

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: *January 29 through April 30*

- **Classroom Instruction** (*42 contact hours*)
 - 4:00pm-5:30pm, Tues & Thurs, January 29 – April 25
 - 4:00pm-5:30pm, Fridays, March 15 & April 26
- **Uniform Bookkeepers Certification Exam**
 - 4:00pm-6:00pm, April 30

Program Fee

- Full payment of **\$1,750 due by Thursday, January 24, 2019**
- Fee includes tuition, textbooks, online curriculum access, and certification exam fee
- **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 Kearns, (406) 363-6101 ext. 237 **or** Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO) (*for eligibility, must have worked in agriculture within last 2 years*)
 - Will Bodle, william@reomontana.org, (406) 274-4172
- Veterans Administration Educational Benefits, [Valley Veterans Service Center](#), 217 N 3rd St, Suite L, Hamilton
 - **Veterans and family members:** check your benefits eligibility, call (406) 363-9838 for an appointment
- Veterans Administration Vocational Rehabilitation Services Training Funds
 - Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**
 - Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203, Bitterroot College, 103 S 9th Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton
 - DeLynn Gardner, dgardner@mt.gov, (406) 560-1689 **or** Chelle Twist, mtwist@mt.gov, (406) 565-2243
- WIOA Youth Employment Program (*serves ages 14 to 24*), Human Resource Council, 303 N 3rd Street, Hamilton
 - Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236

Age, Education, Email, and Other Requirements for Program Application

- 16 to 17 years of age
 - Public or state-accredited private high school student: recommendation letter from high school counselor or appropriate academic administrator
 - Home school student: qualifying TABE scores (explained below) and interview with Program Instructor Stephanie Mapelli – *to schedule an interview, contact Meri Telin at (406) 375-0100 or meri1.telin@umontana.edu*
- 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 photo ID for proof of identity
- 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 Meri Telin at meri1.telin@umontana.edu



Program Application: Bookkeeping



Application Requirements (see program information sheet for details)

- 1) Must meet **age, ID, 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 Thur, Jan 24, 2019 for program starting on Tue, Jan 30, 2019

Submit completed application to:

Bitterroot College UM

103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or meri1.telin@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/Academic Administrator 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 age 16 to 17 (check one):
- Public High School (attach letter from high school counselor)
 - State-accredited Private High School (attach letter from academic administrator)
 - 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/Letter
- ____ Photo ID
- ____ Background Check

Reviewer's name: _____

Review date: _____

Reviewer's comments:

Circle one: *Accepted Denied*

Photo ID: ID Type _____ ID No. _____ ID Checked By _____

Payment Type: _____

Exam Results: _____