

# 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 9<sup>th</sup> 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 3<sup>rd</sup> Street, Hamilton
    - Lisa Kearns, (406) 363-6101 ext. 237 **or** Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO)
  - Contact: Will Bodle, [william@reomontana.org](mailto:william@reomontana.org), (406) 274-4172; 274 Old Corvallis Rd, Hamilton
- Veterans Administration Vocational Rehabilitation Services Training Funds
  - Shak Emly, [shak.emly@va.gov](mailto: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](mailto: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](mailto: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/](http://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](mailto: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 3<sup>rd</sup> Street, Hamilton). Testing takes approximately 3 hours. Contact [Literacy Bitterroot](#) at (406) 363-2900 or [abc123@montana.com](mailto: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/](http://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](mailto: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 9<sup>th</sup> Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or [victoria.clark@umontana.edu](mailto: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*

**Required Application Materials**

- \_\_\_\_ Complete Application
- \_\_\_\_ HS/HS Equiv/TABE
- \_\_\_\_ Background Check

*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