



CCH® University

The best on-demand training
for your new hires

If you could get a new employee trained on CCH products for \$300 or less without exhausting your existing staff, would you be interested?

One of the top challenges a CPA firm faces today is training professional staff efficiently without compromising experienced staff's billable hours.

It's time to give your new hires a consistent and thorough product training experience, in an anxiety-free learning environment, at a personal pace. You'll find what more and more firms are discovering – an investment in developing new staff can help you realize increased productivity, as well as improved recruiting and retention.

QUANTIFIABLE BENEFITS

With CCH University, your firm has it all – a robust, on-demand system that provides the best solution for your firm's new employee learning needs, freeing your experienced staff to focus on billable client services.

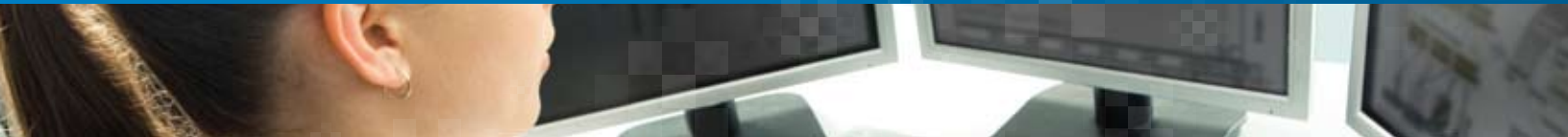
Your firm will see some immediate benefits by incorporating this CCH resource into your new-hire training process, including:

- **Enhanced New Staff Productivity** – Courses are presented in short lessons to fit into busy schedules.
- **Improved, Standardized Training Process** – These top-quality courses were developed by the product experts.
- **Accountability of Learning** – Tracking and testing processes reveal whether or not courses were completed and understood.
- **A Repeatable Process that Drives Efficiencies** – Every new employee at your firm will receive the same high-quality training.
- **A Quick Return on Your Training Investment** – Training can begin the moment an employee starts work, allowing them to be immediately profitable.

“We were able to cut our
introduction training
to 20 minutes from the
usual 1.5 / 2 hours...”

Lori Shrout
Gumbiner Savett Inc.

Note: To see all of the current courses available in CCH University, please visit CCHGroup.com/CCHUniversity



THE RIGHT CONTENT

CCH University offers a variety of courses to cover your new employee training needs. Below are a few examples of the ever-increasing portfolio of available courses that will facilitate your on-boarding process for CCH software and research products:

■ Introduction to ProSystem fx® Tax

New staff members in need of basic training on ProSystem fx Tax will benefit from this overview of the features and functionality of the program. Areas covered include navigation, user preferences, importing and exporting data, creating letters, printing returns, and more.

■ Introduction to Accounting Research Manager®

Research is a never-ending and ever-evolving routine for accountants. This course provides a robust introduction to Accounting Research Manager. After completion of this course, your new staff will know how to: access and navigate Accounting Research Manager, understand the organization of the content groups, use the 10-K Lookup, stay up-to-date with current developments, and more.

THE BEST CHOICE

Your firm has choices when it comes to training and CCH offers the most comprehensive solutions to your business challenges.

For existing CCH customers* looking to bring new employees up-to-speed quickly on CCH products, CCH University is a perfect solution – or supplement – to your in-house introductory level training for new hires. Its highly relevant courses are designed to help your new hires become productive in no time.

The best part of CCH University is its accessibility from any location with Internet access. Available 24/7, CCH University gives your new staff the flexibility to train at their convenience.



The Introduction to ProSystem fx Tax course is a basic, dynamic, self-study that is segmented into accessible lesson topics.

CUSTOM MODULE

For firms who have internally developed training courses, CCH University offers an optional, add-on custom module. This full-featured module allows you to access your own firm-specific training courses without the worries or costs of hosting the sessions, and includes:

- **Internal Content** – Upload your firm's additional content as part of the available curriculum, bringing immediate value to time spent in training.
- **Assess Progress** – Determine how effective the training is for your employees.
- **Create Curriculums** – Assign courses of study for specific groups.
- **Tracking** – See which employees have completed their training.
- **Firm Branding** – Customize CCH University with your company's logo and branding.

* For firms new to CCH products, CCH On-site and Web-based training are the recommended options. Visit CCHGroup.com/Training for a complete list of On-site and Web-based training opportunities.

CCH self-study courses have been approved for CPE credit for CPAs, Public Accountants, Enrolled Agents, CFPs, Financial Planners, Tax Preparers, and other professionals nationwide. Please visit CCHGroup.com/CPE/Accreditation for details.

For more information on CCH University
call 1-800-PFX-9998 (1-800-739-9998)
or visit CCHGroup.com

The most up-to-date product information, including detailed system requirements, enhancements, and new features, is available at CCHGroup.com/CCHUniversity. If you plan to use multiple ProSystem fx Suite products within the same system, call 1-800-PFX-9998 (1-800-739-9998) and ask to speak to your sales representative about whether or not your system availability is adequate.

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