BizPro

Frequently Asked Questions for Employers

What is BizPro?
With BizPro, ADP clients can educate and empower their team with a wide selection of video-based training and education courses. Courses are available for business owners, HR administrators, and up to 100 employees, so you won't need to add subscriptions as your business grows.

How can I purchase BizPro?
BizPro is available as a standalone product through ADP Marketplace for $37/month.

Is there a contract for this subscription?
There are no contracts; the subscription is month to month.

How can I terminate my BizPro subscription?
You can cancel your subscription directly from the BizPro app in Marketplace. This will terminate your access to training records and system generated renewal reminders. We recommend keeping your subscription in order to put new hires through the training, as well as having instant access to training records and state-required training renewal notices.

How will I access the BizPro training platform once I sign up?
You will be able access the BizPro training platform directly from your RUN Powered by ADP® account through the BizPro App, which is accessible through the Marketplace after signing up.

What training courses are included?
Sexual & Workplace Harassment Prevention, Safety Training, OSHA for Employers, HR Recordkeeping, Business Maxims, & Sales Channels.

Are there state-specific training courses?
Yes, BizPro currently offers New York State & City Sexual Harassment Prevention training courses, as well as California Supervisor & Employee training courses. All courses help meet the state requirements for sexual harassment prevention training. (CT & IL courses to be released soon)

When do businesses in California need to complete the sexual harassment prevention training course?
Employers with 50 or more employees must continue to provide supervisory employees with at least two hours of training within six months of assuming a supervisory position, as has been law since 2005. They have until January 1, 2021, to provide at least one hour of training to nonsupervisory employees within six months of hire.

Employers with 5 or more employees have until January 1, 2021, to provide at least two hours of training to supervisory employees within six months of assuming the role, and at least one hour of training to nonsupervisory employees within six months of hire. An employer that has provided the required training in 2019 is not required to provide refresher training for two years.

Are there courses available in Spanish?
Yes. The following courses are available in Spanish: Safety Training, OSHA for Employers, New York State Sexual Harassment Prevention, New York City Sexual Harassment Prevention, California Supervisor Sexual Harassment Prevention & California Employee Sexual Harassment Prevention.

How are employees added into the training platform?
Administrators will have access to an employee registration URL that is unique to their company in the "User Management" tab. There are also detailed instructions and an email template they can use when sending the link to their employees.

How many employees can be added into the system?
Each BizPro client will be provided a total of 100 seats.

How is employee progress tracked?
BizPro administrators will have access to a "Team Results" tab that will display employee progress, completion dates, and applicable certificates for each training course.

Will the system save previous year's progress and certificates?
Yes. The system will not only save the previous year's completion progress & certificates, but it will also send out email reminders for annual retake requirements for state specific sexual harassment prevention training courses.

About BizPro
BizPro is an online learning platform for business owners, HR administrators, and up to 100 employees. Educate and empower your team with a wide selection of video-based training and education courses with BizPro. You'll be able to simplify your training process for your entire team, and can even help keep your business in compliance with state mandated trainings for sensitive topics like sexual harassment.

Visit ADP Marketplace to learn more about BizPro

marketplace.adp.com/bizpro

The Value of ADP Marketplace

Get everything you need to manage your people better, from hire to retire. Say goodbye to siloed systems, and hello to powerful HR apps all in one place — connected to your ADP solution.

• Easy and secure
• Seamless integration
• Single sign-on