ADP Certified Payroll Specialist in Pay eXpert

Bulletin of Information

CERTIFY YOUR SKILLS WITH ADP

The information contained herein constitutes proprietary and confidential information of ADP. It must not be copied, transmitted, or distributed in any form by any means, electronic, mechanical, or other, including photocopy or recording, without the express written permission of ADP.
Contents

General Information .......................................................................................................................... 1
ADP Certified Professional Program ................................................................................................. 1
ADP Certified Payroll Specialist in Pay eXpert – Beta Exam ............................................................ 1
  Eligibility ........................................................................................................................................ 1
  Taking a Beta Exam ......................................................................................................................... 1
Exam Schedule and Fees .................................................................................................................... 2
  Retakes .......................................................................................................................................... 2
Test Center Locations ....................................................................................................................... 2
Exam Registration .............................................................................................................................. 3
Canceling or Rescheduling an Exam Appointment ........................................................................... 3
  Refund Policy ................................................................................................................................. 3
Substitutions ...................................................................................................................................... 3
Weather Delays / Cancellations .......................................................................................................... 3
Special Testing Accommodations ...................................................................................................... 4

Taking the Exam ............................................................................................................................... 5
Exam Description .............................................................................................................................. 5
Checking In ....................................................................................................................................... 6
  Identification .................................................................................................................................. 6
Computer Experience ......................................................................................................................... 7
Test Center Environment .................................................................................................................. 7
Notes and Calculators ....................................................................................................................... 7
Requesting Assistance ...................................................................................................................... 7
Test Center Rules .............................................................................................................................. 7
Tips for Taking the ADP Exam ......................................................................................................... 8
Non-Disclosure Agreement ................................................................................................................ 8
Exit Survey ........................................................................................................................................ 8
Security Measures ............................................................................................................................ 8
Candidate Misconduct ....................................................................................................................... 9
Denial of Certification ......................................................................................................................... 9

After the Exam ................................................................................................................................ 10
Score Information .............................................................................................................................. 10
Exam Reliability and Validity ............................................................................................................. 10
Recommended Passing Score ........................................................................................................... 10
Attainment of Certification .............................................................................................................. 10
Certification Renewal ......................................................................................................................... 10
Use of Certification ........................................................................................................................... 11

Appendices ..................................................................................................................................... 12
Appendix A: Test Center Locations ................................................................................................. 12
Appendix B: Non-Disclosure Agreement ........................................................................................... 14
Appendix C: Reimbursement Form ................................................................................................... 15
General Information

ADP Certified Professional Program

The ADP Certified Professional Program sets the standard for excellence. This program establishes standards for professional knowledge and practical experience in using and applying ADP products. Certification from the industry leader proves that participants have the necessary skills to perform a mission-critical job!

The goals of the ADP Certified Professional Program are to

- Validate knowledge of and proficiency using ADP products
- Ensure that payroll administrators have the critical knowledge and skills to succeed
- Increase productivity
- Confirm a newly hired employee’s level of competence and skill
- Recognize those who meet the requirements of the ADP Certified Professional Program

ADP Certified Payroll Specialist in Pay eXpert – Beta Exam

Eligibility

The ADP Certified Professional Program is a voluntary program available to anyone seeking ADP product certification. However, it is strongly recommended that ADP Certified Payroll Specialist (ADP CPS) candidates in Pay eXpert

- Complete the standard Pay eXpert training class
- Gain a minimum of six months’ experience using Pay eXpert, including year-end processing

Taking a Beta Exam

An ADP professional certification beta exam is a preliminary version of a final operational exam. Beta exams are administered to a limited number of certification candidates to ensure that the operational exam is fair and reliable. By analyzing the exam results and feedback of beta participants, ADP and the testing vendor, Pearson VUE, identify the most effective questions and establish a passing exam score.
The beta exam compares to the operational exam as follows:

- The beta exam typically contains more questions than the operational exam.
- The additional questions are eliminated after careful analysis and participants are graded only on the questions selected for the operational exam. It may take six to eight weeks for participants to receive their exam results from Pearson VUE.
- Participants who pass the beta exam earn the same ADP professional certification credential as those who pass the operational exam.

