Program Information: QuickBooks Desktop Certification

Program Overview
The QuickBooks Desktop Certification Program prepares students to take the National Bookkeepers Association Uniform QuickBooks Certification Examination to obtain the National Bookkeepers Association QuickBooks Certification. The QuickBooks Desktop Certification validates your QuickBooks knowledge and demonstrates your QuickBooks skill to clients and employers. Individuals who hold the National Bookkeepers Association (NBA) QuickBooks Desktop Certification may communicate to employers they possess QuickBooks Desktop Certification and distinguish themselves and build credibility by having authorized use of the QuickBooks Desktop Certification certificate and logo. Program covers: introducing QuickBooks, managing expenses, sales and income, customer transactions and reports, bank reconciliation and bank transactions, reports, customizing QuickBooks, tracking inventory, billable time and costs, payroll setup, payroll processing, adjustments and year-end procedures, and setting up a company file.

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 24 through November 28
- Classroom Instruction (34 contact hours)
  - 3:30pm-5:30pm, Mondays & Wednesdays, Sept 24 – Nov 26
  - No class Mon, Nov 12 & Wed, Nov 21
- Uniform QuickBooks Certification Examination
  - 3:30pm-5:30pm, November 28

Program Fee
- Full payment of $1,500 due by Thursday, September 20, 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 Kears, (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 – Disability Employment Assistance Program
  - 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

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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: QuickBooks Desktop Certification

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 Thurs, Sept 20, 2018 for program starting on Mon, Sept 24, 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 $1500 — 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 QuickBooks 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 QuickBooks Desktop Certification 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: ________________________________