



INDIVIDUAL / OPEN ENROLLMENT

AI Bootcamp for Bookkeepers

A complete AI toolkit for your bookkeeping practice — built live, one week at a time.

The biggest challenge in AI for bookkeepers isn't finding the tools — it's building a clear, validated path for using them consistently and with confidence. This program gives you that path in 8 weeks, live, with a certificate to show for it.

PROGRAM FORMAT

- 8 weeks, live via Zoom, one 2-hour session per week — Day & time TBA
- Optional weekly drop-in Office Hours, Thursdays 2:00–3:00 PM Eastern
- Certificate in AI-Assisted Bookkeeping Practice — up to 16 CPD hours, valid 12 months
- Delivered by Cloud Business Services Inc. — training bookkeepers on AI for close to 5 years
- Full validation checklist and ready-to-use prompt handed out every week

WHAT EACH WEEK COVERS

- Week 1.** Your Complete AI Setup
- Week 2.** Prompting That Actually Works & Brain Dump, Think Out Loud and Clean Up
- Week 3.** AI Ethics for Bookkeepers & The Client Lifecycle: Onboarding, Collections and Offboarding
- Week 4.** Documents That Run Your Firm & Build Your First Claude Skill
- Week 5.** Call Transcripts to Action & Getting Data In — Bank Statements, Imports and Chart of Accounts
- Week 6.** Tax Intake to Client-Ready Document & Client Reporting and Corporate Return Letters
- Week 7.** Payroll Compliance with AI & CRA and IRS Correspondence
- Week 8.** Year-End Working Papers & Month-End Close (including Charities & Not-for-Profits)

WHAT YOU WALK AWAY WITH

- A complete, personalized AI skill library, built live, week by week
- A full validation checklist and ready-to-use prompt for every skill covered
- A standardized process you can apply to anything you create with AI going forward — not just the tasks covered in this program
- Certificate in AI-Assisted Bookkeeping Practice — up to 16 CPD hours, valid 12 months

INVESTMENT

\$1,497.00 CAD per participant. Flexible payment options available through AfterPay and Klarna at checkout.

Training a team? Ask about our accelerated schedule and custom dates and times built around your firm's calendar.



EMPLOYER TRAINING GRANT INFORMATION

This program may qualify for employer training grants in several Canadian provinces. Requirements, funding amounts, and current program status are set by each province — not by Cloud Business Services Inc. — and change fairly often, so the checklists below are a starting point for your own research, not a guarantee of approval.

Ontario — Ontario Job Grant (OJG)

ontario.ca/page/ontario-job-grant · Up to \$10,000 per trainee (5/6 covered if under 100 employees, 1/2 if 100+); up to \$15,000 for a previously-unemployed new hire, no employer contribution required.

Your business must:

- ☐ Have a physical Ontario location, operating there at least 1 year
- ☐ Be a private-sector or non-profit employer (not a government body or Employment Ontario service provider)
- ☐ Have no other OJG application open at the same time
- ☐ Be training 25 or fewer participants in this application
- ☐ Maintain WSIB or private disability coverage, plus third-party liability insurance

Each trainee must:

- ☐ Be a current employee, or a new hire with a signed job offer
- ☐ Be a Canadian citizen, permanent resident, or protected person living in Ontario
- ☐ NOT be an owner, controlling party, board member, shareholder, or immediate family of the employer
- ☐ NOT be a contractor, volunteer, or temporary foreign worker
- ☐ NOT already be receiving other government-funded training for the same costs

What you'll need ready:

- ☐ Proof your Ontario location has operated for at least 1 year
- ☐ Signed employer attestation (owner/officer/director level)
- ☐ Signed training-provider attestation
- ☐ A quote priced per participant, not a group total
- ☐ Trainee list, plus signed job offers for any new hires
- ☐ Confirmation training has NOT started before you apply

British Columbia — Employer Training Grant (ETG)

workbc.ca/employers-industry/funding-programs/bc-employer-training-grant · 80% of eligible costs reimbursed, up to \$10,000 per participant, \$300,000 per employer per year.

Your business must:

- ☐ Be based in B.C. and fully operational for at least 1 year
- ☐ Apply using your own Business BCeID account — a training provider cannot apply on your behalf
- ☐ Be in good standing with the Province

Each trainee must:

- ☐ Be a Canadian citizen, permanent resident, or protected person
- ☐ Submit their own Participant Information Form before you apply — a training provider cannot do this for them
- ☐ NOT be a business owner or shareholder

Process:

- ☐ Apply and get approved before training starts
- ☐ Pay the training provider 100% of the cost upfront
- ☐ Submit your reimbursement claim within 30 days of the training start date

Note: in both provinces, your business applies directly — a training provider cannot submit the application on your behalf. We're glad to help you prepare everything you need for a strong application.



Other Provinces

Program names, funding, and current status vary by province and change fairly often. Contact each directly for up-to-date details:

- Alberta: alberta.ca/canada-alberta-job-grant
- Saskatchewan: saskatchewan.ca/job-grant
- Manitoba: gov.mb.ca/jec/busdev/financial/cmjg/index.html
- Nova Scotia: novascotia.ca/employmentnovascotia
- Newfoundland & Labrador: gov.nl.ca/jgrd/empservices/foremployers/canada-nl-job-grant

Quebec operates its own distinct workforce training framework rather than this federal-provincial program.

QUESTIONS?

Reach out to us at support@mycbs.ca, or contact the program directly for your province. We're glad to help you figure out which path — grant-funded or not — makes the most sense for you.

Whether or not a grant applies to your situation, the program itself doesn't change: 8 weeks, live, hands-on, with a certificate and a complete AI skill library to show for it at the end.