

PAYROLL COMPLIANCE PRACTITIONER



Get certified! "Whether you are new to payroll or a seasoned practitioner, a professional certification is your professional advantage."

The CPA's Certification Programs offer individuals interested in beginning a career in payroll or enhancing their current payroll knowledge the professional certifications that can help them succeed in today's competitive business environment.

The Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. The PCP certification will provide you with the compliance knowledge required to process an organization's annual payroll cycle; effectively communicate payroll information to all stakeholders; and understand the accounting function as it relates to payroll.

To achieve the PCP certification, you must complete the CPA's Payroll Compliance Legislation and Payroll Fundamentals 1 & 2 courses, and the compulsory Introduction to Accounting course. Professional certification is awarded after completion of all 4 courses.

Requirements:

To enrol in the following courses, you must ensure that both the Keyano College tuition fee and the CPA course materials and exam fee have been paid in full. Please see the following chart for the breakdown of fees:

Fee Amount	Type	Membership Status	Paid to
\$415.00	Tuition		Keyano College
\$300.00 + GST	Course Materials & Exams	Current CPA Member	Canadian Payroll Assoc.
\$465.00 + GST	Course Materials & Exams	New CPA Member	Canadian Payroll Assoc.

Please register with Keyano College first to ensure there is space available for you and then visit www.payroll.ca to register online for the course with CPA or to obtain a copy of the PCP registration form. Course materials are provided the first night of class to those who have paid the CPA fee. Please ensure your fees are processed by CPA at least one week prior to the course start date.

Earning Your Certification

To receive certification, complete the CPA core courses listed in the schedule below plus compulsory courses.

Note: Courses must be completed in sequence.

Required Courses	Term Offered
Payroll Compliance Legislation (CEPCP100)	Winter 2010
Payroll Fundamentals 1 (CEPCP200)	Winter 2010, Fall 2010
Introduction to Accounting (BUS130)	Spring 2010
Payroll Fundamentals 2 (CEPCP300)	Fall 2010, Winter 2011

WINTER 2010

Payroll Compliance Legislation

This course is the first core payroll course and is the point of entry for the first level of the CPA's Certification Programs. Upon completion of Payroll Compliance Legislation (PCL), you will have a thorough understanding of the compliance requirements. You will learn to apply federal and provincial legislation to payroll including:

- The Canada Pension Plan;
- The Employment Insurance Act;
- The Income Tax Act;
- Employment Standards legislation;
- Worker's Compensation Acts;
- Quebec-specific legislation.

Additional topics of study include employer/employee relationship, payroll's objectives and stakeholders, and communicating the payroll compliance requirements to various stakeholders.

Prerequisite: None

Course Code CEPCP 100-01

Jan 13 – Mar 31

W

7:00 -10:00 pm

Room:BL 144

\$415.00 + CPA fee as shown above

Payroll Fundamentals 1

Gain an understanding of how to apply payroll legislation and calculate individual pay, from remuneration through deductions to net pay. Acquire the content and skills to communicate all aspects of the individual pay calculation process to external and internal stakeholders and be able to complete Records of Employment accurately.

Prerequisite: Payroll Compliance Legislation

Course Code CEPCP 200-01

Jan 12 – Mar 30

T

7:00 -10:00 pm

Room: BL 144

\$415.00 + CPA fee as shown above