



ProAdvisor Program

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THE ACCOUNTANT'S GUIDE TO

# Acing the QuickBooks® Online Certification Exam

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Insider tips, tricks and facts to help you pass the first time.  
Brought to you by Intuit's professional QuickBooks trainers.

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# INTRODUCTION

Certification is a sign of your expertise.

Becoming a Certified QuickBooks ProAdvisor® requires preparation, focus and determination—and it delivers great rewards, for you and your clients. By getting certified, you'll have what you need to:



## STAND OUT FROM THE CROWD

Put your expertise on display by posting your certification badge wherever you advertise.



## BUILD CLIENTS' TRUST

Answer questions quickly and resolve any issue with exclusive phone and chat access to our team of U.S.-based QuickBooks experts.<sup>1</sup>



## GROW YOUR PRACTICE FASTER

You'll get a free listing on the Find-a-ProAdvisor online directory, visited by more than 700,000 small businesses each year.<sup>2</sup>

It's easier to achieve than you think.

This guide is your sidekick, crafted to help you finish your certification exam faster, more confidently, and in fewer attempts. It's divided into two sections:



## BEFORE THE EXAM

Use these simple tips to prepare yourself for success.



## DURING THE EXAM

Get practical advice to help you navigate the exam itself.

Your certification exam by the numbers:

## 2–3 HOURS

That's the average time it takes to complete the QuickBooks Online Certification exam. If you stop between sections, don't worry—we'll save your place. Come back and finish anytime.

## 5 SECTIONS. 75 QUESTIONS TOTAL.

Complete any section in any order. We will save your progress.

## 80%

This must be your minimum score on each section in order to pass. But don't worry—the handy tips in this guide will help you succeed!

## 4 ATTEMPTS

If you need to retake a section of the exam, you'll only answer the questions you missed before. Refer to the self-study training modules in your Certification Center for help with questions you may have missed.

## 365 DAYS

Once you've passed the exam, your certification status will remain valid for a full year.

# INTRODUCTION *cont'd*

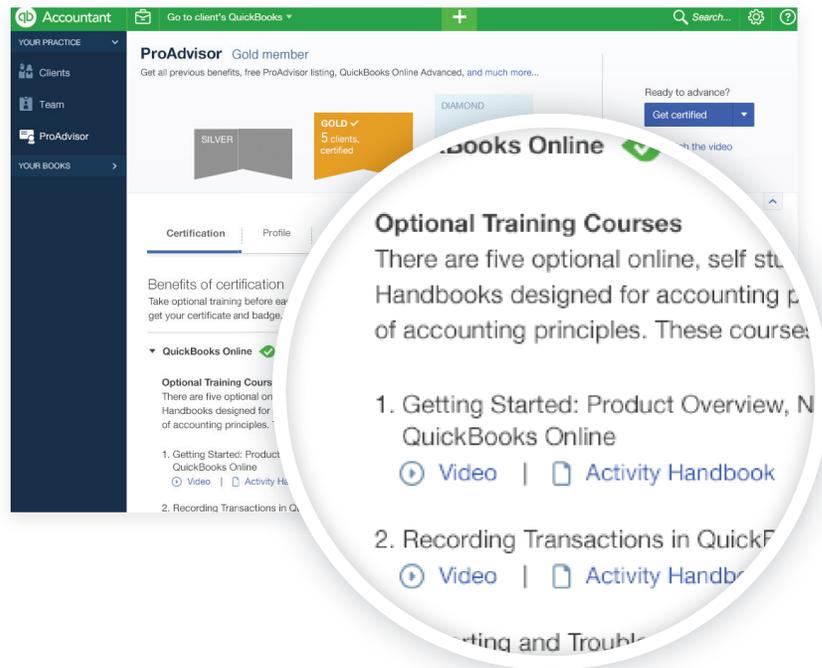
Take the first step right now.

Ready to dive right in? Or need to brush up on a few skills first?  
Whatever you want to do next, we've got you covered.

