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 18 through December 18
- **Classroom Instruction (39 contact hours)**
  - 4:00pm-5:30pm, Tues & Thurs, Sept 18 – Dec 13
  - No class Tues, Nov 6 and Thurs, Nov 22
  - 4:00pm-5:30pm, Fridays, Oct 5, Oct 19, Nov 9
- **Uniform Bookkeepers Certification Exam**
  - 4:00pm-5:30pm, December 18

Program Fee
- Full payment of $1,750 due by Thursday, September 13, 2018
- 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 Boles, 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/choprps/ 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, Sept 13, 2018 for program starting on Tue, Sept 18, 2018

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: __________________________________________

8/1/2018