Program Information: Bookkeeping

Program Overview
The Bookkeeping Certification Program prepares students to take the National Bookkeepers Association Uniform Bookkeeper Certification Exam to obtain the National Bookkeepers Association Bookkeeper Certification. Program covers: accounting: the language of business; analyzing business transactions; analyzing business transactions using T accounts; the general journal and the general ledger; adjustments and the worksheet; closing entries and the postclosing trial balance; accounting for sales and accounts receivable, and cash receipts; accounting for purchases, accounts payable, and cash payments; cash; payroll computations, records, and payment; payroll taxes, deposits, and reports; accruals, deferrals, and the worksheet; and financial statements and closing procedures.

Program Provider
Program is provided by Bitterroot College UM with curriculum from the National Bookkeepers Association. Stephanie Mapelli, MBA, is the program instructor.

Program Location
Bitterroot College, 103 South 9th Street, Hamilton

Program Days and Times: September 25 through December 18, 2017
- Classroom Instruction (39 contact hours)
  - 4:00pm-5:30pm, Mon & Wed, Sept 25 – December 13 (no class Wed, Nov 22)
  - 4:00pm-5:30pm, Fridays, Oct 20, Nov 3, & Nov 17
- Uniform Bookkeepers Certification Exam
  - 4:00pm-5:30pm, December 18, 2017

Program Fee
- Full payment of $1,750 due by Friday, Sept 22, 2017
- Fee includes tuition, textbooks, and online curriculum access
- Refund Policy: 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance

- **IMPORTANT: Program Fee Assistance takes time to process; connect with assistance providers ASAP**
  - Pathways Programs Funding (formerly WoRC)
    - Human Resource Council, 303 North 3rd Street, Hamilton
      - Lisa Kears, (406) 363-6101 ext. 237 or Holly Montgomery, (406) 363-6101 ext. 239
  - Rural Employment Opportunities (REO)
    - Contact: Will Bodle, william@reomontana.org, (406) 274-4172; 274 Old Corvallis Rd, Hamilton
  - Veterans Administration Vocational Rehabilitation Services Training Funds
    - Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
  - Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
    - Contact: Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203; 274 Old Corvallis Road, Stes K/L, Hamilton
  - Workforce Innovation & Opportunity Act (WIOA) Training Funding (does NOT include help with application costs)
    - For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operator
      - DeLynn Gardner, dgardner@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
    - For non-Ravalli County residents, contact your local Job Service office
      - Montana Job Service office locations can be found at jobservices.dli.mt.gov/
Age, Education, Email, and Other Requirements for Program Application

- 16 to 17 years of age
  - Public high school student: recommendation letter from high school counselor
  - Home school or private school student: qualifying TABE scores (explained below) and interview with Program Instructor Stephanie Mapelli – to schedule an interview, email Victoria Clark at victoria.clark@umontana.edu or call Victoria Clark at (406) 375-0100

- 18 years of age or over
  - High school diploma, high school equivalency diploma (GED or HiSET), OR qualifying Test of Adult Basic Education (TABE) scores
    - TABE is available free of charge every Monday at 9am at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information
  - Must have a personal email account which can be accessed frequently
  - Must demonstrate requisite emotional and mental maturity/health for professional placement

Background Check Required with Program Application

- Visit app.mt.gov/choprs/ and under Public Users click on Start Service
- Cost is $14.50 pay online with eCheck, credit card, or debit card
- Print background check document and attach to program application

Retain Program Information for Your Records

Questions? Contact the Bitterroot College at (406) 375-0100 or email Victoria Clark at victoria.clark@umontana.edu
Program Application: Bookkeeping

Application Requirements (see program information sheet for details)

1) Must meet age, email, and emotional/mental health requirements
2) Must submit HS transcript, GED or HiSET transcript, or TABE scores with application
3) Must submit cleared background check with application

Application Deadline is Fri, Sept 22, 2017 for program starting on Mon, Sept 25, 2017

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or victoria.clark@umontana.edu

Include with completed application:

☐ Full program fee payment of $1,750 — make checks payable to Bitterroot College UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)

☐ Cleared background check documentation (see accompanying information for details)

☐ HS transcript, GED or HiSET transcript, or TABE scores (see program information sheet for details)

☐ High School Counselor letter if applicable (see information sheet for details)

Full Legal Name: ________________________________
First                      Middle                      Last

Mailing Address: ________________________________

City: ____________________________ State: ___________ Zip Code: ____________________________

Social Security Number (required for exam registration): ________________________________

Telephone No: ____________________________ Email Address (required): ________________________________

Date of Birth: ____________________________ Gender (optional): Male _____ Female _____

Age at Start of Program: ____________________________

If 16 to 17 years of age (check one): ☐ Public High School (attach letter from high school counselor)

☐ Private High School (attach TABE scores & schedule interview)

☐ Home School (attach TABE scores & schedule interview)

(application has two pages – continue to second page)
List any business certifications or college certificates/degrees currently held: __________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Summarize previous work-related experience: __________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What are your employment goals for obtaining bookkeeping certification? __________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Continuing Education Bookkeeping Program.

Applicant’s Signature ___________________________ Date ____________________

For Office Use Only

Reviewer’s name: __________________________

Reviewer’s comments:

Passed Exam (circle one): YES NO

Exam Score: __________________________

Payment Type: Student ______ WIOA ______ Other (explain) __________________________

Application reviewed on ___________________________ Accepted _______ Denied _______

Date