



# Workforce Investment Act Eligible Training Program

**Provider Name:** New England Business Educational Systems

**Contract #:** 5050-46

**Address:**  
146 West Boylston Drive, Suite 301  
Worcester, MA 01606

**Address if program is held at a another site:**  
**Other Location:**  
1) 3 Park Street, Rehoboth, MA 02769

**Program Name:** Bookkeeping-Certified

Office use only: ONET CODE 43-3031

### CONTACT INFORMATION

Program Contact Person:  
Russ Bedard, Owner

Phone: 508-244-4234  
Email: nebes10@yahoo.com

Fax: 508-244-4235  
Website: www.nebes.biz

### Course Outline/Topics to be Covered

The program is full time with locations very close to Rhode Island. Topic areas included but are not limited to: accounting cycle, depreciation, payroll, adjusting entries, cash management, internal controls, inventory management, and computer training in Quickbooks and Microsoft Excel. There is a skill deficit in the area of finance and accounting in the area so there are lots of jobs to choose from after completing this program. Students will earn a National Certification in Bookkeeping that has real recognition in the job market. The Certificate comes with a formal designation, C.B. and is the highest designation available in the country for bookkeepers, the designation is similar to what a "CPA" is to accountants. Rehoboth location is 20 minutes away from Pawtucket and 30 minutes away from Providence. Woonsocket is 40 minutes away from both Rehoboth and Worcester locations.

### Required academic grade levels to enter program

Reading Grade Level 8  
Math Grade Level 8  
English Proficiency 8

### Required to enter training program

Physical  Yes  No  
Vaccinations  Yes  No  
Drug test  Yes  No  
BCI  Yes  No  
License  Yes  No  
Tools  Yes  No  
Experience  Yes  No  
Other :

### MAY be required for employment

Physical  Yes  No  
Vaccinations  Yes  No  
Drug test  Yes  No  
BCI  Yes  No  
Certification  Yes  No  
License  Yes  No  
Tools  Yes  No  
Experience  Yes  No  
Other :

### Participants will be qualified to seek employment in the following occupations:

- 1) Bookkeeping
- 2) Accounting
- 3) G/L Accountant
- 4) A/R or A/P Clerk

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$6,000.00
Fees	
Books	
Licensing	
Certificate fees	
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$6,000.00</b>

#### These are expenses that MAY be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

Prerequisites	
Memberships	
<b>Cost above tuition cap</b>	<b>\$500.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$500.00</b>

### Maximum ITA Responsibility (Max. \$5500)

**\$5,500.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

program is 240 hours long. All costs are included in the tuition. Includes, live instruction, computer with software, all books, and testing fees. Call today if your serious about being a Certified Bookkeeper.

### What type of certificate will be awarded and by whom?

NEBES/American Institute of Professional Bookkeepers