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A solid academic background in double-entry bookkeeping or on-the-job bookkeeping experience. Those who try to take the course "to get into bookkeeping" will be lost. Requirement #1. Pass the 4-part national certification exam. The exam covers 6 areas: Part 1. Test given at your local Prometric Test Center (there are 300 in the U.S.).

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The program includes each part of exam. Overview
The Certified Public Bookkeeper (CPB) program is for CPB candidates who do not possess an associate or bachelor's degree in accounting and choose to qualify for the license by completing the Education Alternative explained at Certified Public Bookkeeper Overview .

Certified Public Bookkeeper Program - NACPB
Bookkeeping Tests Free bookkeeping tests and quizzes - test your knowledge on all things related to double-entry bookkeeping such as source documents, debits and credits, journals and ledgers, chart of accounts and the accounting equation These tests are made up of about 9, 10 or more quiz-type questions.

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The certification process requires passing an examination, proving 2 years' experience in bookkeeping, signing a code of ethics, plus meeting ongoing continuing education requirements. To assure exam success, you are advised to study beyond the level of a bookkeeper (keep in mind, many of those who sit in the certification board are CPAs).

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The certified bookkeeper exam is a four-part exam. Two parts of the exam must be taken at a Prometric Test Center and the other two parts of the exam are included in the back of the workbooks that you will need to purchase to prepare for the exams.

How to Become a Certified Bookkeeper

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