ADP
A more human resource.℠

ADP's Approach to Training:
Continuous Learning Maximizes Performance

ADP provides **superior training and tools**—from the basics to certification. Continuous learning opportunities, throughout the life cycle of your solution, give you what you need exactly when you need it to help **maximize performance** and **ensure your success**.

ADP Professional Certification Program

ADP offers a Professional Certification Program for those who want to **validate** their ADP Workforce Now® **payroll, human resources, and/or time and attendance skills**.

Beyond Basics

For continued opportunities to **grow your skills**, ADP offers Beyond Basics. You can access refresher topics, **specialized subjects** like year-end processing, and depending on your solution, training for your employees' ongoing professional development.

Additional Core and Optional Feature Training

Once you go live with your ADP solution, you receive **unrivaled training** on topics and features—precisely when you need it.

ADP Workforce Now Core Training

Core training is available **free of charge** at local ADP training centers or in a virtual class.* Both provide a structured learning environment with **knowledgeable instructors** and opportunities to **practice** using your new solution. Core training for your ADP solution is the **foundation for your success**.
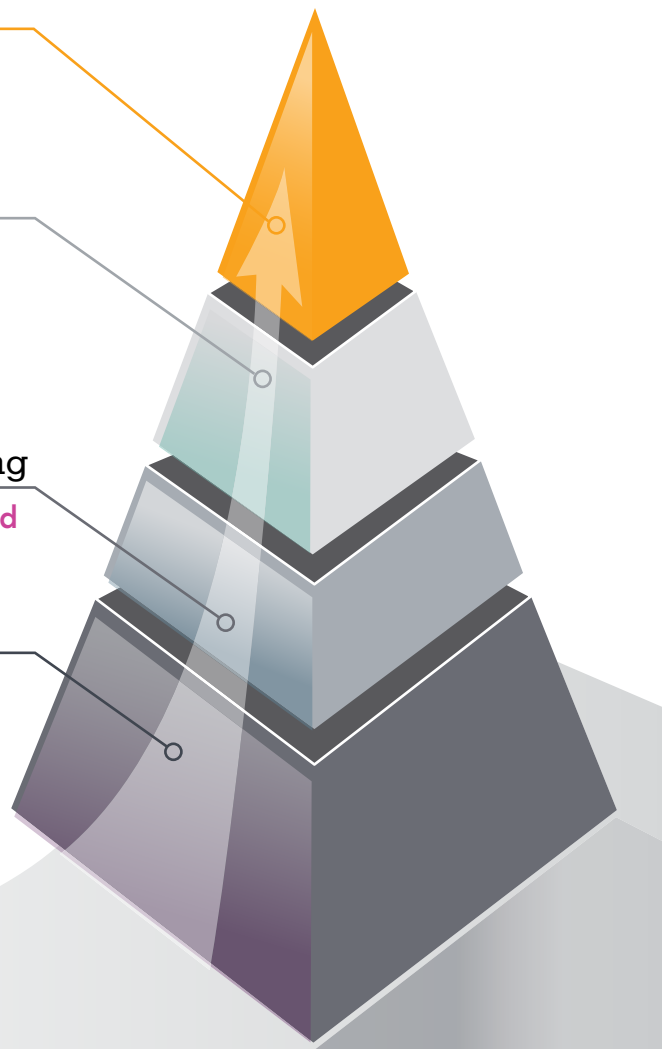
Just in Time. Just Enough. Just for Me.

*Specialty offerings, such as the *Year-End Seminar*, may be fee-based.

Training magazine

training TOP 125

ADP Top 25 in 2017

ADP has ranked in Training magazine's Top 125 since 2008.

ADP Workforce Now Targeted Training Curriculum

Core Training

Learning to use ADP's solutions will accelerate your productivity when performing **critical tasks**, including:

▸ Setting up your corporate and HR structure
▸ Setting up and managing the entire payroll process
▸ Maintaining timecards
▸ Managing employees' non-worked time
▸ Managing employee schedules
▸ Generating employee, turnover, and benefit reports

Additional Core and Feature Training

ADP offers **specialized courses** to increase your proficiency when using such features as:

▸ Advanced reporting
▸ Affordable Care Act
▸ Time and attendance
▸ HR and benefits carrier connections
▸ Benefits set up and management
▸ Wage garnishment processing
▸ Automatic labor allocation
▸ Labor distribution

Beyond Basics

ADP provides **continuous support** to help you get the most out of your investment by offering training on topics such as:

▸ Performance management
▸ Compensation management
▸ Recruitment
▸ Quarter- and year-end processing
▸ Banking

Professional Certification Refresher Courses

To help you **obtain professional certification**, ADP enables you to learn more about tasks associated with:

▸ Payroll processing
▸ Advanced payroll features
▸ Human resources
▸ Time and attendance
▸ Year-end processing

ADP Professional Certification

ADP's national Professional Certification Program **sets the standard for excellence** in the use and application of your ADP solution. Certification by the industry leader proves that you have the knowledge, skills, and expertise needed to perform critical human capital management and related tasks.

ADP's professional certification helps you develop your career in the following ways:

▸ Validates your knowledge of and proficiency using your ADP solution
▸ Enhances your résumé
▸ Increases your potential for a higher salary and promotion
▸ Distinguishes you from others in your profession
▸ Formally identify yourself as an ADP Certified Specialist in Human Resources, Payroll, and/or Time & Attendance to management and colleagues

ADP offers certification opportunities each spring and fall at a network of more than 2,000 testing centers throughout the U.S. To learn more, review the Bulletin of Information at **http://www.pearsonvue.com/adp**. If you have any questions after reviewing the bulletin, send an email message to **mas.certification@adp.com**.

Continuing Education Credits

ADP is an approved provider of both recertification credit hours (RCHs) by the American Payroll Association and continuing professional education (CPE) credits by the National Association of State Boards of Accountancy (NASBA). Many courses are eligible for RCHs and CPEs from various professional organizations. RCH and CPEs provide recognition for updating or broadening professional competencies and may be used to maintain professional certifications such as Certified Payroll Professional (CPP), Certified Public Accountant (CPA), or Society for Human Resource Management (SHRM). Professional organizations establish their own certification procedures that are subject to change.