



e2r Continuing Education Solutions®

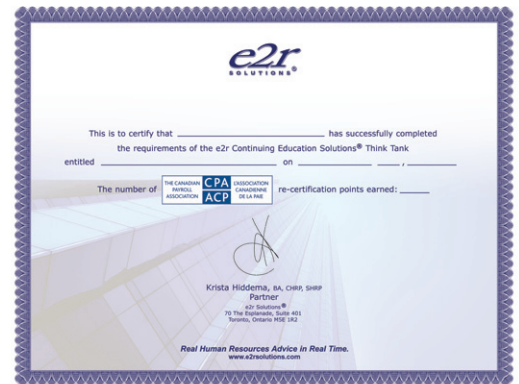
At e2r Solutions®, we want to make it as easy as possible for clients to obtain their Payroll Compliance Practitioner ("PCP") or Certified Payroll Manager ("CPM") continuing professional education hours.

Our e2r Continuing Education Solutions® service, allows clients the opportunity to attend eight (8) live Think Tank webinars each year (each worth one (1) hour) for a total of eight (8) hours. Kindly note that additional hours may also be obtained by listening to our previously recorded Think Tanks.

Below, you will find a step-by-step guide to getting started!

1 Option 1: Listen Live

1. A 'Save the Date' will be emailed to you approximately three (3) weeks in advance of the Think Tank. Be sure to mark your calendar!
2. Invitations containing log-on and dial-in instructions will be emailed to you approximately one (1) week in advance of the Think Tank.
3. On the date of the Think Tank, log-on and dial-in to the live Think Tank at the time specified within the invitation.
4. Listen to the highly qualified speakers while following along with the live on-screen presentation.
5. Following the conclusion of the Think Tank, an email will be sent within two (2) business days to all participants, containing the corresponding quiz. It may also be requested by emailing ce@e2rsolutions.com.
6. One received, please complete and return the quiz via email to ce@e2rsolutions.com.
7. You will receive a Certificate of Completion from e2r Solutions® upon meeting the completion requirements of the quiz.*
8. After receiving the Certificate of Completion, remember to update your PCP / CPM continuing education hours log.



Above, Certificate of Completion

2 Option 2: Unable to Listen Live?

Listen to archived Think Tanks directly from the e2r Solutions® website!

1. Use the following link to view a list of all previous Think Tank topics and once you have found the desired recording, click on the blue 'play' icon to the left of the title in order to listen to the recording.
<http://www.e2rsolutions.com/resource-centre/think-tanks>
2. Once you have selected one of the archived Think Tanks, you may request the corresponding materials and quiz from e2r Solutions® by sending an email to ce@e2rsolutions.com or by calling 416.867.3093.
3. Once you have completed the learning, please complete and return the quiz via email to ce@e2rsolutions.com.
4. You will receive a Certificate of Completion from e2r Solutions® upon meeting the completion requirements of the quiz.*
5. After receiving the Certificate of Completion, remember to update your PCP / CRM continuing education hours log.

**Please note: You must obtain a mark of sixty percent (60%) or higher in order to receive a Certificate of Completion.*

While we are pleased to be able to support your ongoing continuing education, we note that the Canadian Payroll Association will ultimately determine point allocation.

As always, should you have any questions or require any assistance with the above, please be sure to contact us and we would be happy to assist you!

e2r Solutions®

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Or follow us on:

