



CFAB / ACA (ICAEW)

Live Online Timetable and
Overview Planner 2026
Daytime



Version 6.0 Information last updated 28th October 2025

Please note: Information and dates in this timetable are subject to change.



ACA Course Information

This timetable details the courses that our centre is offering for the ACA exams.

Next Generation ACA		Next Generation ACA		Current ACA Syllabus	
Certificate Level		Professional Level		Advanced Level	
AF	Accounting Fundamentals	FCS	Fundamental Case Study	CR	Corporate Reporting
ARF	Assurance and Risk Fundamentals	ARR	Assurance, Risk & Reporting	SBM	Strategic Business Management
TF	Tax Fundamentals	TCP	Taxation Compliance and Planning	ACS	Advanced Case Study
BL	Business Law	CRDA	Corporate Reporting, Data & Assurance	Next Generation ACA Advanced Level exams will not be available until 2027. For comprehensive details on transitional rules, timelines, and guidance please see the ICAEW website.	
BIP	Business Insight and Performance	BDS	Business & Digital Strategy		
SE	Sustainability and Ethics	CFS	Corporate Financial Strategy		
EPA	End Point Assessment (1)				

(1) The EPA is a requirement of the Level 4 Apprenticeship and applies to apprentice learners only - more details on this can be viewed [here](#).

Kaplan's Recommended ACA Next Generation Pathway

Certificate Level (Months 1-6)	Professional Level (Months 7-23)			Advanced Level (Months 24-28)
	Professional sitting 1	Professional sitting 2	Professional sitting 3	
All	Fundamental Case Study (FCS)	Tax Compliance and Planning (TCP)	Business and Digital Strategy (BDS)	Technical Case Study (TCS)
	Assurance, Risk and Reporting (ARR)	Corporate Reporting, Data and Assurance (CRDA)	Corporate Financial Strategy (CFS)	Strategic Case Study (SCS)

Next Generation ACA Advanced Level exams will not be available until 2027.

For detailed transitional rules, timelines and guidance please see the [ICAEW webpage](#).

Kaplan's ACA Next Generation Course Durations

Certificate Days				
Subject	Tutor-Led	Focus Day*	OnDemand	Total
Accounting Fundamentals (AF)	7	1	-	8
Assurance and Risk Fundamentals (ARF)	3	1	-	4
Tax Fundamentals (TF)	5	1	-	6
Business Law (BL)**	-	-	4	4
Business Insight and Performance (BIP)	5	1	-	6
Sustainability and Ethics (SE)**	-	-	4	4

Professional Days					
Subject	Tuition		Exam Prep		Total
	Tutor-led	Focus Day*	Tutor-led	Focus Day*	
Fundamental Case Study (FCS)	2	-	2	1	5
Assurance, Risk & Reporting (ARR)	5	1	4	1	11
Taxation Compliance and Planning (TCP)	8	1	4	1	14
Corporate Reporting, Data & Assurance (CRDA)	5	1	4	1	11
Business & Digital Strategy (BDS)	3	1	3	1	8
Corporate Financial Strategy (CFS)	5	1	3	1	10

* A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners.

**Business Law (BL) and Sustainability and Ethics (SE), are available via OnDemand learning. Learners who prefer a more intensive study schedule may choose to study one or both Business Law and Sustainability and Ethics alongside Taxation Fundamentals (TF) and Business Insight and Performance (BIP).

ACA Advanced Level Course Information

Classroom Course Times: Weekday 09.00-16.30 (UK Time)

Pathway Options

Advanced Level	
CR	Corporate Reporting
SBM	Strategic Business Management
ACS	Advanced Case Study

Advanced Sitting 1	Advanced Sitting 2
CR/SBM/ACS	-
CR/SBM	ACS

Advanced Days				
Subject	Tuition		Exam Prep	Total
	Tutor-Led	Personalised	Tutor-Led	
CR	5	2	4	11
SBM	3	1	3	7
ACS	5	0	5	10

A learner may not attempt the Case Study until they have attempted all other exams. A learner can sit all three Advanced Level assessments at the same session and still comply with this rule. A learner may not attempt the Case Study until they have completed all but their last year of approved training by the end of the month in which the assessment is held.

