



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Address:

1762 Louisquisset Pike
Lincoln, RI 02865
Attn: Jaime Nash

Address if program is held at a another site:

online course

Program Name: Payroll Practice and Management (online)

Office use only ONET Code:

CONTACT INFORMATION

Program Contact Person: Jaime Nash
Phone: 333-7070 Email: jnash@ccri.edu
Fax: 333-7237 Website: www.ccri.edu/cwce/distance

Course Outline/Topics to be Covered

The Payroll Practice and Management Online Training Program will teach you all facets of payroll, from the basics to the complexity of fringe benefits, taxation, and garnishments. If you're new to the field, you'll acquire solid skills and knowledge of payroll rules and regulations. If you have payroll experience, this program will refresh your skills, keep you up-to-date with regulations, and provide a thorough review for the Certified Payroll Professional test given by the American Payroll Association.

Required academic grade levels to enter program

Reading Grade Level Level 7D - 9.0
Math Grade Level Level 7D - 9.0
English Proficiency must have a command of English grammar and punctuat

Required to enter training program

Physical Yes No
Vaccinations Yes No
Drug test Yes No
BCI Yes No
License Yes No
Tools Yes No
Experience Yes No
Other :

MAY be required for employment

Physical Yes No
Vaccinations Yes No
Drug test Yes No
BCI Yes No
Certification Yes No
License Yes No
Tools Yes No
Experience Yes No
Other :

Participants will be qualified to seek employment in the following occupations:

- 1) Business Operations 2) Payroll Clerk
3) Payroll Specialist 4)

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$1,995.00
Fees	
Books	
Licensing	
Certificate fees	
Other, provide explanation	
Total Tuition Cost	\$1,995.00

These are expenses that <u>MAY</u> be reimbursed after successful completion of training.			
Please indicate Yes, No or enter the amount			
	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Total			\$0.00

Participant is responsible for :	
Prerequisites	
Memberships	
Cost above tuition cap	\$0.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)
\$1,995.00

Additional Information 100 hours - open entry/open exit
<http://careertraining.ed2go.com/ccri/training-programs/payroll-certification>

What type of certificate will be awarded and by whom?

Certificate of Completion from CCRI, Center for Workforce and Community Education