

GUIDELINES FOR NIAT CERTIFIED BOOKKEEPER EXAM

1. The National Institute of Accounting Technicians (NIAT) Certified Bookkeeper (CB) examination will be on **November 17, 2018, 8 am – 12 noon at Moot Court / MM Audi A (Temporary room), University of St. La Salle (USLS), Bacolod City**. The examination is officially designated by NIAT as Certified Accounting Technician (CAT) Level 1 – Practical Accounting, the first of three levels of the CAT examination.
2. While the examination is open to all students and professionals who took up courses on elementary and financial accounting in college, it is recommended that students wait until they are graduating before taking the exam, since being a CB entails payment of annual membership fees with NIAT and The Institute of Certified Bookkeepers, UK.
3. Prospective examinees need to attend the pre-exam review sessions (required by NIAT) on **November 9 and 10, 2018, 8 am to 5 pm, at the Moot Court / MM Audi A (temporary room), USLS**.
4. Exam registration fees are as follows: for students – P2,900 (Re-takers – P1,900); for professionals - P5,400 (Re-takers – P3,400). Exam Registration fees include exam administration costs, exam fees paid to NIAT and costs of review (including review materials & snacks).
5. Registration process:

Step 1: Download the application form for the exam from the USLS website, or secure a hard copy from **Ms. Nanette or Ms. Joy**, College of Business & Accountancy (CBA) office secretary. Fill out the form.

Step 2: For students, make sure you have your validated Enrollment Form for 2nd semester, AY 2018-19. This is required by NIAT for you to be entitled to the discounted registration fee for students. For professionals, photocopy your company ID for attachment to the application form.

Step 3: Bring the filled-out application form (with attached validated enrollment form for students, or ID photocopy for professionals), and registration fee payment to USLS. Pay the registration fee at the USLS Business Office and secure an Official Receipt (OR). **If you are a student, please show your validated enrollment form for 2nd semester, AY 2018-19 to the Cashier so you can be charged the student rate.** Tell the cashier to credit your payment to the **NIAT depository account**. Please request for multiple copies of your ORs as we will be asking a copy of it.

Step 4: Present the OR to Ms. Nanette or Ms. Joy for you to be registered as an examinee. They will be taking a copy of your OR. Also submit to her your filled-out application form (with required attachment) for forwarding to NIAT.
6. **Deadline for registration is October 30, 2018.**
7. The list of officially-registered examinees will be posted online on the USLS website.
8. It is better to bring your OR during the review and exam. Bring black pen and calculator on exam day.
9. NIAT will directly notify you of your exam result by email.
10. For inquiries, you may contact the following:

Ed Mark Rustico
Chair, Management Accounting/Accounting Technology Department
Tel. No.: 432-1187 loc. 176
Email: edmark.rustico@yahoo.com / e.rustico@usls.edu.ph