## Get prepared!

Click on the Certification tab in QuickBooks Online Accountant. You'll find free certification prep courses waiting for you.

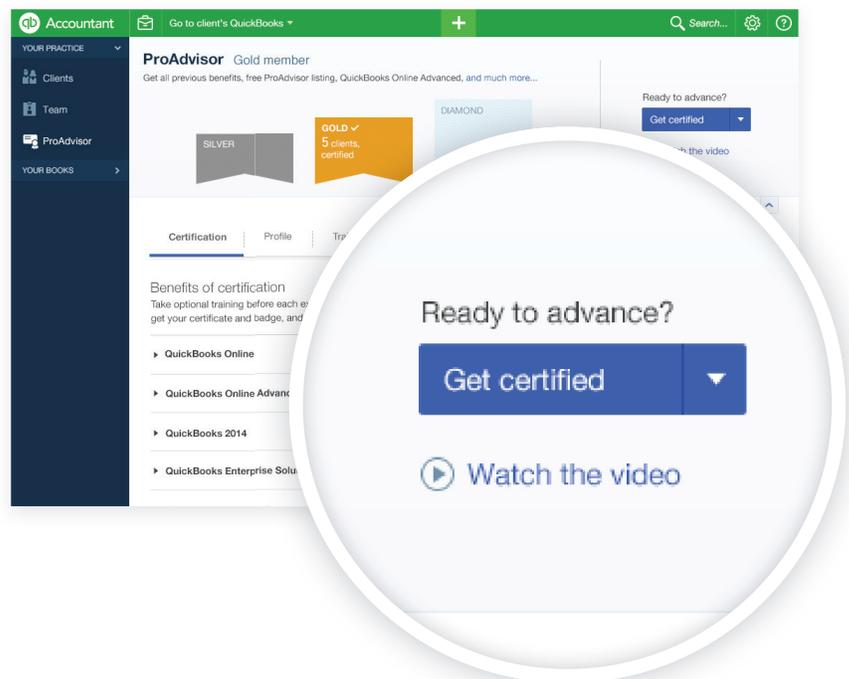
[Start your training](#)



## Ready! Now what?

In the Certification tab, click "Get certified" to start your exam. You can save your progress and come back later by clicking the same button.

[Start your exam](#)



# BEFORE YOU START YOUR EXAM

## Take the pre-certification training course.

The course is structured exactly like the certification exam, and it includes a tour of the exam's exact topics—everything from setting up a chart of accounts to paying for expenses. Plus, there are a few sample questions, and tips for using the sample database. That's it. Simple.



For extra preparation, take one of the [live webinar](#) training courses. That way, you can ask questions.



The training course won't just prepare you for the exam—it will also give you CPE credits!

## Capture screenshots during training.

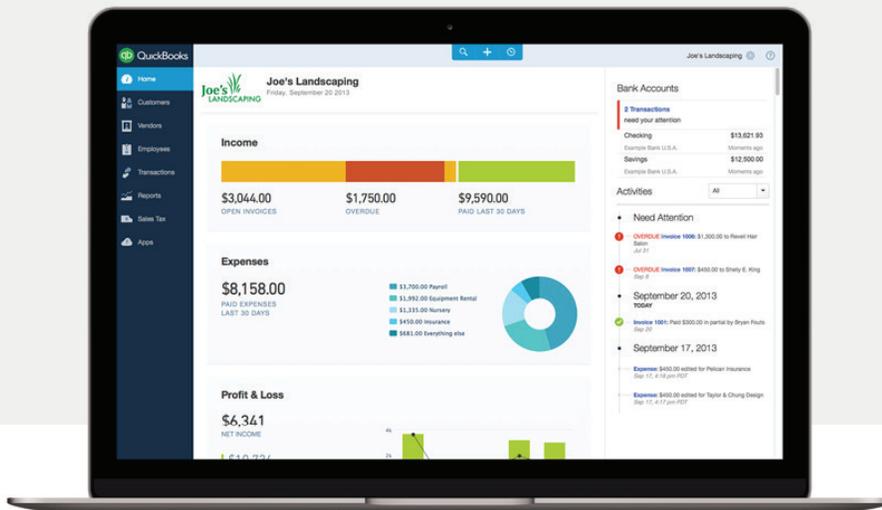
You have the opportunity to access the information you need to answer a question during the exam. Use that to your advantage by snapping photos of sample questions during your training. Keep those photos as a handy reference while you're taking the exam.



