

# 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 9<sup>th</sup> Street, Hamilton

## Program Days and Times: **February 4 through April 1, 2019**

- **Classroom Instruction** (28 contact hours)
  - 3:00pm-5:00pm, Mondays & Wednesdays, Feb 4 – Mar 25
  - No class Mon, Feb 18 & Wed, Mar 27
- **Uniform QuickBooks Certification Examination**
  - 3:00pm-5:00pm, Mon, Apr 1

## Program Fee

- Full payment of **\$1,500 due by Thursday, January 31, 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 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) (*for eligibility, must have worked in agriculture within last 2 years*)
  - Will Bodle, [william@reomontana.org](mailto: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](mailto: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](mailto:sseltzer@mt.gov), (406) 375-0203, Bitterroot College, 103 S 9<sup>th</sup> Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3<sup>rd</sup> Street, Hamilton
  - DeLynn Gardner, [dgardner@mt.gov](mailto:dgardner@mt.gov), (406) 560-1689 **or** Chelle Twist, [mtwist@mt.gov](mailto:mtwist@mt.gov), (406) 565-2243
- WIOA Youth Employment Program (*serves ages 14 to 24*), Human Resource Council, 303 N 3<sup>rd</sup> Street, Hamilton
  - Shane Kravik, [sek@hrcxi.org](mailto: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](mailto: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 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 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/](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 Meri Telin at [meri1.telin@umontana.edu](mailto: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, Jan 31, 2019 for program starting on Mon, Feb 4, 2019**

**Submit completed application to:**

***Bitterroot College UM***

103 South 9<sup>th</sup> Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or [meri1.telin@umontana.edu](mailto: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

<i>Reviewer’s name:</i> _____ <i>Review date:</i> _____ <i>Reviewer’s comments:</i>  <div style="text-align: right;"><b>Circle one:</b>    <i>Accepted</i>    <i>Denied</i></div>
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**Photo ID:** ID Type \_\_\_\_\_ ID No. \_\_\_\_\_ ID Checked By \_\_\_\_\_

**Payment Type:** \_\_\_\_\_

**Exam Results:** \_\_\_\_\_