Our Advanced Case Study Resit Courses are designed to allow learners to understand where their exam technique went wrong and show them how to improve it. To find out more about our Advanced Case Study Resit Courses please click [here](#).

Live Online Certificate Level - First Half 2026

Week commencing:	December		January																								February																	
	29th					5th					12th					19th					26th					2nd					9th					16th								
	29	30	31	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
Accounting Fundamentals (AF) - Option 1											T	T	T			F	T	T	T		T																							
Assurance & Risk Fundamentals (ARF) - Option 1														T	T					F		T																						
Accounting Fundamentals (AF) - Option 2																										T	T	T			F	T	T	T		T								
Assurance & Risk Fundamentals (ARF) - Option 2																													T	T					F		T							
Business Insight & Performance (BIP) - Option 1					T	T	T	F	T	T																																		
End Point Assessment (EPA) - March **											T	T	T																									EP	EP					

Week commencing:	March										April					May									
	9th					16th					20th					11th					18th				
	9	10	11	12	13	16	17	18	19	20	20	21	22	23	24	11	12	13	14	15	18	19	20	21	22
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Tax Fundamentals (TF)	T	T	F	T	T	T																			
Business Insight & Performance (BIP) - Option 2																T	T	T	F	T	T				
End Point Assessment (EPA) - June **													T	T	T						EP	EP			

T Tuition
 F Focus Day *
 EP Exam Preparation

* A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners. There will not be a live session on these dates. It is essential that you work through the content of the Focus Day before the next classroom course date detailed on the timetable.

** For apprentices only.

ACA Certificate exams are computer-based. **We recommend sitting your exam 2 weeks after the course finishes.** To book your exam please contact Kaplan Student Services or your employer (in cases where exams are booked centrally).

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand

Live Online Certificate Level - Second Half 2026

Week commencing:	September															October									
	7th					14th					21st					28th					5th				
	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	5	6	7	8	9
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Accounting Fundamentals (AF) - Option 1			T	T	T	F	T	T	T			T													
Assurance & Risk Fundamentals (ARF) - Option 1	T	T								F	T														
Accounting Fundamentals (AF) - Option 2						T	T	T			F	T	T	T		T									
Assurance & Risk Fundamentals (ARF) - Option 2									T	T					F		T								
Accounting Fundamentals (AF) - Option 3											T	T	T			F	T	T	T		T				
Assurance & Risk Fundamentals (ARF) - Option 3														T	T					F		T			
End Point Assessment (EPA) - December **	Dates for these courses will be confirmed soon.																								

Week commencing:	November															December									
	2nd					9th					16th					7th					14th				
	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	7	8	9	10	11	14	15	16	17	18
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Tax Fundamentals (TF)	T	T	F	T	T	T																			
Business Insight & Performance (BIP)																T	T	T	F	T	T				
End Point Assessment (EPA) - December **	Dates for these courses will be confirmed soon.																								

T Tuition

F Focus Day *

EP Exam Preparation

* A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners. There will not be a live session on these dates. It is essential that you work through the content of the Focus Day before the next classroom course date detailed on the timetable.

** For apprentices only.

ACA Certificate exams are computer-based. **We recommend sitting your exam 2 weeks after the course finishes.** To book your exam please contact Kaplan Student Services or your employer (in cases where exams are booked centrally).

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand

Live Online Professional Level - March 2026

Week commencing:	January																													
	5th					12th					19th					26th														
	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30										
Recommended Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F										
FCS/ARR - Option 1						T	T	T	T	T	F	T	T																	
FCS/ARR - Option 2						T	T	T	T	T	F	T	T																	
BDS/CFS - Option 1						T	T	T	T	F	T	T	T	F	T															
BDS/CFS - Option 2						T	T	T	T	F	T	T	T	F	T															
Individual Subject Dates																														
Fundamental Case Study (FCS) - Option 1 with ARR										T	T																			
Assurance, Risk & Reporting (ARR)						T	T	T			F	T	T																	
Fundamental Case Study (FCS) - Option 2 with ARR										T	T																			
Assurance, Risk & Reporting (ARR)						T	T	T			F	T	T																	
Business & Digital Strategy (BDS) - Option 1						T	T								F	T														
Corporate Financial Strategy (CFS) - Option 1									T	T	F	T	T	T																
Business & Digital Strategy (BDS) - Option 2						T	T								F	T														
Corporate Financial Strategy (CFS) - Option 2									T	T	F	T	T	T																
Fundamental Case Study (FCS) - Transitional																										T T				
Tax Compliance & Planning (TCP)	T	T	T	T	F	T						T	T	T																

