

“Becoming a Certified Payroll Manager opened doors into new areas like system implementation.”



“Attaining the CPM allowed me to elevate my career.”



“With the CPM I moved ahead quickly.”



Certified Payroll Manager Certification Program



Certified Payroll Manager (CPM)

Leading a team of payroll practitioners, as a Certified Payroll Manager (CPM), is an exciting and rewarding career choice. Many Certified Payroll Managers find themselves solving payroll challenges and designing and building payroll systems for large firms or managing a payroll department including implementing best practices gained through the program. CPM certification can open new doors and opportunities.

In order to enroll in the program you are required to be a Payroll Compliance Practitioner (PCP). The PCP certification can be obtained through courses available at colleges and online, or if you have experience in payroll, through a challenge option. The CPM certification prepares seasoned payroll professionals to manage a payroll department by building on compliance knowledge and developing payroll management skills.

CPM - Payroll Experience Prerequisite

PCP certified members who wish to enroll in the CPM program must meet a payroll experience prerequisite to register. To satisfy this prerequisite, the individual must have at least two years of experience being responsible for an organization’s payroll function, which includes being accountable to management for the accuracy of employees’ pay and all government statutory remittances, or equivalent experience, obtained in the past five years.

Individuals must submit the Payroll Experience Prerequisite Application and receive approval from the Canadian Payroll Association prior to enrolling in the Introduction to Payroll Management course. Please allow 20 days for the application to be processed.

Your Path to becoming a Certified Payroll Manager (CPM)

The CPM certification builds on compliance knowledge and develops payroll management skills to prepare seasoned professionals to manage a payroll department.

Prerequisite Requirements

1. Become a PCP Certified member
2. Submit a Payroll Experience Prerequisite Application (PEPA)

Educational Requirements

1. Introduction to Payroll Management (IPM)
2. Managerial Accounting*
3. Compensation & Benefits Management*
4. Organizational Behaviour Management*
5. Applied Payroll Management (APM)

Courses marked with an * must be transferred into your certification record

Other Certification Requirements

Complete the Certification Declaration

CPM Certification

Ongoing Certification Requirements

- Maintain a membership with the Canadian Payroll Association
- Adhere to the Canadian Payroll Association’s Code of Professional Conduct
- Meet the Continuing Professional Education (CPE) requirements

Course Requirements

Introduction to Payroll Management (IPM)

Prepares professionals to manage a payroll department by introducing them to the most applicable core management skills. Based on market research, the course provides the management content and tools, such as decision-making and project management, required to be a successful manager. It builds on the foundation of a Payroll Compliance Practitioner's experience, knowledge, application of legislative monitoring and effective communication of payroll programs and policies. IPM is available through post-secondary institutions and online through the Canadian Payroll Association.

Prerequisites: Payroll Compliance Practitioner (PCP) certification and payroll experience.

Organizational Behaviour Management

Study directly through a post-secondary institution.

Managerial Accounting

Study directly through a post-secondary institution.

Compensation & Benefits Management

Study directly through a post-secondary institution.

Applied Payroll Management (APM)

Provides professionals with the opportunity to apply relevant management processes in a payroll department context. Benchmarking, best practices development and human resources skills, such as monitoring, assessing and supervising personnel, are utilized to enable the payroll professional to achieve organizational and career goals. APM is available through post-secondary institutions and online through the Canadian Payroll Association.

Prerequisites: Introduction to Payroll Management

Note: Effective January 1, 2017, CPM students should complete the CPM courses and submit their Certification Declaration within five (5) years of the start date of their first successful IPM course.

The Canadian Payroll Association offers two certifications, the Payroll Compliance Practitioner and the Certified Payroll Manager.

Courses are available at colleges and universities across Canada and where noted, online through the Canadian Payroll Association.

The Canadian Payroll Association

The Canadian Payroll Association is the authoritative source for Canadian payroll knowledge, professional development, advocacy and professional certification.

Canada's 1.5 million employers rely on payroll practitioners to ensure the timely and accurate annual

payment of \$865 billion in wages and taxable benefits, \$290 billion in statutory remittances to the federal and provincial governments, and \$163 billion in health and retirement benefits, while complying with more than 190 federal and provincial regulatory requirements.

Since 1978, the Canadian Payroll Association has annually influenced the payroll compliance practices and processes of over five hundred thousand organizational payrolls. With over 20,000 members, the Canadian Payroll Association promotes payroll compliance through advocacy and education.

A passion for payroll...



Melanie Semeniuk, CPM Solution Consultant

Melanie had her hands full with a career and children so she didn't pursue college until later in life. When her employer encouraged her to go back to school, Melanie seized the opportunity. She knew a good deal of the material covered in the Payroll Compliance Practitioner (PCP) and Certified Payroll Manager (CPM) certifications, but even with 20 years of experience in payroll, she realized there was still a lot to learn.

Melanie had the usual apprehensions for someone who had been out of school for years. After overcoming her initial fears, she found studying for certification to be a wonderful experience. She met amazing friends and professional colleagues and grew her knowledge base and career.

"Change is hard, it is for all of us, myself included, but it can also be extremely rewarding."

Today, she loves her job as a Senior Solution Consultant with BDO. She meets payroll practitioners from many organizations, and helps them solve their payroll challenges. Melanie knows that her CPM certification helps her excel at her job. BDO knows they can rely on Melanie to be compliant with ever increasing and changing payroll legislation.

BDO is a software solutions provider with more than 100 offices across Canada, employing 3,000 professionals serving over 50,000 clients.

The Canadian Payroll Association

payroll.ca | certification@payroll.ca
or a college or university near you.

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Stay Current **Stay Compliant**

