

# The Certified Bookkeeper™ CE Course

## Fast-Tracking Your CE Students to National Certification



**The American Institute of Professional Bookkeepers**  
*The National Association for Bookkeepers Since 1987*

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# The American Institute of Professional Bookkeepers' (AIPB) Certified Bookkeeper (CB) Prep Course

## *"I thought bookkeeping was just a clerical job."*

In any business up to 100 employees, the bookkeeper is essentially the CFO. For example, a small-business bookkeeper must be able to . . .

- record every *financial transaction* the company makes
- keep records for a C corp v. S Corporation v. sole proprietorship v. partnership
- record employee—and owner—personal use of the company car as wages
- record inventory at purchase, records changes in value over time, and record sales
- record cash received as income v. unearned income—and payments and expenses v. prepayments
- file various federal and state tax, employment authorization and other forms with:
  - ✓ the IRS
  - ✓ the Social Security Administration
  - ✓ Homeland Security
  - ✓ state taxing, unemployment and disability insurance agencies

Sound like accounting? It is. In a small business, the bookkeeper is CFO and accountant.

## What the CB Prep Course Does for Local Businesses

Certification promises employers that the bookkeeper they hire or use is expert at every key bookkeeping skill and responsibility. **Important:** If you have any question about the value of the skills and knowledge this course provides to your students, feel free to run this brochure past anyone in your college accounting department. For a free review copy of any course workbook email [Barbara@aipb.org](mailto:Barbara@aipb.org).

Over 200 college and university CE programs offer this CB course in their classrooms.

## Benefits of the CB course for your CE program

- **You add a highly profitable course—no contracts, no fees, no profit sharing—year after year.** For example:

School	Students per Year	Course Fee	Profit
U. of La.– Lafayette	18	\$995	\$17,910 per year
UCal–San Diego Extn.	22	\$1725	\$37,950 per year
Broward College	22	\$1,995	\$43,890 per year
, , , and 197 others			

- **The CB course draws from a large market of working bookkeepers.** Every small business within 50 miles of your school uses a bookkeeper.
- **The CB course is easy to implement and teach.** Your instructor gets a full set of teaching aids — PowerPoint slides, lecture notes and in-class and homework problems—and ongoing support from AIPB *for any size class*.
- **The CB course includes full support from AIPB.** We support your instructor at every step, from implementation to classroom to designation of the students as *Certified Bookkeepers (CBs)*.
- **The CB course guarantees competence for local employers.** A *Certified Bookkeeper's* competence is proven by a national exam administered by an independent third party: AIPB.



## Benefits to CB Course Participants

A survey of CBs by Lewis & Clark, Raleigh, NC, reveals:

- **90%** of CBs recommend certification to other bookkeepers;
- **75%** of CBs who interviewed for a new job said that certification was important in obtaining the interview; and
- **84%** of CBs say certification was important in getting a new job or a promotion in their current job.

## Who Takes the *Certified Bookkeeper Prep Course*?

Working bookkeepers, those who have taken your basic bookkeeping course or have at least 1 term of college accounting.

## Fast-Tracking Students to National Certification

Students must meet three requirements to become *Certified Bookkeepers (CBs)*:

**Requirement #1.** Pass the 4-part national certification exam.

**Requirement #2.** Demonstrate 2 years' on-the-job experience as a bookkeeper. This can be completed after passing the national certification exam.

**Requirement #3.** Sign a Code of Ethics.



## Implementing Your *Certified Bookkeeper (CB) Prep Course*

The most successful CB courses are approximately 75 contact hours.

You can use a 12-week, 16-week or other term. We provide a sample syllabus.

## Costs to Include in Your *Certified Bookkeeper (CB) Prep Course Fee*

Registration in the Certified Bookkeeper program	\$ 60
Cost to school of six workbooks	\$254*
Part 1 and 2 of the national certification exam at Prometric	\$200

\* Plus s/h.