Week commencing:	February										March									
	16th					23th					2nd					9th				
	16	17	18	19	20	23	24	25	26	27	2	3	4	5	6	9	10	11	12	13
Recommended Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
FCS/ARR - Option 1								EP	EP	EP	EP	EP	F	F	EP	E				
FCS/ARR - Option 2								EP	EP	F	EP	EP	EP	F	EP	E				
BDS/CFS - Option 1								EP	EP	EP	EP	F	EP	F	EP	E			E	
BDS/CFS - Option 2								EP	EP	EP	EP	F	EP	F	EP				E	
Individual Subject Dates																				
Fundamental Case Study (FCS) - Option 1 with ARR											EP	EP	F			E				
Assurance, Risk & Reporting (ARR)								EP	EP	EP				F	EP	E				
Fundamental Case Study (FCS) - Option 2 with ARR								EP	EP	F						E				
Assurance, Risk & Reporting (ARR)											EP	EP	EP	F	EP	E				
Business & Digital Strategy (BDS) - Option 1								EP			EP	F	EP						E	
Corporate Financial Strategy (CFS) - Option 1									EP	EP					F	EP			E	
Business & Digital Strategy (BDS) - Option 2								EP	EP						F	EP			E	
Corporate Financial Strategy (CFS) - Option 2											EP	EP	F	EP					E	
Fundamental Case Study (FCS) - Transitional			EP	EP	F											E				
Tax Compliance & Planning (TCP)											EP	EP	EP	F	EP			E		

T	Tuition	EP	Exam Preparation
F	Focus Day *	E	Real Exam

* A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners. There will not be a live session on these dates. It is essential that you work through the content of the Focus Day before the next classroom course date detailed on the timetable.

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

Learners who are currently transitioning from legacy to Next Generation ACA may require different subject combinations which can be selected as needed from the individual subject listing.

Live Online Professional Level - June 2026

Week commencing:	March										April																
	16th					23th					6th					13th					20th						
	16	17	18	19	20	23	24	25	26	27	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24		
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
Recommended Study Combinations																											
FCS/ARR - Option 1																											
FCS/ARR - Option 2																											
FCS/ARR - Option 3																											
BDS/CFS - Option 1																											
BDS/CFS - Option 2																											
BDS/CFS - Option 3																											
TCP/CRDA																											
Individual Subject Dates																											
Fundamental Case Study (FCS) - Option 1 with ARR																											
Assurance, Risk & Reporting (ARR) - Option 1 with FCS																											
Fundamental Case Study (FCS) - Option 2 with ARR																											
Assurance, Risk & Reporting (ARR) - Option 2 with FCS																											
Fundamental Case Study (FCS) - Option 3 with ARR																											
Assurance, Risk & Reporting (ARR) - Option 3 with FCS																											
Business & Digital Strategy (BDS) - Option 1																											
Corporate Financial Strategy (CFS) - Option 1																											
Business & Digital Strategy (BDS) - Option 2																											
Corporate Financial Strategy (CFS) - Option 2																											
Business & Digital Strategy (BDS) - Option 3																											
Corporate Financial Strategy (CFS) - Option 3																											
Tax Compliance & Planning (TCP)																											
Corporate Reporting, Data & Assurance (CRDA)																											
Fundamental Case Study (FCS) - Transitional																											

