Certified Bookkeeper Test Preparation Program
Presented by The University of Toledo, Division of Continuing Education

Increase Your Bookkeeping Skills and Prepare for the American Institute of Professional Bookkeepers’ (AIPB) National Exam
12 Mondays  February 16 to May 4, 2009  6:00 to 8:00 p.m.
Rocket Hall – Room to be confirmed

Why Your Employees Should Attend:

- The increased professionalism of those who possess this nationally recognized Certified Bookkeeper designation helps:
  - reduce errors
  - improve accuracy
  - minimize the amount of time required for the annual audit, resulting in significant cost savings for the company.
  - protect against fraud and embezzlement.
- A recent survey demonstrated that nationally Certified Bookkeepers grew in new knowledge, professional pride and enhanced self-image. This can lead to motivated, dedicated employees.
- 97% of Certified Bookkeepers would recommend certification to other bookkeepers.
- On-the-job training can result in gaps and deficiencies needed to perform well.
- In preparing for the examination, employees learn skills that are crucial and consistent with industry expectations.

About AIPB National Certification

The Certified Bookkeeper designation was established in 1998 by the American Institute of Professional Bookkeepers (www.aipb.org), the national association for bookkeepers since 1987.

National certification by AIPB requires the following:
1. Pass a national exam of 6 subjects.
2. Sign a code of ethics.
3. Demonstrate 2 years of experience in bookkeeping, a requirement that can be completed after passing the national exam.

Who Should Attend:

This course will benefit anyone who works with billing, collections, payroll, A/R or A/P. Send your administrative assistants, billing representatives, customer service representatives, front desk staff, payroll clerks, office supervisors, and collections and accounts receivable personnel.

About Certified Bookkeeper Test Preparation Program

This hands-on workshop-style course, taught by UT Associate Professor Kathleen Fitzpatrick, will help prepare students for the National Certified Bookkeeper Exam, sponsored by the American Institute of Professional Bookkeepers. It covers all six required skill areas for the exam—

- merchandise inventory
- payroll
- depreciation
- correcting entries
- adjusting entries, and
- internal control.

Employees can enhance their value to the company by acquiring in-depth accounting knowledge. Many individuals have learned accounting on the job. This course will provide important background on why transactions are processed in a certain way. The increased professionalism of those who possess this nationally recognized Certified Bookkeeper designation will reduce errors, improve accuracy, and minimize the amount of time required for the annual audit, resulting in significant cost savings for the company.
Fees Include:
Fees include 12 interactive, hands-on classes and 6 texts issued by the AIPB.

Cancellations:
We fully refund cancellations received up to 8 (eight) working days prior to the program, when texts are ordered. Cancellations after that time and prior to the first day of class will be eligible for a 50% refund of the registration fee. No fees will be refunded after the start of class.

We reserve the right to cancel class if minimum enrollment is not met.

Save up to $650
Grant Deadline January 23, 2009

Call to see if you qualify for up to a 65% reduction of fees through a grant.

If you are an Ohio manufacturing, IT, or manufacturing support business, your company may qualify for a grant to cover up to 65% of the course fees.

If you are a qualifying company, and have 100 or fewer employees, your fee is only $335 per person, little more than what it would cost to purchase the AIPB books. Companies with more than 100 employees would pay only $492.50.

Call Luanne at 419-530-2203, or call Betty at 419-530-3052 to see if your company qualifies. Your company representative must apply by January 23, 2009.

Registration Form: Certified Bookkeeper Test Preparation Program
12 Mondays  February 16 to May 4, 2009  6:00 to 8:00 p.m.  Rocket Hall – to be confirmed

Name ____________________________________ SSN __________________________________
Address ____________________________________________________________
City _______________________________ State ______________ Zip Code ______________
Daytime Phone _______________ Daytime FAX _______________ Home Phone ______________

Program Fees: Program Fees With Grant:

________ $ 985.00 ________ $ 335.00 (Co. with 100 or fewer emps)

________ $ 27.00 UT Parking Permit ________ $ 27.00 UT Parking Permit

________ $ _______ Total ________ $ _______ Total

Payment Method:
Check or Company Purchase Order enclosed for $__________
Payable to The University of Toledo
MC / VISA for $__________
Card Number ___________________________ Exp. __________________
Exact Name on Card ____________________________

Registration Process:
FAX: Fax the form and credit card or purchase order information to: 419-530-6277
Mail: Mail the completed form with payment to: The University of Toledo,
Division of Continuing Education, Mail Stop 450, Toledo, OH 43606-3390

Questions? Contact: Jody at 419-530-6282 E-mail: joanne.goins2@utoledo.edu
Betty at 419-530-3052 E-mail: betty.anzaldua@utoledo.edu

The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts, and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status or the presence of a disability. The University will take affirmative action as required by federal or state law.