

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

**2016 FPC / CPP Training Sessions**  
**June 4th – September 17<sup>th</sup>**  
**9:00AM – 12:00PM**

Welcome to the 2016 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 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 step outside.
- Other devices should only be used to take notes.
- 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.
- Keep side bar conversations to a minimum.
- We are guests at Smart & Final, please show proper care and regard for the classroom.
- 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.*