Taking a beta exam has several benefits:

- The beta exam fee is discounted to $50 (a $125 savings from the cost of taking the operational exam).
- Candidates who pass the beta exam receive full certification; beta participants do not need to retake the operational exam to receive certification.
- The exam is no more difficult than the operational exam and it identifies strengths and weaknesses in product knowledge just as effectively.

### Exam Schedule and Fees

The ADP Certified Payroll Specialist in Pay eXpert exam dates for 2005–2006 are listed below:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Fee</th>
<th>Registration Opens</th>
<th>Testing Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay eXpert Rel. 13</td>
<td>$50</td>
<td>Apr. 15, 2005</td>
<td>Jun 1, 2005–Jul. 15, 2005</td>
<td>Participation limited to 250 registrants</td>
</tr>
<tr>
<td><strong>(Beta Exam)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay eXpert Rel. 13</td>
<td>$175</td>
<td>Aug. 1, 2005</td>
<td>Sept. 15, 2005–Nov. 15, 2005</td>
<td>First operational exam window</td>
</tr>
</tbody>
</table>

Registration for the beta exam opens April 15, 2005 and closes once 250 participants have registered. Candidates are encouraged to register early to ensure a beta seat.

### Retakes

Candidates who fail the exam must wait until the next testing window before retaking the exam. Candidates who fail the exam on the second attempt must wait one full year from the date of the second attempt to retake the exam. Candidates who retake the exam must pay the full exam fee at each attempt.

### Test Center Locations

ADP professional certification exams are administered by Pearson VUE through a network of more than 200 Pearson Professional Centers in cities throughout the U.S. and its territories. Test center hours are typically from 9:00 a.m. to 5:00 p.m., but many have extended hours. The test centers are listed in Appendix A of this booklet (locations are subject to change). For the location of the test center nearest you, visit [http://www.pearsonvue.com/vtclocator](http://www.pearsonvue.com/vtclocator).
Exam Registration
To register for the ADP Certified Payroll Specialist in Pay eXpert Rel.13 beta exam, candidates need to

1. Identify a conveniently located Pearson VUE testing center (see Test Center Locations, above).
2. Schedule an exam appointment with Pearson VUE using one of the following methods:
   • Web: [http://www.pearsonvue.com/adp](http://www.pearsonvue.com/adp)
   • Phone: 1-877-321-EXAM (3926), Monday–Friday 7:00 a.m. to 7:00 p.m. Central Time
3. Enter or mention the following promotion code: PXBeta05.

**Note:** Appointments are filled on a first-come, first-served basis. Candidates should register early to secure a place.

After scheduling the exam, candidates will receive an e-mail confirmation from Pearson VUE that includes the address, phone number, and directions to the test center as well as the name, date, and time of the exam and other important information.

Canceling or Rescheduling an Exam Appointment
Candidates who need to cancel or reschedule an appointment must call Pearson VUE at 1-877-321-EXAM (3926) by noon at least 24 hours before the scheduled appointment. (Saturday is not considered a business day.) Candidates can also cancel an appointment from the Web site, but online cancellations must be made at least two business days before the scheduled appointment.

**Note:** Exam appointments cannot be canceled or rescheduled by leaving a message on an answering machine.

Refund Policy
Beta and operational exam fees are refundable only if appointments are changed or canceled at least 24 hours before the appointment time.

Candidates who miss an appointment, cancel too late, or arrive too late (15 minutes past the scheduled exam appointment) will forfeit all registration fees.

Substitutions
Substitutions are not allowed for ADP professional certification exams. Candidates may not trade appointments or send an alternate candidate to take the exam at the scheduled appointment time.

Weather Delays / Cancellations
In cases of inclement weather or some other factor, candidates can phone the Pearson VUE Call Center at 1-877-321-EXAM (3926) to inquire about test center closing information. It is the candidate’s responsibility to keep the appointment if the test center is open.

In the event of a test center closing, Pearson VUE will try to contact all affected candidates to reschedule. Candidates may also call Pearson VUE themselves to reschedule.
**Special Testing Accommodations**

ADP complies with the Americans with Disabilities Act (ADA) and can provide special arrangements when ADA requirements are met. Candidates who require ADA accommodations should notify ADP and provide documentation from a physician or other appropriate authority on official letterhead that identifies the disability and the need for the requested accommodations. Send requests to:

ADP
c/o Certified Professional Program
15 Waterview Blvd. MS 940
Parsippany, NJ 07054
USA

Candidates who have requested and qualify for special accommodations will receive written approval from ADP. Candidates who require ADA accommodations should not schedule an exam appointment until they have received a letter from ADP with special instructions on scheduling ADA appointments.
Exam Description

Candidates will have two and one-half hours to complete the exam and a brief post-exam survey.