Week commencing:	May										June											
	18th					25th					1st					8th						
	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	8	9	10	11	12		
Recommended Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
FCS/ARR - Option 1							EP	EP	EP	EP	EP	F	F	EP	E							
FCS/ARR - Option 2							EP	EP	EP	EP	EP	F	F	EP	E							
FCS/ARR - Option 3							EP	EP	F	EP	EP	F	EP	E								
BDS/CFS - Option 1							EP	EP	EP	EP	F	EP	F	EP						E		
BDS/CFS - Option 2							EP	EP	EP	EP	F	F	EP	EP						E		
BDS/CFS - Option 3							EP	EP	EP	EP	F	EP	F	EP						E		
TCP/CRDA						EP	EP	EP	EP	EP	F	EP	F	EP	EP					E		
Individual Subject Dates																						
Fundamental Case Study (FCS) - Option 1 with ARR								EP		EP		F				E						
Assurance, Risk & Reporting (ARR) - Option 1 with FCS							EP		EP		EP		F	EP	E							
Fundamental Case Study (FCS) - Option 2 with ARR										EP	EP	F			E							
Assurance, Risk & Reporting (ARR) - Option 2 with FCS							EP	EP	EP			F	EP	E								
Fundamental Case Study (FCS) - Option 3 with ARR							EP	EP	F						E							
Assurance, Risk & Reporting (ARR) - Option 3 with FCS							EP	EP	EP	EP	EP	F	EP	EP	E							
Business & Digital Strategy (BDS) - Option 1							EP	EP			EP	F	EP							E		
Corporate Financial Strategy (CFS) - Option 1							EP	EP			EP									E		
Business & Digital Strategy (BDS) - Option 2							EP	EP			EP		F	EP						E		
Corporate Financial Strategy (CFS) - Option 2							EP			EP		F			EP					E		
Business & Digital Strategy (BDS) - Option 3							EP	EP			EP	F	EP							E		
Corporate Financial Strategy (CFS) - Option 3							EP			EP	F	EP								E		
Tax Compliance & Planning (TCP)						EP	EP	EP	EP	F	EP				EP					E		
Corporate Reporting, Data & Assurance (CRDA)						EP		EP			EP	F	EP							E		
Fundamental Case Study (FCS) - Transitional		EP	EP	F												E						

T Tuition
F Focus Day *
EP Exam Preparation
E Real Exam

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There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

Learners who are currently transitioning from legacy to Next Generation ACA may require different subject combinations which can be selected as needed from the individual subject listing.

Live Online Professional Level - September 2026

Week commencing:	June					July																			
	22th					29th					6th					20th					27th				
Available Study Combinations	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	20	21	22	23	24	27	28	29	30	31
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
FCS/ARR	T	T	T	T	T	T	T	T																	
BDS/CFS	T	T	T	T	T	T	T	T	T	T															
TCP/CRDA						T	T	T	T	T	T	T	T	T	T	T	T	T	T	T					
FCS - Transitional																					T	T			

Week commencing:	August										September									
	17th					24th					31st					7th				
	17	18	19	20	21	24	25	26	27	28	31	1	2	3	4	7	8	9	10	11
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
FCS/ARR								EP	EP	EP	EP	EP	EP	EP	EP	E				
BDS/CFS								EP	EP	EP	EP	EP	EP	EP	EP			E		
TCP/CRDA						EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		E			
FCS - Transitional			EP	EP	EP											E				

T Tuition

EP Exam Preparation
E Real Exam

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

Live Online Professional Level - December 2026

Week commencing:	September										October																			
	14th					21st					28th					5th					12th					19th				
Available Study Combinations	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
FCS/ARR - Option 1						T	T	T	T	T	T	T	T																	
FCS/ARR - Option 2											T	T	T	T	T	T	T	T												
BDS/CFS											T	T	T	T	T	T	T	T	T	T										
TCP/CRDA	T	T	T	T	T	T	T	T	T	T											T	T	T	T	T					
FCS - Transitional																										T	T			

Week commencing:	November										December									
	16th					23th					30th					7th				
Available Study Combinations	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	7	8	9	10	11
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
FCS/ARR - Option 1								EP	EP	EP	EP	EP	EP	EP	EP	E				
FCS/ARR - Option 2								EP	EP	EP	EP	EP	EP	EP	EP	E				
BDS/CFS								EP	EP	EP	EP	EP	EP	EP	EP			E		
TCP/CRDA						EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		E			
FCS - Transitional			EP	EP	EP											E				

