

## What to know before you take the exam.

### BACKGROUND KNOWLEDGE:

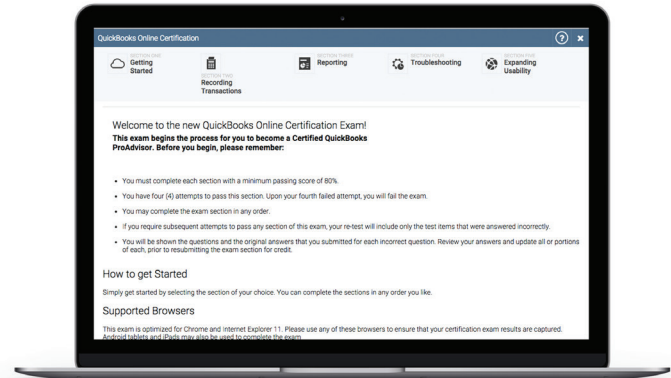
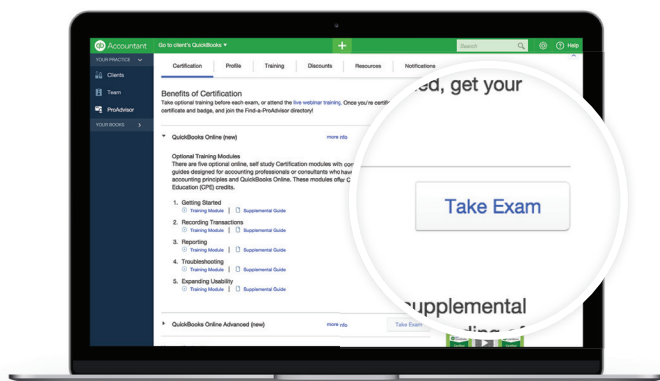
- Basic understanding of general accounting principles
- Basic understanding of QuickBooks Online functionality

### WHAT TO EXPECT:

- The exam includes 5 sections with a total of 96 multiple choice questions. You must answer 80% or more correctly in each section.
- You have a maximum of 4 attempts per section for the basic certification exam and 5 attempts for the advanced certification exam.
- If you don't pass a section and have to retake it, you'll only re-take the questions you missed.
- The exam takes an average of 2-3 hours to complete in one sitting.

## Tips to prepare you for the exam.

- **Take the exam for a test drive** to gauge where you're at in your QuickBooks knowledge with the practice test.
- **Take screenshots** of questions or sections that you're unsure about and review them at a later time.
- Launch one of the test sections and answer the questions, but instead of submitting, just save your progress. Then **check your answers against the training materials** to see how you are doing before you submit.



## Tips to help you while taking the exam.

- **Don't worry about the order.** Since the test is broken out in 5 sections, you can take them in any order, anytime.
- **Go at your own pace.** There is no time limit for the sections and the questions in them. Don't feel rushed or pressured to complete it in one sitting.
- Feeling stuck and need help on a particular module? **You have options:**
  1. Attend one of the live webinars that are divided by test module.
  2. Watch a recording of one of the "modularized" webinars.

## What to do after certification.

- **Create your Find-a-ProAdvisor Profile** in the Find-a-ProAdvisor online directory and show prospective small business clients that you are a QuickBooks Online expert.
- **Maintain your status.** In order to keep your certification, you must take the test every year and stay up to date on accounting principles and QuickBooks Online.