You can use your computer's print screen option to snap photos during training. Windows users can use print screen or SnagIt and Mac users can use Grab. It's a lot easier to answer a question about creating and modifying list entries, for example, if you can just flip to that section in the training.



It's also a great idea to capture screenshots of the test questions when you take the test, and use those screenshots to review the training material if you need to take the exam again.



## Take notes on the training PDFs.

Really—we mean it! Print out the resource files you received before your training course. As you listen to the instructor, take notes and put big stars next to the information that you know you'll see on the exam. This will be a handy resource for you during your exam.



These tips can help you pass the advanced certification exam too, as well as other certification exams for products like QuickBooks Enterprise Solutions.

# DURING YOUR EXAM *cont'd*

## Have everything ready.

There's nothing on this exam meant to trick you. It follows the training exactly, so be prepared and don't get tripped up by overthinking. Like we mentioned previously, you can use the information you need to answer questions during the exam. So bring as many resources as you want.

We recommend using:

- Screenshots and notes you captured during training
- Printouts of the training PDFs



Don't worry about the order. The test contains 5 sections, and you can take them in any order, at your own pace.

## Stay focused.

Keep your attention on the question at hand—don't overcomplicate it. The sample databases are there to help with specific questions.



We mean it! There are no bonus points, so answer each question directly. For example, if a question asks about item setup lists, don't use up valuable time trying to figure out vendor setup.



Double-check your answers before you submit. This helps make sure that you don't lose points for simple miss-clicks. It also gives you a second chance to ensure that you have read everything correctly and are answering the question at hand.



# DURING YOUR EXAM

## Document your answers.

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.



If a particular question stumps you, skip it and come back to it later, before submitting that section. This will save you time.



When you complete a section of the exam, you'll be given a list of the questions you answered incorrectly and where to find the related training topic in the training courses. Make a note of these and be sure to review and find the correct answers before retaking the exam.

## Clear time in your calendar.

Most people complete the exam in 2–3 hours. To be safe, plan 45–60 minutes per section, and make sure you've blocked the time and eliminated distractions accordingly.



Be sure you have enough time to complete each section. Remember, you can complete any section in any order. We will save your progress.



Need to retake the exam? No problem! You have 4 attempts, and you'll only have to answer the questions that you missed. Plus, we'll give you specific feedback and training to help you with topics that tripped you up.



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**You're ready to become a  
Certified QuickBooks Online ProAdvisor.**

Good luck, and remember: we're here to help you succeed!

[Start your training](#)

[Start your exam](#)

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## ProAdvisor Program

<sup>1</sup> Technical Support is available by phone 24 hours a day, seven days a week, excluding Christmas and New Year's Day. Priority routing hours and U.S.-based support from a special team trained on accountant-specific issues are available via chat Monday through Friday, 5:00 a.m. to 7:00 p.m., Pacific Time (excluding holidays). For Desktop add-on, first time members will also receive 90 days of phone support commencing on the first day of membership from a special U.S.-based team trained on accountant-specific issues. This special U.S.-based phone support is available Monday through Friday, 5:00 a.m. to 7:00 p.m., Pacific Time (excluding holidays). Options to extend the use of the special U.S.-based phone support after the 90 day window are available.

<sup>2</sup> You must be a Certified ProAdvisor to be listed on the Find-a-ProAdvisor online directory, which receives more than 700,000 visitors annually and is growing. Based on average number of unique visitors to the Find-a-ProAdvisor online directory from May 2014 to April 2015.

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