



OKLAHOMA CareerTech

Badge Details

Name	0004 – Payroll Clerk
Description	The certification assessment measures a student’s ability to apply the knowledge and skills necessary for success in the bookkeeping sector. The American Institute of Professional Bookkeepers Association endorses this certification.
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>The exam is composed of 55 questions.</p> <ol style="list-style-type: none">1. Create and Maintain Accounting Files and Records (Electronic and Physical) 25%2. Maintain and Update Payroll Records 75%