

An autonomous and independent chapter of the **American Payroll Association**

2021 FPC / CPP Training Sessions

June 5th – September 11th

9:00AM – 12:00PM

&

September 18th

9:00AM – 5:00PM

Welcome to the 2021 FPC/ CPP Training Sessions! The LAAPA chapter is committed to providing you instruction and guidance to prepare you for the FPC or CPP certification testing process. In order to provide a good experience for all students, we ask that you follow these ground rules:

Ground Rules*

- Arrive to class early or on time. Being tardy is disruptive to a class already in session.
- Come prepared to class (read the chapter and print your handouts ahead of time, bring your book and calculator)
- Turn off cell phones. If you must take urgent calls, please be sure you are on mute.
- Be polite and respectful of other students and instructors.
- Speak one at a time. Ask questions and/or clarifications as needed. Remember your questions are helpful for other students to hear.
- Be patient when listening to others speak and don't interrupt them.
- Keep your questions and/or comments relevant to the chapter topic being discussed.
- Returning students for RCH credits are required to be on time and stay until the end of the session in order to receive full RCH credits.
- Do not distribute class materials externally.

We encourage all students to network and make new friends. Consider creating or participating in a small study group with your fellow students. Share your experiences if you have taken the FPC/ CPP examinations and help other students.

Bring a positive attitude and enjoy the class sessions!

**The LAAPA Board Members or Instructors reserves the right to request a student to leave the class for disruptive behavior.*