

Accounting Certificate Program

Background Information

To earn the **Certificate in Accounting**, you need to complete the Level I, Level II, and Level III accounting courses. You must pass each level to proceed to the next level. You may opt out of Level I by taking the challenge exam; see below.

This year you have two options for earning the certificate.

Option A Take the live courses at the Higher Education Center in Roanoke (**space limited**)

Option B Take the courses via **live stream** at your office or home.

Option A is best for those who live near Roanoke or learn best in a classroom setting. You will receive the course materials in class.

You will have lunch (day one only) and refreshment breaks during the class. ***There is no lunch on day two as the exam is before lunch.***

You will take the two-hour open book exam following the completion of the course. The exam contains 50 questions.

Option B is best for those who live far away as you will take the course at your office or home. Wherever you take the course, you need a quiet place as this is a **live course**. Your computer needs sound and a built-in microphone so you can ask questions.

Once you register for Option B, you will receive an email from Radford University on how to download the course materials. You need to do this before the start of class.

Since there are no refreshment breaks and meals—other than whatever you supply yourself—there is a reduced registration fee.

You will have two hours to take the exam on-line anytime between 12 Noon and 7 p.m. on day two. Once you start the exam, the two hours begin.

The dates for the courses are:

Deadline for Hotel Rooms

Level I	February 27-28	February 21
Level II	March 31-April 1	March 6
Level III	April 28-29	April 6

Registration Fee

	Option A (on-site)	Option B (at office or home)
Member	\$210	\$185
Non-Member	\$260	\$235

Exemption from taking Level I course

You can be exempted from taking Level I Accounting course, if you elect to take and pass the challenge exam.

The cost for the challenge exam is \$50. This is an on-line exam that is open book with a time limit of 2 hours and an honor pledge. Its pass/fail 50 questions.

If you elect to take the exam, once you register, you will receive a password from Radford University in order to take it.

If you do not pass the challenge exam and you wish to complete the Certificate Program, you will need to register for the Level I Accounting Course and the fee remains \$210.

Course Descriptions

All courses will incorporate several in class exercises.

Level I Intro to Government Accounting

Level I is designed for people that have a limited background in **formal** accounting, or need a basic refresher. It covers basic financial statement elements (such as assets, liabilities, fund balance, revenue and expenditures), the effects of transactions on the accounting equation, basic financial statements and debits and credits. It also covers an introduction to funds, budgeting, and financial reporting for governments.

Level II Understanding Governmental Accounting

This course covers accounting and reporting standards, budgeting and fund accounting. A major focus of the course is on the main difference in the measurement focus and basis of accounting between governmental funds and proprietary funds. It covers some of the unique accounting methods for these fund as well as the related fund financial statements.

Level III Financial reporting and CAFR

Level III covers the government-wide statements and the contents of the Comprehensive Annual Financial Report (CAFR). A major focus of the course is on how to use the different reports in a CAFR to evaluate a government's financial performance. It will use a class exercise to demonstrate ways to evaluate performance. In addition, how the government-wide statements are constructed is covered.

Class Schedule

Day One:	Registration (Option A only):	8:45 – 9:00 a.m.
	Class:	9:00 a.m. – 4:30 p.m.
	Lunch:	12:00 Noon – 1:00 p.m.
	15 Minute Breaks (approximately)	at 10:30 a.m. and 2:30 p.m.
Day Two	Class:	8:30 a.m. – 10:45 a.m.
	15 Minute Break (approximately)	at 9:45 a.m.
	Exam (Option A):	10:45 a.m. – 12:45 p.m.
	Exam (Option B):	two hours between 12 Noon and 7:00 p.m.

Remember to bring the following materials with you to class:

Several #2 pencils (Option A only)

Assorted highlighters and/or stickies for marking important passages in the text.

Grades:

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434- 982-2144 and she can tell you your grade.

Lodging at the SpringHill Suites by Marriott (Option A only)

Hotel Reservations:

The Hotel Roanoke did not have any rooms available at the government rate for the dates of the accounting courses. Rooms are available at the **SpringHill Suites by Marriott**.

SpringHill offers a **free shuttle** over to the Roanoke Higher Education Center—that saves you the parking fee there, if you are staying overnight in Roanoke for the courses.

Room rates are: \$129 single \$129 double plus taxes

Room Block Name: **Treasurers' Association of VA**

Cut-Off Date for Rooms **See first page for the dates.**

You may reserve a room by calling 540 400-6226.

SpringHill offers a free hot breakfast, free WiFi, fitness center, and indoor pool.

If you need to cancel a room, remember that there is a 48-hour prior to arrival cancellation policy; failure to cancel a room will result in one night lodging being charged to you.

SpringHill Suites website: <https://tinyurl.com/vfp9ktd>

Roanoke Higher Education Center

The Roanoke Higher Education Center (RHEC) is housed in the renovated Norfolk & Western Railroad building at 108 North Jefferson Street, next to the Hotel Roanoke.

From 581 heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

From 220/581 heading North, take Exit 4E, immediately turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

Website can be found at: <https://www.education.edu/directions-and-parking/>



Where to Park:

Parking is available as follows: (See numbered circles on map above) **Day - Monday through Friday Permit or parking fee required** **1** West side of RHEC (surface parking lot) **3** Parking Garage (use entrance on Centre Ave., across from RHEC parking lot)

Daily and Event Parking (Monday through Friday): Daily parking fees for lot 1 and garage 3 are \$1.00 per hour or \$8.00 per day. Fees for lot 1 are collected via a regularly monitored self-payment box that is located on the median strip that separates lot 1 and Jordan Alley. Fees for garage 3 are collected by an attendant at the garage entrance/exit booth. All parking fees are collected by the City of Roanoke. (Note: There is a change machine located just inside of the RHEC main entrance by the café door.) The Roanoke Higher Education Center does not provide parking receipts.

<https://www.education.edu/directions-and-parking/>