

MyCAA Education & Training Plan (ETP)

The University of Texas at El Paso
Professional and Public Programs
101 W. Robinson Ave, Memorial Gym; Rm. 111 El Paso, TX 79968
915-747-7578
<http://www.ppp.utep.edu/>

Student Information:

Student Name: _____

School Issued Student ID: N/A

Program Name: Accounting Professional Certificate Program with Externship C.14.23

Program Type: Certificate

Program Duration: 6 Months

Scheduled Start Date: _____

Estimated Completion Date: _____

Course Delivery Format Online

Program Overview:

The Accounting Professional program provides students the basic competencies involved in an accounting or financial role for small businesses or in a support role for CPAs and other accounting professionals in a larger firm. An in-depth understanding of accounting principles will ensure professionals have the skills necessary to undertake the tasks and analysis required to work as an entry-level professional, provide bookkeeping services to small businesses of all sorts, liaise between small businesses and their accounting firms or support a team of accounting professionals.

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.
There are no state approval and/or state requirements associated with this program.
There are several National Certification exams that are available to students who successfully complete this program:

- National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam
- Microsoft Office Specialist (MOS) Certification Exam.

Tuition Cost:

\$3,999

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
UTEP-ACCT-P	Accounting Professional Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number