



Certified Bookkeeper

Key Information: 2009-10 Workforce Florida, Inc. Technical Skill Attainment list. Certification is on the CAPE funding list for 2009-10. DOE certification code is AIOPB001.

GENERAL EXAM INFORMATION

General information on the Certified Bookkeeper designation may be obtained at http://www.aipb.org/certification_program.htm.

There are four parts (five exams) to the certification exam. Each part consists of multiple choice questions. A passing score is 70% on the exams included in Parts 1 and 2. For Parts 3 and 4 a 75% is required to pass.

Part 1: Taken at a Prometric Center) Test 1-Adjusting entries (1 hour) AND Test 2-Error correction (includes the bank reconciliation)(1 hour)

Part 2: (Taken at a Prometric Center) Test -Payroll (1 hour) and Test 2-Depreciation (1 hour)

Part 3: (Open-workbook test) Inventory.

Part 4: (Open-workbook test) Internal controls and fraud prevention.

Certification requires testing AND at least 2 years of full-time experience or the part-time or freelance equivalent and the signing of a Code of Ethics.

TEST PREP

Self-teaching workbooks are available for each part of the exam. Each workbook contains questions just like those on the certification exam. Click here: http://www.aipb.org/certification_program.htm

TAKING THE EXAM

You must register for your examination(s) with the American Institute of Professional Bookkeepers (AIPB) and receive a letter that authorizes you to test (Authorization to Test -ATT) prior to scheduling your testing appointment at a Prometric Testing Center.

Then, to access the exam information on the Prometric site, you will need to select the "American Institute of Professional Bookkeepers" from the list for "Academic, Professional, Government & Corporate" option for Test Takers. You may also go directly there by clicking here: <http://www.prometric.com/AIPB/default.htm> .