

# 3E CERTIFICATION PROGRAM

By choosing 3E®, you've invested in the industry-leading financial and practice management solution. Now it's time to reinforce that investment with world-class training and certification from the Thomson Reuters Elite Education Services team. 3E certification ensures your employees are fully knowledgeable on the software, and it builds a solid foundation for your success today and into the future. We offer a suite of participant-centered, comprehensive training courses and certification programs.

Because every firm's needs are different, Elite can work with your firm to develop a customized 3E certification program that is specific to your roles and responsibilities. Doing so ensures that you set up the proper curriculum, training, and testing to meet the needs of your law firm.



### 3E CERTIFICATION BENEFITS

- Maximize your 3E investment and get the most out of your software
- Boost productivity and improve operations with fully knowledgeable employees
- Improve employee satisfaction, build long-term dedication to your business, and provide motivation for continuing education by validating employee's level of expertise
- Build client confidence and peace of mind in your business through better trained employees



### CLASSROOM TRAINING

Classroom training is held at a Thomson Reuters facility and is the foundation of employee and client education. Classroom training can be supplemented, but not replaced, by webinars or online education. Most participants learn best and have the greatest opportunity for retention when they learn from a live instructor in a classroom setting.



### ONSITE TRAINING

When you want the ultimate convenience, yet still want the benefits of classroom training, our Education Services trainers can deliver prescriptive or customized training right at your firm. This training can be customized to meet your firm's needs.



### ONLINE EDUCATION

Get classroom training without traveling. The online instructor-led experience includes lecture, demonstration, and software interaction.

## TRAINING AND CERTIFICATION PLANS

3E CORE	3E INVOICE MANAGEMENT	3E ACCOUNTS PAYABLE	3E GENERAL LEDGER
<b>Elite Prescribed Training and Testing</b>			
<ul style="list-style-type: none"> <li>• General Ledger</li> <li>• Accounts Payable</li> <li>• Invoice Management</li> <li>• Certification Test, 4 Hours</li> <li>• 10 Days</li> </ul>	<ul style="list-style-type: none"> <li>• Master Files</li> <li>• Time and Cost</li> <li>• Proforma Management</li> <li>• Invoice/Receipt Management</li> <li>• Certification Test, 3 Hours</li> <li>• 5 Days</li> </ul>	<ul style="list-style-type: none"> <li>• Master Files</li> <li>• Voucher Transactions</li> <li>• Check Maintenance</li> <li>• Certification Test, 3 Hours</li> <li>• 4 Days</li> </ul>	<ul style="list-style-type: none"> <li>• Setups</li> <li>• Taxes</li> <li>• Currency</li> <li>• Multi-company</li> <li>• Certification Test, 3 Hours</li> <li>• 3 Days</li> </ul>
<b>Elite Prescribed Certification Testing Only</b>			
<ul style="list-style-type: none"> <li>• Certification Test</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Test</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Test</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Test</li> </ul>

### HOW TO BECOME CERTIFIED

You can take and pass the certification exam OR you can attend up to 10 days of Boot Camp training in the appropriate core program, followed by the certification exam.

Contact your 3E Client Account Executive or your dedicated Services Project Manager today to learn more or visit [elite.com/services](http://elite.com/services).