The ADP Certified Payroll Specialist in Pay eXpert beta exam is made up of approximately 85 multiple-choice questions and is based on concepts and experiences that should be familiar to a proficient payroll administrator with year-end experience using Pay eXpert. The concepts and topic areas of the exam are derived from a job analysis study. The approximate percentage of questions in each area is shown in the following list:

I. Working with ADP (6%)
   • Client setup responsibilities
   • ADP's setup responsibilities
   • The setup tasks the client completes with ADP
   • System security

II. Autopay System (24%)
   • Automatic Pay guidelines
   • Company codes, file numbers, and validation tables
   • Temporary and permanent employee information
   • System and company options
   • Automatic Pay and when it should be used
   • Starting a new payroll cycle
   • Information available on the ADP Payroll Schedule
   • Scheduled deductions
   • ADP payroll week number

III. Payroll Cycle (16%)
   • Steps needed to complete a payroll
   • Purpose of each step
   • Determining progress through the cycle
   • Software organization (where to find information).
   • Communicating with ADP (includes transmitting, receiving, and loading files)

IV. Payroll Output Review (17%)
   • Payroll output and troubleshooting
   • Reconciling quarterly reports and year-end topics

V. Employee Maintenance (16%)
   • Hiring a new employee
   • Terminating an employee
   • Changing employee data
• Entering deductions and goal amounts
• Setting up direct deposits
• Verifying entries using audit reports

VI. Entering Pay Information (14%)

• Entering a paydata batch using grids
• Totaling and correcting batches
• Adjusting and replacing scheduled, one-time, and tax deductions
• Verifying input using audit reports (paydata)
• Creating and using custom paydata grids
• Making pay entries
• Third-party sick pay

VII. Manual Checks/Voids/Reversals (5%)

• The QuickCalc process
• Processing request results
• What-if scenario requests
• Manual checks (voids and reversals)

VIII. Completing the Payroll Process (2%)

• Receiving and loading files
• Transmitting files

Note: Exams are offered in English only.

Checking In

Candidates must report to the test center no later than 15 minutes prior to the scheduled appointment time to allow time for check-in procedures. Candidates who arrive late will not be admitted.

Identification

When checking in at the Pearson VUE test center, candidates are required to provide two forms of identification: a Primary ID and a Secondary ID. Both IDs must be valid (not expired). Examples of Primary and Secondary IDs follow.

Primary ID (includes photo and signature):

• Government-issued driver’s license
• State ID
• Military ID
• Passport

Secondary ID (includes signature):

• U.S. social security card
• Employee ID or work badge
• Bank automatic-teller machine (ATM) card
• School ID
• Alien registration (green card)
• Credit card
• Other government-issued ID
• Any form of ID on the primary list

Candidates who do not have the proper ID will not be admitted to the test center and will forfeit their testing fee.

Upon checking in, candidates will be asked to provide a digital signature for identification purposes.

**Computer Experience**

Candidates do not need extensive computer experience to take the computer-based exam. Before beginning the exam, instructions will appear on screen explaining how to navigate through the test.

**Test Center Environment**

Pearson VUE test centers provide computerized testing for many organizations. Other tests may be administered in the test center at the same time as the ADP exam.

Test center administrators try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual’s preference. Candidates should dress accordingly.

**Notes and Calculators**

Test center administrators will provide an erasable note board and pen, which may be replaced as needed during testing but which may not be removed from the testing room at any time. Candidates are not allowed to take scratch paper or pencils into the testing room.

A calculator will be provided on the computer; or, candidates may request a handheld calculator from a test center administrator. Personal calculators are not permitted.

**Requesting Assistance**

Candidates who need assistance for any reason should raise their hands to notify a test center administrator.

