



American Payroll Association

Education Divisions — New York • San Antonio • Las Vegas

STUDY GROUP REGISTRATION FORM

REGISTRATION APPLICATION FOR:

☐ **CPP STUDY GROUP**

☐ **FPC STUDY GROUP**

☐ **BOTH CPP & FPC**

Sponsoring Chapter: _____

STUDY GROUP COORDINATOR: (This person will be listed as the contact for Study Group information.)

First Name: _____ Last Name: _____ CPP or FPC? _____

Phone: _____ Fax: _____ E-mail: _____

MAILING ADDRESS INFORMATION: (This address will be used to ship APA materials.)

First Name: _____ Last Name: _____

Employer: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Please note: One free **Knowledge Assessment Calculator (KAC)** PowerPoint demonstration is offered to any study group for facilitator demonstration (by request only). In addition, one free assessment is offered to any study group of 10 or more participants to use as a demo (by request only), as a raffle gift, or as a door prize for a statewide or regional meeting. Additional assessments may then be purchased at volume discounts.

MEETING SCHEDULE INFORMATION:

Location of Group Meeting (City and State): _____

Start Date: _____ Completion Date: _____

Meeting Schedule (i.e. Thursday Evenings, 6:00 p.m. – 9:00 p.m.): _____

Number of Participants Registered: _____ Maximum Number: _____

Cost of the Study Group: _____ Testing Cycle: _____

(Fall or Spring)

Course Materials: _____

PLEASE LIST ALL INSTRUCTORS FOR THE STUDY GROUP:

1. _____ Phone # _____
2. _____ Phone # _____

The Chapter Relations Department supports all of the educational events sponsored by chapters. For CPP Study Groups, the department will ensure that meeting and contact information is posted on APA's Web site. Links to the Web site posting are listed in **PAYTECH** and **ePayXpress**. A free copy of APA's **The Payroll Source®** is offered to any CPP study group with 10 or more participants. A free copy of APA's **Payroll Practice Fundamentals** is offered to any FPC study group with 10 or more participants. RCH Certificates are also made available to all chapters. CPP Handbooks, APA brochures, pens, tablets, and badges are also available to chapters for these meetings.

Please fax this application to Chapter Relations at (210) 281-3976, or mail to APA, Attn: Chapter Relations Department, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Please feel free to contact APA's Chapter Relations Dept. at (210) 226-4600 or e-mail chapterrelations@americanpayroll.org with any questions. Please allow 3 weeks to receive your Payroll Source or Payroll Practice Fundamentals book. If you require an earlier delivery, please supply us with a shipping/billing number.