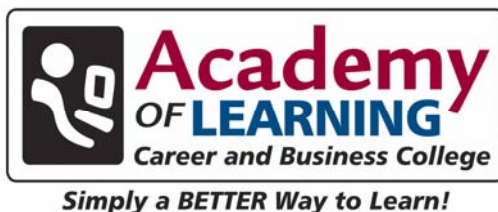


Payroll Compliance Practitioner



Program Objective

Anyone planning to enter the payroll field must have good computer skills and be familiar with automated payroll systems. This program provides the students with the necessary skills and knowledge required to perform payroll administrative responsibilities in the payroll department. The student will become familiar with basic payroll practices and procedures, which prepares the student to apply to the CPA for Payroll Compliance Practitioner Certification

Program Information

Start Date: Weekly
Length: 200 hours
Class Times: Flexible class schedules - mornings, afternoons, evenings and Saturdays
**Online studies also available*

Admission Prerequisites

Grade 12 or equivalent
 An interview with an admissions officer to determine the apparent appropriateness of training related to the potential student's needs and aptitudes

Financial Assistance

Students registered in the full-time and part-time programs may apply for financial assistance under the Canada Student Loan Act. In addition, students may be eligible for Service Canada Sponsorship.

Credit for Previous Training

Credit for previous training and education may be awarded to students who are able to successfully complete examinations, which demonstrate proficiency in specific skill areas.

Graduate Opportunities

Payroll Administrators are employed by payroll administration companies and by other establishments throughout the private and public sectors. Careers that correspond with the skills learned in this program include:
 Benefits Officer
 Pay and Benefits Administrator
 Pay Clerk
 Payroll Officer
 Pay Advisor
 Salary Administration Officer
 Timekeeper, Payroll

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix, Meritus University and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

Student Comments

"My decision to return to school was not an easy one. After looking at all my options, I chose the Academy of Learning because of the flexible learning schedule and high teacher-student ratio. I would recommend the Academy of Learning to anyone who wants to take a positive step forward to change their life."
Sherren Quinn

"With the new skills I have gained at the Academy of Learning, I feel confident about entering a new career. Flexible hours, working at my own pace and encouraging, supportive staff had made the experience extremely worthwhile."

Nicola Dixon

About the Academy

One of the fastest growing colleges with campuses across Canada as well as Global locations, Academy of Learning is one of the largest, private post-secondary career colleges.

As a unique computer and business training college specializing in computer applications, information technology, business skills, and healthcare training, we prepare individuals to meet the increasing needs of the business community.

Areas of Study

This program will provide students with the following areas of study in preparation for employment in the field of Payroll.

Course Credits	
PCP Credits	Bookkeeping Level I
	Payroll Compliance Legislation
	Payroll Fundamentals Level I
	Payroll Fundamentals Level II

On Prince Edward Island there are three locations to choose from.

Charlottetown

55 Grafton Street
 Phone: 902-894-8973

Montague

539 Main Street.
 Phone: 902-361-8973

Summerside

10 Slemon Park Drive
 Phone: 902-436-9889



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