

CDB Path Welcome

Welcome to the Certified Digital Bookkeeper Certification Path. That is a mouthful. And I'm excited to welcome you here. I'm excited that you're starting down this road to becoming a CDB. Imagine your name, comma CDB when you get through with all of that.

Now, the purpose of this video is to show you exactly what you need to do in order to become a Certified Digital Bookkeeper, the requirements. And so, let's go ahead and dive right in. First and foremost, there's the education and exam component of it. The education and exam component starts with 11 modules. And these 11 modules are structured and everything is down below on this path. So, it starts with a content video where I'm outlining what you can expect in this module, what you can expect from the exam, how that you get prepared for it. This is not me teaching you what we're going to teach you on. This relies heavily upon your experience and your prior education, but we start with the content video.

And after that content video, we move on to the practice exam. Now, with the practice exam, you can take this unlimited times. And I recommend that you do that until you can ace that sucker because, obviously, this is a look inside of what you can expect on the real exam, which I'll get to here in just a second. But, again, this is meant to help you prepare for that final exam, that's the practice exams. So, we've got the content video, practice exam, and then we have the real exam. This is \$20 per attempt, so you want to make sure that you're prepared for it because if we don't pass it the first time, we got to take it again, so it's not a profit and play for us. This is for us to make sure that you're ready to take the exam. You do have to earn an 80% or better as a passing grade, which I know that you're going to do. And every single one of the modules follows this path right here. And you can see, again, all that information right below.

The exams, again, rely heavily on your prior education and experience, so we're not, again, teaching you everything that's in here. It's relying upon what you already know, the smarts that you have up in your brain. They're not a walk in the park, because the CDB designation is going to mean something. Just like with the CPA, just like with a CMA, and all these other professional designations, we want to make this top notch. And so, it's going to feel like it's onerous sometimes, it's going to feel like you're working your butt off because you are, but it means something, but it's not so difficult that you can't do it. You can do it. You will earn it. This is a marathon. This is not a sprint. Just remember to just walk with the process. If you're having those frustrating days stop, come back tomorrow and pursue it. Again, there is no reward for earning this immediately or something like that. This is a marathon, and you are going to earn it.

Now, after those 11 modules and you pass everything there, and those have to go in sequence, after you do all that you're going to be at the final exam. The final exam is 100 questions, there's 100 questions, which is cumulative of those 11 modules that we talked about just before. There's no new information introduced here. There's going to be an exam preparation document. When you get to that point what we want to do right here is just to give you an overview, help you to understand what you can expect when you get here.

There's going to be proctoring information. This final exam is going to be proctored. Meaning, like the song from the '80s, I always feel like somebody's watching me. When you're taking this exam, and this exam only, not the previous ones, somebody is going to actually be watching you take the exam. You have to have a microphone, you have to have a webcam, you have to have some other things that we'll get to when you're ready for that. First thing's first, I just want to give you an introduction to this topic that is going to be proctored, this final exam is going to be.

Now, the final exam has to be scheduled at least 72 hours in advance, so make sure that you're preparing ahead of time. Don't think that we can make the reservation right now and then take it in the morning, it does have to have a 72-hour notice. And the final exam is \$50 per attempt and, just like with the 11 modules, there has to be an 80% or a passing. So, make sure that you are ready for that final exam, because that's a big component of earning the CDB, the Certified Digital Bookkeeper. There's a two-hour maximum on that with 100 questions that's more than a minute per question, more than ample time for most of us to complete that exam.

Now the final step, once you pass the final exam, congratulations, first and foremost, but let's talk about the next things. We got to earn the 1-2-3. What do I mean by that? You have to have one year of practical experience as a bookkeeping professional serving two or more clients, and then you have to have three letters of recommendation. So, one year of experience, two or more clients, and three letters of recommendation. Two of those letters of recommendation have to be from those clients. And then, another one can be from a client, or it can be from a professional, a CPA or country equivalent, an attorney, an enrolled agent, a former employer or, as mentioned before, that third client. So, those three letters of recommendation somebody attesting to your moral character.

There also has to be assigned DBA, the digital bookkeeper association, code of ethics, very important, very standard in any industry making sure that we're doing the right things and that you adhere to what our code of ethics say. And, also, remaining a member in good standing. None of this stuff is shocking to you or anything like that, pretty much like any industry standard that's out there. And, finally, proof of errors and omissions insurance with coverage of at least a half million dollars. And that, right there, is how you earn the Certified Digital Bookkeeper.

I want to encourage you to start taking action now. I want you to go through, take the first test, go through the content, get ready. It's going to be a tough road, but it's going to be so worth it. And it's going to be tough in a good way, just like when I passed the CPA exam, hey, just like when I was in the military and I went through basic training. I don't want to have to go through it again, either one of those things, but I'm so glad that I did. And you're going to be glad when you have, again, your name, comma, CDB. I'll see you there.