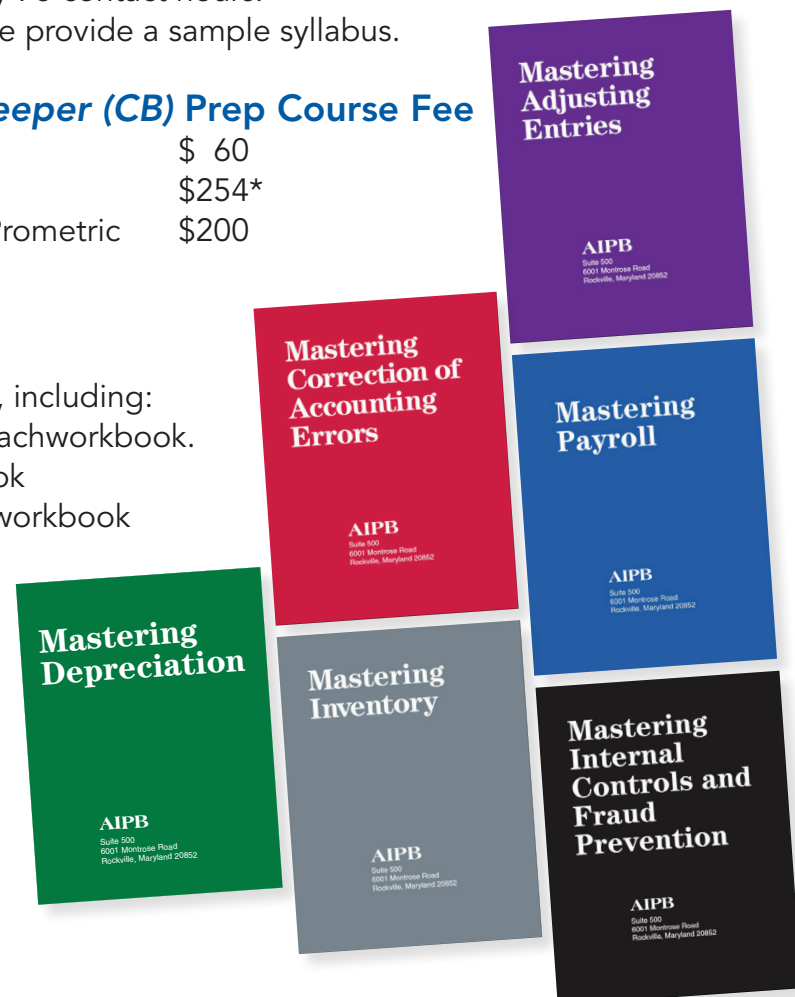
## For your CB Prep Course Instructor

Your instructor also gets a full set of teaching aids, including:

- PowerPoint presentations for each chapter of each workbook.
- Lecture notes for each chapter of each workbook
- Homework problems for each chapter of each workbook

## The Six CB Prep Course Workbooks

1. [Mastering Adjusting Entries](#)
2. [Mastering Correction of Accounting Errors](#)
3. [Mastering Payroll](#)
4. [Mastering Depreciation](#)
5. [Mastering Inventory](#)
6. [Mastering Internal Controls and Fraud Prevention](#)



## Taking the Exam at Prometric

Your CB Prep Course instructor and students receive detailed instructions on how to schedule each exam at a Prometric Test Center near you (there are 300 Prometric Test Centers). A student who fails an exam can schedule a retest for an additional fee.

## Support for Your Certified Bookkeeper Prep Course

AIPB's Educational Support Services Supervisor, Barbara Regotti is devoted to answering your questions and your instructor's questions—and solving any student's problem that may arise.

## Why Wait?

Start fast-tracking your CE students to national certification *today*. Just email [barbara@aipb.org](mailto:barbara@aipb.org). If you have questions you'd like to discuss, include your phone number.



## AIPB Certification Advisory Board

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CERTIFIED BOOKKEEPER is a registered certification mark and CB is a certification mark of The American Institute of Professional Bookkeepers, Inc.

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