

## Frequently Asked Questions

**Q. What is a QuickBooks Certified User?**

A. QuickBooks Certified User has earned a certification that validates newly acquired QuickBooks skills for an entry-level position in professional accountancy and effectively demonstrate bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices, and monitor financial records.

**Q. What are the benefits of becoming certified?**

A. By certifying one's skills, individuals can validate their technical abilities and demonstrate proficiency, while providing marketable skills that speak to employers. The objectives reflect an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today.

**Q. What different types of QuickBooks Certified User certifications can I earn?**

A. Intuit offers the one certification exam which validates proficiency in QuickBooks Premier/Pro 2009, 2010, and 2011.

**Q. How is a QuickBooks certification earned?**

A. An exam is taken at a Certiport® Testing Center through an institution and once passed a will receive an official digital certificate representing entry-level communication skills in QuickBooks Primer/Pro.

**Q. What type of exams are the QuickBooks Certified User exams?**

A. The QBCU exams use linear (multi-choice) questions through an online testing tool to help validate a test candidate's use of the QuickBooks software for accounting and bookkeeping principles and procedures.

**Q. How do I know what is on the QuickBooks Certified User exams?**

A. Learning objectives for the current QuickBooks Certified User exams are listed on Certiport's website: [www.certiport.com/quickbooks](http://www.certiport.com/quickbooks).

**Q. What can I expect if I pass the QuickBooks Certified User exam?**

A. As soon as you pass the exam, your name and exam results are given to us by Certiport, the worldwide test administrators. Your exam data is then entered into our database. Within two weeks of passing a

certification exam, you will receive email notification of your official digital certificate posted on your Certiport transcript with the QBCU logo that highlights your accomplishment.

**Q. How do I register for a QuickBooks Certified User exam?**

A. Contact Certiport to register and find a testing center: [www.certiport.com](http://www.certiport.com)

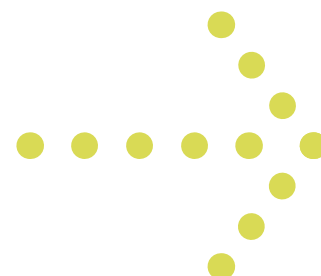
**Q. What is the fee for the QuickBooks Certified User exam?**

A. The suggested student price for a QuickBooks Certified User exam is \$150 MSRP. Testing Centers are free to set their own end-user prices so candidates can shop and compare. To find a Certiport Testing Center near you, visit [Certiport.com/centerlocator](http://Certiport.com/centerlocator).



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Test Candidates



## Instructors and Institutions

**Q. What is a QuickBooks Certified User?**

A. A QuickBooks Certified User has earned a certification that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media.

**Q. Why was the QuickBooks Certified User certificate created?**

A. This new certification program will help educators effectively teach and validate QuickBooks accounting skills while providing students with credentials that demonstrate real-world prowess to prospective employers.

**Q. What are the benefits of becoming certified?**

A. By certifying one's skills, individuals can validate their technical abilities and demonstrate proficiency, while providing marketable skills that speak to employers.



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QuickBooks Certification available in the U.S. only.

The objectives reflect an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today.

In educational settings, industry-recognized certification programs ensure students and teachers are acquiring the knowledge and skills valued in today's workplace. For institutions seeking to keep curriculum vitalized and relevant, certification plays a critical role in bridging classroom learning to real-world application.

**Q. What are the requirements if institutions want to become a testing center?**

A. If schools or districts want to run exams onsite, they can easily become a testing center and run the exams seamlessly in class. Institutions can sign up to be centers on the Certiport site: [www.certiport.com/go](http://www.certiport.com/go). On the website, institutions designate an administrator who will manage getting the exams and a proctor who will be present to moderate when candidates are taking the exam. Once online sign-up is complete, the institution will receive a welcome information packet from Certiport.

**Q. How do I purchase QuickBooks Certified User exams for my classroom?**

A. If you are interested in becoming an exam provider and purchase tests directly from Certiport at a discounted rate, please contact a Certiport Representative at **1-800-933-4493** or email [quickbooks@certiport.com](mailto:quickbooks@certiport.com) or visit [www.certiport.com/quickbooks](http://www.certiport.com/quickbooks).

**Q. What is a QBCU Classroom or Campus Site License?**

A. Institutions can purchase a Classroom or Campus Site License that includes use of the QBCU certification exams with an upfront, one-time annual cost. The Site License includes high volume use of the QuickBooks Certification exam and unlimited use of the practice test. The Site License also includes study packets to prepare your students and staff.

**Q. What materials are available to prepares students and incorporate into my curriculum?**

A. The QuickBooks Certified User practice exams and study packets are included in the Classroom and Campus license to prepare your students for the certification exam.