**Note:** Test center administrators are not trained to answer specific questions related to ADP exam programs.

**Test Center Rules**

Maintaining a standardized testing environment ensures that the exam results of all candidates are earned under comparable conditions and represent fair and accurate measurement. All candidates must adhere to the following regulations:

• No reference material may be brought into the testing room.
• No papers, pamphlets, books, food, or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, etc., to the test center. Candidates are required to leave personal belongings in secure storage, but space is limited so candidates should plan accordingly. Test centers assume no responsibility for candidates’ personal belongings.
• No unauthorized testing aids are permitted in the testing room. This includes, but is not limited to, calculators, pens, rulers, highlighter pens, stereos or radios with headphones, watches, dictionaries, translators, or electronic devices.

• Pagers and portable telephones are not allowed in the test center. Candidates may not leave the room in which the exam is being administered to make telephone calls.

• Eating, drinking, or smoking is not allowed in the testing room.

• Waiting areas at the test centers are small. Friends, relatives, or children who accompany candidates to the test center will not be permitted to wait in the test center or to contact anyone in the exam room.

• Candidates who need to leave the testing room for personal reasons must first obtain permission from a test center administrator. No additional time is allowed to make up for time lost due for leaving the room. Checking notes or textbooks or meeting with other individuals is considered misconduct.

**Tips for Taking the ADP Exam**

Candidates should keep the following tips in mind when taking the exam:

• Answer all questions.

• Eliminate answers that are obviously incorrect.

• Skip questions you are unsure of and come back to them.

• Don’t expect trick questions – there aren’t any, and there is always one correct answer.

• Don’t over-analyze the questions.

• Be aware of the two-hour time limit.

**Non-Disclosure Agreement**

At the beginning of the testing session, a non-disclosure agreement will appear on the computer screen. Candidates must accept the terms of the agreement in order to proceed with the exam. By accepting these terms, candidates agree to not disclose exam questions in any form or remove them from the test center. See Appendix C to review the Non-Disclosure Agreement.

**Exit Survey**

Candidates of the beta exam will be asked to complete a brief survey at the conclusion of the exam, evaluating their testing experience. Candidates should feel free to forward additional comments to ADP within five business days of taking the exam to the following address:

ADP  
c/o Certified Professional Program  
15 Waterview Blvd. MS 940  
Parsippany, NJ 07054  
USA

**Security Measures**

Numerous security measures are enforced during test administration to ensure the integrity of the ADP exam. Be aware that candidates will be observed at all times while taking the exam. This includes direct observation by test center administrators, as well as video and audio recording of the testing session.
Candidate Misconduct

Any irregular behavior during the exam will constitute grounds for expulsion from the exam and for ADP to take appropriate action. Examples of misconduct include, but are not limited to:

- Failing to provide acceptable identification
- Giving or receiving unauthorized help
- Attempting to take the exam for someone else
- Using notes, books, or other unauthorized aids
- Bringing materials to the test center that may compromise the exam administration
- Eating or drinking during the exam
- Attempting to remove test questions from the room
- Failing to follow the test center administrator instructions or any instructions presented by the computer
- Using scratch paper
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam
- Creating a disturbance of any kind

When a testing administrator reports a case of misconduct to ADP, ADP reviews the evidence and the impact of the conduct on the obtained score. If it is decided that a score has been obtained unfairly, ADP has the right to cancel the candidate’s test score.

In this and other reported cases of misconduct, ADP, at its sole discretion, will decide whether a candidate may retake the exam, whether fees will be refunded, or whether alternative action will be taken.

Denial of Certification

Certification will be denied or revoked for any of the following reasons:

- Misrepresenting or falsifying application information
- Violating testing procedures
- Failing to pass the exam

Note: Appeals can be made to the Certification Board for certification denials or revocations.
After the Exam

Score Information
Candidates normally receive a score report at the end of the exam. Those participating in the beta exam will receive a score report via U.S. mail approximately eight weeks after the completion of the beta exam testing window. The score report will indicate whether the candidate received a Pass or Fail grade.

A diagnostic report indicating performance in each major content area will be reported only to those who fail the exam. This information is provided to assist candidates in deciding whether to retake the exam and if so, how to plan any study efforts for future exams. To maintain the integrity of the exam, questions and answers will not be made available for review. Neither Pearson VUE nor ADP will provide a list of the questions answered incorrectly or correctly. The only information available regarding a candidate’s performance is provided on the score report.

