

CCH® University

Convenient, on-demand training for CCH products.

One of the top challenges companies continue to face is training new staff members efficiently without compromising experienced staff's billable hours.

With CCH® University you can give your new hires a consistent and thorough product training experience, in an anxiety-free learning environment, at a personal pace. Discover for yourself what others have learned: an investment in developing new staff will help you quickly realize increased productivity, as well as improve your recruiting and retention.

Quantifiable Benefits

Use CCH University for your new hire product training and you will have a robust, on-demand system that provides the best solution for your new employees' learning needs, freeing your experienced staff to focus on billable services.

By incorporating this CCH resource into your new-hire training process, you'll see immediate benefits, such as:

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

“Great basic tool for how to use the software.”

— Jim Piller,
Margolin Winer & Evens, LLP

The Right Content in a Straightforward Delivery System

CCH University offers a robust, on-demand system as the best solution for existing CCH customers to support the learning needs of new employees without requiring the use of valuable internal resources for training. The content is dynamic and continually evolving, with new courses added routinely. Regular course updates accommodate any changes in compliance regulations or enhancements to the programs. Libraries of courses available include a Tax library, an A&A library, a Research library and a Firm Management library, with specific product training courses on related ProSystem fx® and CCH research solutions in each.

The following brief descriptions are examples of the courses available. You can review the complete course curriculum at CCHUsub.CCHGroup.com.

- **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 ProSystem fx® Engagement** — New users to ProSystem fx Engagement will learn the basics of managing and performing functions within the program. They will learn how to create new clients, use workflow tools, synchronize binders and wrap-up engagements.
- **Introduction to IntelliConnect®** — In this course, new users will be introduced to unique time-saving features, innovative access tools, accessing up-to-the-minute tax news and customization tools.

The Best Choice

For existing CCH customers looking to bring new employees up-to-speed quickly on CCH products, CCH University is the 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 CCH University site is simple to navigate, with tabs for easy access to the home page, the courses, a transcript of courses completed and your account information.

You have the option to purchase a course subscription for one student or for multiple students and a manager/administrator. The manager can easily run reports to track a student's progress or to summarize your firm's overall training program activity.

The best overall training value is a site pass. It offers:

- Up to 25+ CPE credit hours for each user
- Dependable, 24/7 access
- Convenient billing to your CCH account
- Standardized, accountable CCH product training
- Easy visibility into status and results with helpful reports

CPE Accreditation

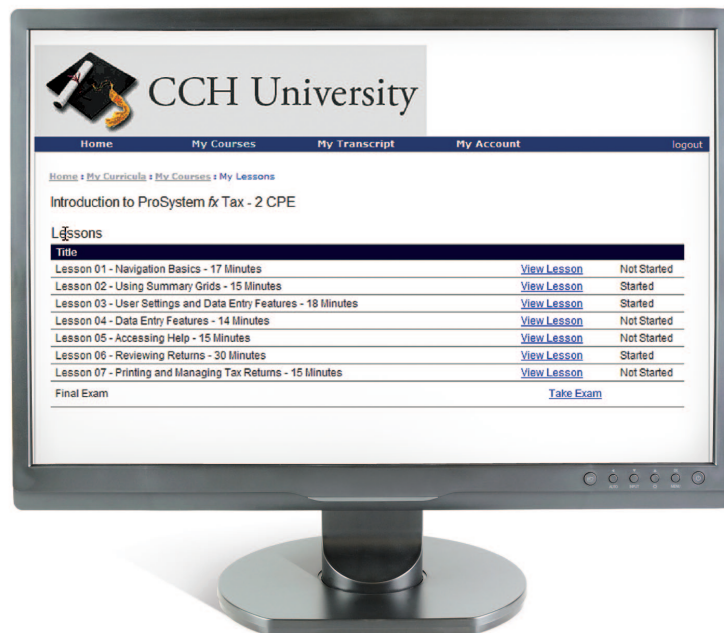
CCH self-study courses have been approved for CPE credit for CPAs, Public Accountants, Enrolled Agents, CFPs, Financial Planners, Tax Preparers and other professionals nationwide. Please visit CCHGroup.com/CPE/Accreditation for details.

When Acquiring New Products

For firms implementing new CCH products, the recommended training programs are CCH consultant-led courses, either onsite or in live Web-based sessions. These courses are more in-depth and geared towards implementation of a new system as well as intermediate/advanced level staff.

Other Avenues for Learning

CCH supports your professional development in many ways. Self-study courses on hundreds of topics can be found online at the CCH Learning Center, and virtual CCH Seminars keep you up-to-date on issues that impact your work. Visit CCHGroup.com/Training.



What the End Users Have to Say

Here are a few statements from clients who have benefited from CCH University training:

- “An excellent online education on ProSystem fx Tax that is very helpful for beginners. This will be very useful for us during the tax season.”
- “The training modules are nicely compiled and are very helpful. I wish we had more such training modules on other subject areas and advanced tax topics. We look forward to seeing more from CCH University in future.”
- “We were able to cut our introduction training to 20 minutes from the usual 1.5–2 hours.”
- “Because of time differences, India staff is rarely able to sit in on live webcasts, so the 24 hour access is perfect! We also use CCH University during our on-boarding process. New hires appreciate the 'sound-bite' format so they can go directly to the portion of the recording that interests them.”

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

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