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AMERICAN PAYROLL ASSOCIATION

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CHAPTER RCH APPROVAL FORM

Chapter Name:	Columbus Area Chapter of APA	*State:*	OHIO
Name of Contact Person:	Cheryl Saxton	*Phone Number:*	614-652-2528
Contact's E-mail Address:	csaxton@steemer.com	*Date Submitted:*	01/18/2019

AWARDING RCHs:

The number of RCH credits are measured by program length with one 60-minute period equal to one RCH credit. Credits are issued in .5 increments, after 1 credit hour, rounding down to the nearest .5. In order for programs to qualify as RCH credits, they must be within the content outline of the CPP/FPC exams or must fall within the definition of payroll industry. Payroll industry is defined as: Payroll - production, reporting, accounting, systems, taxation, administration, and education/consulting. Please refer to the candidate handbook(s) for additional information under "Recertification By Continuing Education."

INSTRUCTIONS:

RCH Approval Forms should be submitted at least 30 calendar days prior to an event to guarantee a response prior to the event. The Certification Department will approve RCH requests within 3-5 business days of receipt, unless additional information is needed.

NOTE: You must submit a course description for each program with your RCH Form (attach it separatley or paste it into the email submission). If a program or event consists of multiple sessions, you must also submit an agenda. Plese contact the Certification Department if you have any questions. Submit to: RCHChapter@americanpayroll.org.

CHAPTER EVENT INFORMATION

DATE	PROGRAM TITLE	FORMAT: Instructor-Led or Live Web-based	CONTENT CODE/ PAYROLL AREA	PRESENTATION LENGTH:		Requested RCH(s)
				HOURS	MINS	
12/12/2013	*Dealing with Multi-State Tax Issues - Example*	*Instructor-Led*	*I.C*	*1*	*30*	*1.5*
02/21/2019	Rock Your Payroll Audit	Instructor-Led	I.C.	1	30	1.5

Last Updated: 12/2013