

Professional Designation Programs

Payroll Compliance Practitioner (PCP)

Sponsored by Canadian Payroll Association (CPA).

Note: To enrol in a CPA payroll course, you must first register with and pay tuition fees to Memorial University, and then register with and pay a separate fee to the CPA for course materials and the final exam. To register with the CPA and to obtain a copy of the CPM brochure and CPM registration form, please visit the CPA website at www.payroll.ca

Payroll Compliance Legislation

This course provides an overview of payroll-related legislation, including the Canada Pension Plan, the Employment Insurance Act, the Income Tax Act, employment standards legislation and Workers' Compensation Acts, as well as tools to find and apply information and communicate effectively with stakeholders.

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Tue., Sept. 22 – Dec. 8, 7 – 10 p.m. plus Sat., Oct. 24 and Nov. 7, 1 – 4 p.m., (13 classes plus exam on Dec. 8). \$349. Facilitator: Debbie Slaney.

Payroll Fundamentals 2

This is the fourth and final course requirement in the CPA's Payroll Compliance Practitioner program. The prerequisite for this course is Payroll Fundamentals 1 and an introductory-level, post-secondary accounting course.

Upon completion of Payroll Fundamentals 2, you will be able to:

- calculate organizational remittances to federal provincial and third party stakeholders;
- prepare accounting documentation for payroll;
- complete year-end documentation, and
- communicate all aspects of organizational remittances, accounting and year-end requirements to internal, external and government stakeholders.

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Thu., Sept. 24 – Dec. 3, 7 – 10 p.m. plus Sat., Oct. 17, Nov. 7 and Nov. 21, 1 – 4 p.m. (13 classes plus exam on Dec. 3). \$349. Facilitator: Rowena Kelloway.

Canadian Risk Management Program

Risk Control—ARM 55

This course may qualify as credit towards the Fellow Chartered Insurance Professional (FCIP) designation and the Canadian Risk Management (CRM) designation.

This course concentrates on selecting appropriate risk control techniques, implementing the chosen techniques and monitoring the results for effective control and co-ordination of the organizations' total risk management effort. Topics will include:

- intellectual property loss exposures;
- criminal loss exposures;
- disaster recovery for property loss exposures;
- understanding claim administration;
- fleet operations loss exposures;
- environmental loss exposures;
- understanding system safety, and
- motivating and monitoring risk control activities.

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Thu., Sept. 24 – Dec. 17, 7 – 10 p.m., (13 classes)
\$495 (text extra). Facilitator: Darrell Swain.

 www.mun.ca/lifelonglearning