



## *What is a Certified Bookkeeper?*

“CERTIFIED BOOKKEEPER” is a registered certification mark and “CB” is a certification mark of The American Institute of Professional Bookkeepers, Inc. (AIPB).

The AIPB Certified Bookkeeper designation assures the level of knowledge and skill needed to carry out all key functions through the adjusted trial balance, including basic payroll, for firms of up to 100 employees.

### **Purpose of Certification**

The Certified Bookkeeper designation assures an employer or client that the bookkeeper they hire is qualified and possess the skills and knowledge needed to manage their company books and accurately perform all essential tasks, and can install the internal controls needed to protect company assets.

## *How can you become a Certified Bookkeeper?*

Certification requires passing the AIPB Certification Exam, proving 2 years’ experience in bookkeeping, signing a code of ethics and once certified, meeting ongoing continuing education requirements.

### **To become a Certified Bookkeeper through the AIPB, you must meet three requirements:**

1. Pass the four-part national certification exam.
2. Sign the AIPB Code of Ethics.
3. Submit evidence of at least 2 years’ full-time bookkeeping experience or 3,000 hours’ part-time or freelance experience before or after you take the national exam. You have three years from the date that you pass the last exam taken to fulfill this requirement.

## *Benefits of Certification*

- 40.7% of certified bookkeepers say that certification enhanced their standing with their employer.
- 45% of certified bookkeepers have either gotten a new job or been promoted or been given higher-level responsibilities since being certified.
- 66% of certified bookkeepers who have interviewed for a new job since becoming certified say that certification was important in obtaining the interview.
- 46% of certified bookkeepers have gotten a raise in salary since becoming certified.
- 50.8% of certified bookkeepers say that being certified has enhanced their self-image.
- 51.7% of certified bookkeepers say they gained new knowledge preparing for certification.
- 51.7% of certified bookkeepers say that preparing for certification filled in gaps in their knowledge.
- 96% of freelance certified bookkeepers say that being certified helped gain new clients.

*–2010 survey of certified bookkeepers,  
by Lewis & Clark, Raleigh, NC.*



- Comprehensive Training Endorsed by the AIPB
- AIPB Certification Application
- National Exam Voucher
- Employment Opportunities



## *How will the Bookkeeping Career Institute help me earn my Certified Bookkeeper designation?*

With AIPB published course materials, and an AIPB endorsed program syllabus, our Bookkeeper Certification Program provides the comprehensive training you need to prepare for the national certification exam.

Program enrollment includes all of your materials, quizzes and tests, plus your national exam fees, and your AIPB certification application fee.

Upon completion of the program, we will also assist with job placement to ensure the best opportunity for you to earn the required employment experience.

## *What is my earning potential as a Certified Bookkeeper?*

- With the Certified Bookkeeper designation, bookkeeper salaries increase by 5 percent to 10 percent.
- In 2012, earnings for certified bookkeepers ranged anywhere from \$35,700 to \$50,050 a year.
- Certified bookkeepers who work with financial statements can expect to earn \$45,675 to \$65,175.
- A certified bookkeeper at a public firm can expect to earn \$40,425 to \$62,975 a year.

Survey by Robert Half Finance & Accounting  
<http://work.chron.com/pay-rate-certified-bookkeeper-10943.html>

## *What is the employment outlook for professional bookkeepers?*

- Employment of bookkeeping, accounting, and auditing clerks is projected to grow 11 percent nationally from 2012 to 2022.  
*Occupational Outlook Handbook 2014, Bureau of Labor Statistics*
- The projected statewide employment growth for bookkeepers in Oregon from 2010 to 2020 is 18.9%.
- In Multnomah and Washington Counties, the projected growth is 21.2%.
- The projected growth in Clackamas County is 21.8% by 2020.

*Occupational Report for Bookkeeping, Accounting, and Auditing Clerks (43-3031), Oregon Employment Department, Workforce Oregon*



**BOOKKEEPING  
CAREER INSTITUTE**

**503-498-6456**  
**BookkeepingCareerInstitute.com**