



CPB Prep Course: Quick Start Guide

Congratulations on taking an important step in preparing for the CPB designation exam. This 30-hour e-learning course is your primary tool for refining technical knowledge and analytical skills required to challenge the CPB exam with confidence.

Your 90-Day Access Window

- **Duration:** You have unlimited, self-paced access for 90 days from your date of purchase.
- **Flexibility:** You may move freely through the six focused modules—from General Bookkeeping to Period-End Processes—in any order that suits your study plan.

Accessing the Course

To Launch the Course for the First Time:

- Navigate to “Exams & Courses” and click on the orange “Enrolled” button for the prep course.

To Resume Your Progress:

- Hover over “Exams & Courses,” select “My Exams & Courses,” → “Courses & Videos & Exams,” and then select “Resume.”

Navigating the Modules

To ensure you are fully prepared to challenge the certification exam, we recommend engaging with all the following components within each module:

- **Interactive Video Lessons:** Watch the module videos to reinforce core concepts and participate in built-in assessments.
- **Learning Presentations:** Access these standalone lessons for a focused, text-based review of the video lesson content.
- **Transcripts:** Found in the "**Materials**" tab, cover all audio from the interactive video lessons for those who wish to refer to vocal instruction separately.
- **Module Flashcards:** Use these for quick-fire knowledge checks on each competency area.
- **Module Practice Quizzes:** Test your understanding of each specific competency area. These quizzes pull randomly from a bank of questions. Questions may be repeated on subsequent attempts to help reinforce your learning.



- **Final Practice Exam:** Once you have explored the modules, use this comprehensive exam to mirror the actual testing experience. Like the quizzes, this pulls from a randomized question bank to provide a broad review of all competency areas.
- **Tracking Your Progress:** The Lesson Progress bar tracks your journey as you mark each lesson complete and pass the module quizzes. You control this bar; however, marking a lesson as complete does not lock you out. You can retake lessons and quizzes as often as needed throughout your enrollment period to ensure you are fully prepared.

Platform Tips & Best Practices

To ensure a smooth experience and avoid technical hurdles, please follow these guidelines:

- **Disable Pop-up Blockers:** Some course materials may open in a new window. Ensure your browser allows pop-ups for this site.
- **Recommended Browsers:** Use the latest version of Google Chrome, Safari or Microsoft Edge for the most stable video playback and assessment experience.
- **Manual Bookmarking:** The video player does **not** automatically save your place. If you close a lesson midway, note your timestamp so you can pick up exactly where you left off.
- **Quiz & Exam Sessions:** Quizzes and the Final Practice Exam must be completed in a single session. If you close a window before submitting your answers, the attempt will be reset.
- **Build Your Library Early:** Download all transcripts and PDFs during your first week. These serve as a permanent reference tool after your 90-day access window closes.

Course Use & Intellectual Property

- **Individual Use:** Access is granted for your personal use only. Copying, sharing content, or distributing login credentials is strictly prohibited.
- **Certification Disclaimer:** This course is a preparatory study aid. Completion of the course does not confer the CPB designation, which is granted only upon successfully passing the official certification exam.