

# Certified Payroll Professional

*Associated Industries: Business, Management, & Administration*

## Description and Labor Market Information

The Certified Payroll Professional certification indicates proficiency in payroll production, reporting, accounting, systems, taxation, administration, and education/consulting.

This credential was associated with 4 occupations that were identified as well-paying and in demand. Overall, those occupations represent 19,503 positions with 2,129 annual openings within the state and median hourly earnings of \$24.54.

## Sample Occupations

### *Payroll and Timekeeping Clerks*

Median Hourly Earnings: \$22.30

Typical Entry Level Education Requirement: High school diploma or equivalent

Total Positions: 550

Annual Job Openings: 64

### *First-Line Supervisors of Office and Administrative Support Workers*

Median Hourly Earnings: \$27.10

Typical Entry Level Education Requirement: High school diploma or equivalent

Total Positions: 7,596

Annual Job Openings: 825

### *Accountants and Auditors*

Median Hourly Earnings: \$29.47

Typical Entry Level Education Requirement: Bachelor's degree

Total Positions: 5,079

Annual Job Openings: 489

## Certifying Entity Information

American Payroll Association

**Website:** [www.americanpayroll.org](http://www.americanpayroll.org)

**Phone:** (210) 224-6406

**Local Availability:**

Pearson Vue

## Exam Details

**Age Requirement:** N/A

**Coursework/Hours to Complete:** None

**Length of Certification Validity:** 5 years

**Exam Cost:** \$550

**Exam Time:** 4 hours

**Number of Questions:** 190

**Pass Rate:** N/A

# PROMISING CREDENTIALS IN HAWAII

This project has been a joint effort between Kamehameha Schools, the Chamber of Commerce Hawaii, University of Hawaii P-20, and the Harold K.L. Castle Foundation.

Students in Hawaii can earn hundreds of industry-recognized credentials right now. Thousands of students are investing time and resources to achieve these credentials with the hope they will lead to a career that enables them to live and thrive in Hawaii. But how effective are these programs at preparing Hawaii students for future careers and long-term success?

**Promising Credentials in Hawaii, a first-of-its-kind analysis for our state, looks at whether the credentials students can earn actually matter in the real world to local employers.**

Through intensive labor market analysis and outreach to local Hawaii businesses, this project has identified **137 Promising Credentials** that are associated with in-demand, living wage occupations throughout the state. The process began with identifying **274 Promising Occupations** that met wage and demand thresholds. A list of corresponding credentials for the 274 occupations was then compiled using job postings data. Finally, Hawaii employers from across the state completed surveys and participated in focus groups to narrow the list of nearly 2,000 credentials down to the 137 credentials they say matter most when making hiring and promotion decisions.

The resulting Promising Credentials were identified as relevant in hiring and promotional decisions for multiple in demand and well-paying occupations within the state. A detailed one-page summary of each of these Promising Credentials has been organized for student, school, and community use.

The comprehensive report and associated data can be found at [www.HawaiiCareerPathways.org](http://www.HawaiiCareerPathways.org).