouraged for on-site testing
- Not allowed for remote testing



46

46



## How is the test organized?

**Four-part, multiple-choice questions**

**Choose the BEST answer**

**Read each question carefully**

**Watch for questions with:**

- BEST, NOT, ALWAYS, NEVER, MUST, EXCEPT...

Which of the following items is an asset?

- Inventory
- Company cost of employee benefit programs
- Unpaid salaries of employees
- Garnishment withheld but not yet paid



47

47

## How is the test organized?

**Exam is randomly generated; questions appear in any order**



48

48

## How is the test organized?



**Don't spend too much time on a question**

**If a question stumps you**

- Answer, but mark it for review
- Move on to the next question

**Can go back to questions marked for review**



49

49

## How is the test organized?

**All calculation answers can be derived**

- Even the incorrect answers

Total only the odd numbers:

1, 2, 3, 4, 5, 6, 7, 8, 9

- 10 | 10 (added 1 – 4)
- 20 | 20 (added even)
- 25 | **25 CORRECT**
- 45 | 45 (added all)

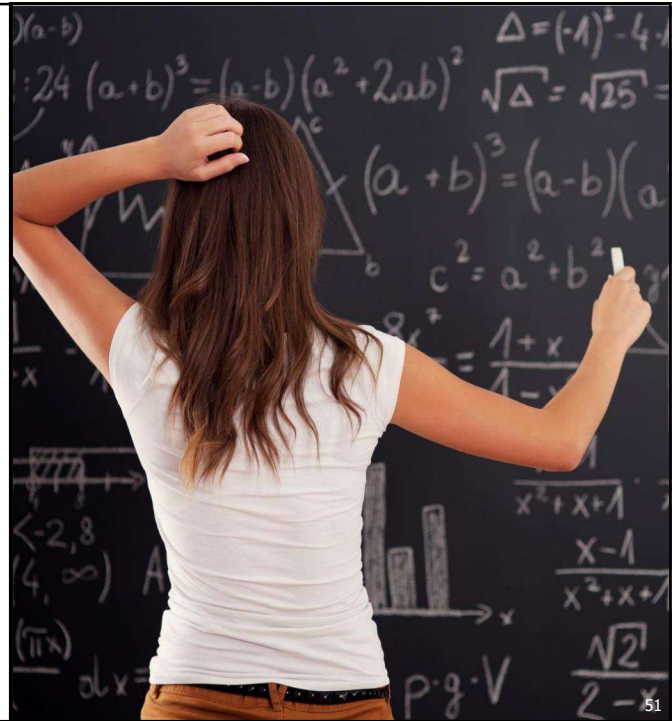
50

50

## How is the test organized?

### Calculation questions

- Re-check all calculations
- Write each step
- Note question number



51

## Scratch paper and calculators

**Test center will provide erasable pen and laminated booklet**

### Online proctored exam

- Virtual tools available through testing platform
  - Calculator
  - White board
- Familiarize yourself with these tools prior to the exam



52

52

## During the exam

**Verify all answers to gross-up questions**

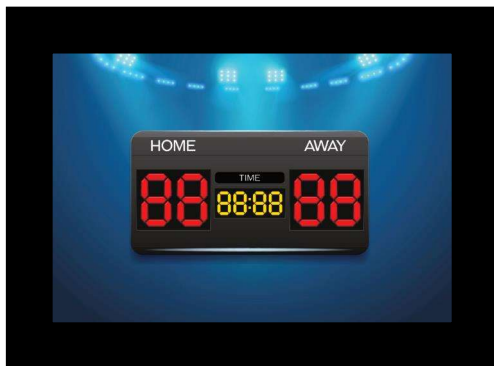
**Be aware of the time remaining!**



53

53

## Different scoring?



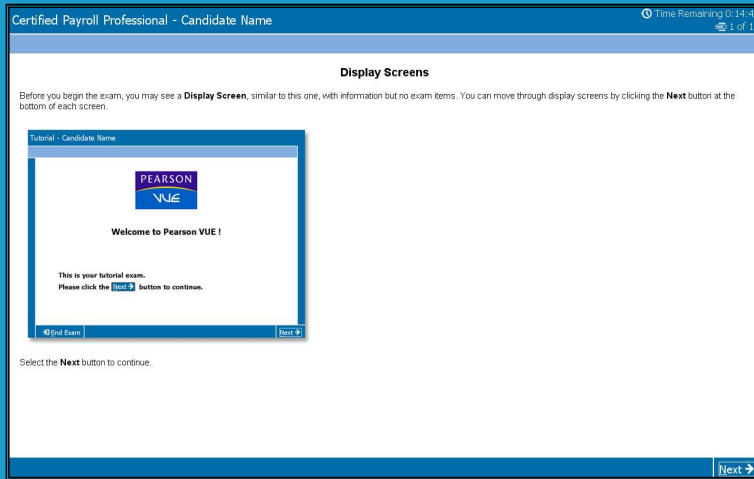
- **Each question has the same value**
- **Guess at questions you do not know; come back later and review**
- **Not answering a question is the same as incorrectly answering it**

54

54

# Testing software?

## Practice tutorial is available

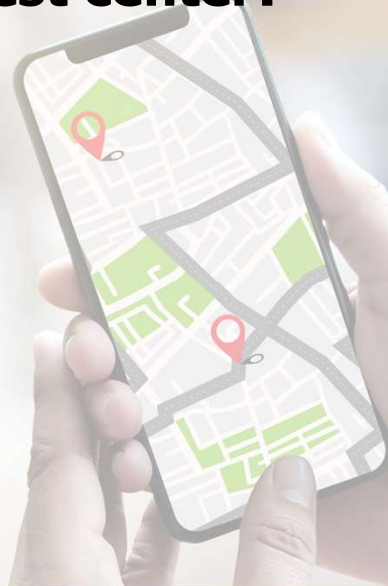


# Where is the test center?

**Refer to confirmation email**

**Know the exact location**

**Arrive at least 30 minutes early**





## Test center rules

### You must bring

- Two forms of ID
- Proof of name change, if applicable
- Military ID for military testing locations

### Do not bring

- Valuables
- Personal belongings

57

57

## Online proctored exams

### Physical scratch paper or calculator **NOT** allowed

- Virtual tools made available through OnVUE platform



58

58

## Test center rules

**Calculators encouraged but not required**

**Must be nonprinting, nonprogrammable**

**No alpha or tax keys**

**Battery-powered**



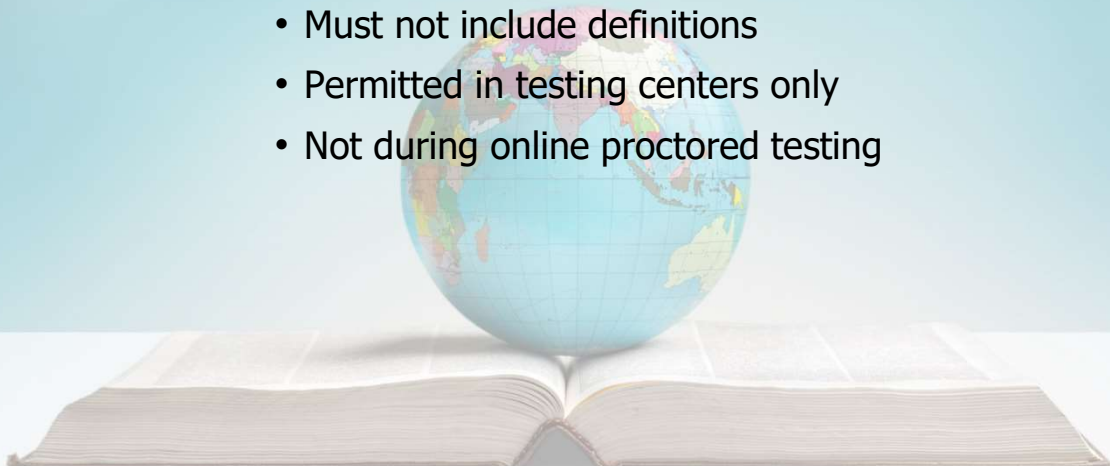
59

59

## Test center rules

### **Direct Translation Only Dictionaries**

- Must not include definitions
- Permitted in testing centers only
- Not during online proctored testing



60

60

## **Individual breaks – Test centers only**

**No scheduled group breaks**

**Individual break allowed at proctor's discretion**

- Exam clock does not stop
- Strict rules must be followed

61

61

## **Individual breaks – Online proctored only**

**One 10-minute break allowed if needed**

- Clock counting down the break time
- Must return before break time ends
- Must remain in view of the webcam
- Strict rules must be followed

62

62



# Preparing for the 2024 CPP and FPC Exams

***Thank You!***