

**Application for Admission to the  
Alabama Public Personnel Administrators  
Payroll Specialist Certification Program**

AAPPA Payroll Certification  
Government and Economic Development Institute  
213 Extension Hall  
Auburn, AL 36849-5225

The AAPPA Payroll Certification Program is designed to provide greater proficiency and understanding to individuals involved in the payroll process. Those eligible to achieve certification are those in Alabama public sector payroll administration.

**Alabama Certified Payroll Specialist (ACPS) Designation Requirements:**

1. A minimum of two years full time experience in payroll administration. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.
2. Successful completion of the four courses included in the education program.

**Biographical Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Relevant Career Information (List the most recent first)**

Job Title 1: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Job Title 2: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Job Title 3: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Directions:**

- Please include the following with your application: [1] your official job description, and [2] the organizational chart for your department and for the city/county/municipality in which you are employed.
- Please sign and date this form and have your supervisor or department manager sign and date this form.
- Return this form and attachments to:  
 AAPPA Payroll Certification  
 Government and Economic Development Institute  
 213 Extension Hall  
 Auburn, AL 36849-5225

I verify that the information on this page and on the attached documents is accurate statements of the applicant's job duties and responsibilities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Manager

\_\_\_\_\_  
Date

***For Education Committee Use Only***

Alabama Certified Payroll Specialist

*Approval Date* \_\_\_\_\_

Signed: \_\_\_\_\_