Exam Reliability and Validity
To ensure the reliability and validity of the Pay eXpert exam, the scores from the beta exam will be statistically analyzed. This ensures that any ambiguity in individual test questions is eliminated and that the questions do indeed address payroll concepts appropriate for candidates sitting for the Pay eXpert exam.

Recommended Passing Score
The beta forms of the ADP CPS exam are delivered to a representative sample of candidates. All exam results are analyzed at the conclusion of the beta testing period and passing scores are established. Further analysis is performed to compensate for levels of difficulty between the different forms of the exam. Exam scores are then scaled, or equated and a passing score is established.

Candidates who achieve a passing score will have the word “Pass” printed on their score report. Passing candidates will not receive numeric scaled scores or diagnostics on their score report.

Candidates who score below the passing score will have the word “Fail” printed on their score report along with a numeric scaled score and diagnostics. The diagnostics allow candidates to evaluate their own performance within major content areas and help them prepare to retake the exam.

Attainment of Certification
Candidates who pass the ADP CPS in Pay eXpert beta exam will receive a certificate and be entitled to use the letters ADP-CPS (ADP Certified Payroll Specialist) after their name.

Certification Renewal
ADP professional certification is valid for three years following the year in which certification is obtained. For example, the CPS status of those certified during 2004 will expire on December 31, 2007.

ADP will mail all CPSs an advance notice of their applicable renewal deadline by March 1 of the year in which they need to renew. It is the responsibility of each CPS to contact ADP to report name and mailing address changes before the deadline.
Use of Certification

The ADP Certified Professional Program is voluntary, and certification is conferred by ADP solely for the purposes stated in this bulletin of information. The ADP Certified Professional Program has not been designed, nor does ADP intend this certification to be used, as a tool for selecting, promoting or classifying your employees.
Appendices

Appendix A: Test Center Locations

The ADP Certified Professional Program examination is administered by Pearson VUE, a division of Pearson, through a network of more than 200 testing centers in cities throughout the U.S and its territories. Test centers are subject to change.

<table>
<thead>
<tr>
<th>Alabama</th>
<th>District of Columbia</th>
<th>Kansas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham</td>
<td>Washington</td>
<td>Hays</td>
</tr>
<tr>
<td>Decatur</td>
<td></td>
<td>Topkea</td>
</tr>
<tr>
<td>Dothan</td>
<td></td>
<td>Wichita</td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montgomery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alaska</th>
<th>Florida</th>
<th>Kentucky</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchorage</td>
<td>Gainesville</td>
<td>Lexington</td>
</tr>
<tr>
<td></td>
<td>Jacksonville</td>
<td>Louisville</td>
</tr>
<tr>
<td></td>
<td>Miami</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orlando</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plantation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Port Charlotte</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tallahassee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tampa</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arizona</th>
<th>Georgia</th>
<th>Louisiana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mesa</td>
<td>Albany</td>
<td>Baton Rouge</td>
</tr>
<tr>
<td>Phoenix</td>
<td>Atlanta</td>
<td>Metairie</td>
</tr>
<tr>
<td>Tucson</td>
<td>Augusta</td>
<td>Shreveport</td>
</tr>
<tr>
<td></td>
<td>Macon</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Savannah</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arkansas</th>
<th>Hawaii</th>
<th>Maine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Smith</td>
<td>Honolulu</td>
<td>Bangor</td>
</tr>
<tr>
<td>Little Rock</td>
<td></td>
<td>Westbrook</td>
</tr>
<tr>
<td>Texarkana</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>California</th>
<th>Idaho</th>
<th>Maryland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaheim</td>
<td>Boise</td>
<td>Baltimore</td>
</tr>
<tr>
<td>Fresno</td>
<td></td>
<td>Bethesda</td>
</tr>
<tr>
<td>Gardena</td>
<td></td>
<td>Columbia</td>
</tr>
<tr>
<td>Oakland</td>
<td></td>
<td>Salisbury</td>
</tr>
<tr>
<td>Ontario</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pasadena</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roseville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>San Diego</td>
<td></td>
<td></td>
</tr>
<tr>
<td>San Francisco</td>
<td></td>
<td></td>
</tr>
<tr>
<td>San Jose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Maria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WestLake Village</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colorado</th>
<th>Illinois</th>
<th>Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenwood Village</td>
<td>Chicago</td>
<td>Ann Arbor</td>
</tr>
<tr>
<td>Pueblo</td>
<td>Marion</td>
<td>Grand Rapids</td>
</tr>
<tr>
<td>Westminster</td>
<td>Matteson</td>
<td>Lansing</td>
</tr>
<tr>
<td></td>
<td>Peoria</td>
<td>Marquette</td>
</tr>
<tr>
<td></td>
<td>Schaumburg</td>
<td>Southfield</td>
</tr>
<tr>
<td></td>
<td>Springfield</td>
<td>Troy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Connecticut</th>
<th>Indiana</th>
<th>Minnesota</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallingford</td>
<td>Evansville</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Wethersfield</td>
<td>Fort Wayne</td>
<td>Brooklyn Park</td>
</tr>
<tr>
<td></td>
<td>Indianapolis</td>
<td>Eagan</td>
</tr>
<tr>
<td></td>
<td>Merrillville</td>
<td>Hermantown</td>
</tr>
<tr>
<td></td>
<td>Terre Haute</td>
<td>Rochester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delaware</th>
<th>Iowa</th>
<th>Missouri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dover</td>
<td>Coralville</td>
<td>Columbia</td>
</tr>
<tr>
<td>Newark</td>
<td>Davenport</td>
<td>Kansas City</td>
</tr>
<tr>
<td></td>
<td>Sioux City</td>
<td>Wichita</td>
</tr>
<tr>
<td></td>
<td>West Des Moines</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Montana</th>
<th>Nebraska</th>
<th>Nevada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billings</td>
<td>Lincoln</td>
<td>Las Vegas</td>
</tr>
<tr>
<td>Helena</td>
<td>North Platte</td>
<td>Reno</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Hampshire</th>
<th>Nevada</th>
<th>Nebraska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concord</td>
<td>Atlantic City</td>
<td>Lincon</td>
</tr>
<tr>
<td></td>
<td>Bethesda</td>
<td>North Platte</td>
</tr>
<tr>
<td></td>
<td>Columbia</td>
<td>Omaha</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Mexico</th>
<th>New Jersey</th>
<th>New York</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albuquerque</td>
<td>Atlantic City</td>
<td>Albany</td>
</tr>
<tr>
<td></td>
<td>East Syracuse</td>
<td>Brooklyn</td>
</tr>
<tr>
<td></td>
<td>Endicott</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Island</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New York</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rego Park</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staten Island</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utica</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Watertown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plains</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Williamsville</td>
<td></td>
</tr>
</tbody>
</table>
NORTH CAROLINA
Asheville
Charlotte
Greenville
Raleigh
Wilmington
Winston-Salem

OREGON
Beaverton
Medford
Salem

TENNESSEE
Chattanooga
Johnson City
Knoxville
Memphis
Nashville

VIRGINIA
Lynchburg
Newport News
Richmond
Roanoke
Vienna

NORTH DAKOTA
Bismarck
West Fargo

OHIO
Bath
Beachwood
Cincinnati
Columbus
Dayton
Gahanna
Maumee
Westlake

PENDSVANYA
Allentown
Erie
Harrisburg
Hershey
Lancaster
Pittsburgh
Scranton
Wayne

WASHINGTON
Renton
Spokane
Yakima

RHODE ISLAND
Warwick

WEST VIRGINIA
Charleston
Morgantown

SOUTH CAROLINA
Columbia
Greenville
North Charleston

WISCONSIN
Midland
Dayton
San Antonio
Tyler

SOUTH DAKOTA
Sioux Falls

UTAH
Draper
Ogden

WYOMING
Casper

VERMONT
South Burlington
Appendix B: Non-Disclosure Agreement

Non-Disclosure Agreement and General Terms of Use for Exams Developed for the ADP Certified Professional Program

This exam is confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of ADP, Inc.
Appendix C: Reimbursement Form

ADP Certified Professional Program
Reimbursement Form

This form is provided as a convenience to candidates who need to document their exam and/or training expenses for reimbursement by their company. Please verify your own company’s reimbursement policy before submitting this form. In addition, you may need to attach copies of receipts or other documentation. Do not submit this form to ADP.

<table>
<thead>
<tr>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

I am submitting this form to document the following expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>ADP Certified Payroll Specialist in Pay eXpert exam fee</td>
</tr>
<tr>
<td>$</td>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Total: $

Signed: ____________________ Date: ____________________