



# Workforce Investment Act Eligible Training Program

School Name: Community College of Rhode Island

Contract #: 4050-62

Address: 1762 Louisquisset Pike  
Lincoln, RI 02865  
Attn: Mary Parrillo

Address if program is held at a another site:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Program Name: Bookkeeper - Certified (Online)

Office use only: ONET CODE 43-3031

**CONTACT INFORMATION**

Program Contact Person: Cindy Pennacchia

Phone: 333-7333  
 Email: cpennacchia@ccri.edu

Fax: 333-7237  
 Website: www.ccri.edu/cwce/career

**Course Outline/Topics to be Covered**

This nationally recognized Bookkeeping online certification course and home study training program for **experienced bookkeepers** leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This bookkeeping course was created by the AIPB. All textbooks included.

**Required academic grade levels to enter program**

Reading Grade Level TABE, Level 7D - 9.0  
 Math Grade Level TABE, Level 7D - 9.0  
 English Proficiency TABE, Level 7D - 9.0

**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) Auditing 4) \_\_\_\_\_

**Is this program Pell grant eligible?**

Yes  No

**PROGRAM COSTS:**

| TUITION INCLUDES:          |                   |
|----------------------------|-------------------|
| Tuition                    | \$1,795.00        |
| Fees                       | included          |
| Books                      | included          |
| Licensing                  | NA                |
| Certificate fees           | NA                |
| Other, provide explanation | _____             |
| <b>Total Tuition Cost</b>  | <b>\$1,795.00</b> |

| These are expenses that <b>MAY</b> 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>\$0.00</b> |
| <b>Expenses that <b>MAY</b> be reimbursed</b> | <b>\$0.00</b> |
| <b>Total</b>                                  | <b>\$0.00</b> |

**Maximum ITA Responsibility (Max. \$5500)**  
 \_\_\_\_\_  
**\$1,795.00**

**PROGRAM LENGTH**  
 Weeks and Hours and Additional Information

This course is designed to provide certification to **experienced bookkeepers**. 120 hours/open entry-open exit leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This bookkeeping course was created by the AIPB

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

- \* Certificate of Completion by Community College of Rhode Island, Center for Workforce and Community Education
- \* National Certification with the American Institute of Professional Bookkeepers (AIPB)