QuickBooks Certified User (QBCU)

July 15, 2016

Certifying Organization	Intuit, delivered through Certiport http://www.certiport.com
Description of Credential	Mastery of QuickBooks accounting software allows small businesses to manage their cash, track expenses and perform critical functions like payroll, financial analysis of spending, etc. A QuickBooks Certified User applies accounting concepts in bookkeeping application for small businesses.
Part of which Graduation Pathways [1]	Most Integrated and Regional pathways
Associated with Which Careers?	4 Star: First-Line Supervisors of Retail Workers; Also: Store Managers, Assistant Store Managers Business Administration 5 Star: Supervisor of Office Workers, Financial Managers. Hospitality Management 5 Star: General and Operations Managers; 4 Star-Food Service Managers; Lodging Managers Also: Customer Service Representative, Office Supervisor, Operations Manager, Administrative Sales Manager, Management Analyst
Entry-Level Annual Salaries	$23,420 - $46,650

Industry-Based Certification Requirements: Students					
Standard / Curriculum	Certiport provides extensive materials on the topics covered in QuickBooks certification: a) QuickBooks Setup b) Utilities and General Product Knowledge c) List Management d) Items, Sales, Purchases e) Payroll and Reports f) Basic Accounting g) Customization/Saving Time & Shortcuts For details on the Exam Objective Domains, see the QuickBooks trifold brochure **here**. Students and teachers can use QuickBooks Study Guides to prepare for the QuickBooks Certification Exam. For more information, click study guides **here**.				
Testing Methodology	Paper?	No	Online?	Yes	Practical Exam(s)? No
Re-Testing (if available)	Re-Testing Procedures	Students re-test using the same online system; students may be required to wait up to a week before attempting a re-test.		Max Attempts	There is no maximum number of attempts
Testing Details (including any age requirements / accommodations)	The newest version of the certification exam is QuickBooks Pro/Premier 2016. This version includes simulation-based questions as though the test taker were actually using QuickBooks. The test consists of 50 multiple choice and simulation questions. Fifty (50) minutes is allowed to take the test. The QuickBooks FAQ document has more general and testing information. Schools can become authorized testing sites through a partner contract with Certiport's Authorized Partner Program. Students may attempt certification at any public Certiport Authorized Testing Center. Students under age of 13 must register through their teacher due to consent / privacy concerns. Educators seeking accommodations must email their request to accommodations@certiport.com				

Industry-Based Certification Requirements: Teachers	
Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.	
Instructor Certification Requirements	There are no certification requirements for teachers helping students attain this credential. The QuickBooks trifold and Study Guide links above provide materials teachers can use to orient themselves to the required materials. Certiport is developing additional teacher training support and professional development materials that will be available sometime in 2016 / 2017.
Proctoring / Test Security (if any)	Certiport provides complete details on proctoring requirements on their website.

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Certification Tracking				
Credentialing Documentation	Certiport maintains all documentation. Students create their own Certiport accounts and can track QuickBooks certification (and other certifications offered by Certiport) online. Students can also print out copies of the certifications they have earned. Teachers can track the certification results of their students using the voucher numbers use by students. *Schools will not be able to track the results of students who take the exam at a public testing place without cooperation / disclosure by the student.*			
Certification Tracking System	Online Tracking System?	Yes	Details	Certiport will issue a certificate to confirm the student passed the exam and is a QuickBooks Certified User.
Other Details	Expiration Timeframe?	QuickBooks certification doesn't expire, although each new program version requires a new certification.		
Certification Costs / Funding Sources				
Cost Details	The retail cost is $149.95 for one test voucher that includes a re-test and three practice tests. Schools can negotiate volume discounts if they become an authorized test site. For more information, click here . Regional or statewide pricing opportunities may be available. Please check with Certiport or JumpStart@la.gov for latest pricing information.			
Re-test / Refund Policies	Each re-test requires a voucher or a re-test voucher. If a school, for example, purchases a 100 voucher package, then this enables 100 attempts by their students – 100 attempts by one student each, two attempts by 50 students or any other combination of 100. All vouchers expire after 12 months. Certiport enforces this policy strictly. There are no refunds once a student has signed in and started a certification exam.			
Funding Sources [2]	CDF?	No	Perkins?	Yes	Alternative Source (other than General Funds)	

(Funding Sources row columns: Funding Sources [2] | CDF? | No | Perkins? | Yes | Alternative Source (other than General Funds) |)

For More Information	
Certifying Agency Contact Info	Darryl A. Barnes Territory Manager, Certiport Darryl.Barnes@pearson.com Direct Line: 801.847.3198
LDE Point-of-Contact	JumpStart@la.gov
Jump Start Regional Team Experts	TBD

1 – This table may not include all the graduation pathways this credential appears in. Please check the graduation pathway you are working with if you have a question as to whether or not this credential is part of that pathway.

2 – CDF = Career Development Fund