T	Tuition
EP	Exam Preparation
E	Real Exam

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

Live Online Advanced Level - July 2026

Week commencing:	March										April										May	June																
	23th					30th					13th					20th					27th					8th					15th							
	23	24	25	26	27	30	31	1	2	3	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	8	9	10	11	12	15	16	17	18	19			
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
CR/SBM/ACS - Option 1	T	T	T	T	T	T	T	T	T	T											T	T	T	T	T													
CR/SBM/ACS - Option 2	T	T	T	T	T	T	T	T	T	T											T	T	T	T	T													
CR/SBM/ACS - Option 3																										T	T	T	T	T	T	T	T	T	T			
CR/SBM/ACS - Option 4																																						
CR/SBM - Option 1	T	T				T	T	T	T												T	T	T	T	T							T	T	T	T			
CR/SBM - Option 2	T	T				T	T	T	T												T	T	T	T	T													
CR/SBM - Option 3																T	T	T	T	T												T	T	T	T			
CR/SBM - Option 4																T	T	T	T	T												T	T	T	T			
CR/SBM - Option 5																T	T	T	T	T												T	T	T	T			
ACS - Option 1						T	T	T																		T	T											
ACS - Option 2						T	T	T																		T	T											
ACS - Option 3																																						
ACS - Option 4																																						
For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:																																						
Corporate Reporting (CR) - Option 1	T	T								T	T	T									T	T	T	T														
Strategic Business Management (SBM) - Option 1																					T	T	T	T														
Advanced Case Study (ACS) - Option 1						T	T	T	T																	T	T											
Corporate Reporting (CR) - Option 2	T	T																																				
Strategic Business Management (SBM) - Option 2																					T	T	T	T														
Advanced Case Study (ACS) - Option 2						T	T	T	T																													
Corporate Reporting (CR) - Option 3																																						
Strategic Business Management (SBM) - Option 3																T	T	T	T																			
Advanced Case Study (ACS) - Option 3																T	T	T	T																			
Corporate Reporting (CR) - Option 4																T	T	T	T																			
Strategic Business Management (SBM) - Option 4																																						
Advanced Case Study (ACS) - Option 4																T	T	T	T																			
Corporate Reporting (CR) - Option 5																																						
Strategic Business Management (SBM) - Option 5																																						

[illegible]

* Personalised days are studied flexibly online and there will not be a live session on these dates. The timetable dates provided for personalised days are indicative only. You ultimately have the flexibility to complete your personalised study in the period between the preceding and next classroom course dates as shown on the timetable.

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

A complimentary Data & IT module is available on MyKaplan to recap Info and Excel functions used in CR & SBM.

Live Online Advanced Level - November 2026

Week commencing:	August										September														
	3rd					10th					7th					14th					21st				
	3	4	5	6	7	10	11	12	13	14	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
CR/SBM/ACS - Option 1			T	T	T	T	T	T			T	T	T					T	T	T	T	T	T	T	
CR/SBM/ACS - Option 2			T	T	T	T	T	T			T	T	T					T	T	T	T	T	T	T	
CR/SBM/ACS - Option 3			T	T	T	T	T	T			T	T	T			T	T	T	T	T	T	T			
CR/SBM - Option 1			T	T	T	T	T	T										T	T	T	T	T			
CR/SBM - Option 2			T	T	T	T	T	T										T	T	T	T	T			
CR/SBM - Option 3			T	T	T	T	T	T								T	T	T	T	T					
ACS - Option 1											T	T	T										T	T	
ACS - Option 2											T	T	T										T	T	
ACS - Option 3											T	T	T								T	T			
ACS - Option 4											T	T	T								T	T			

Week commencing:	October															November					
	12th					19th					26th					2nd					
	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
CR/SBM/ACS - Option 1				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E	E			
CR/SBM/ACS - Option 2				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E	E			
CR/SBM/ACS - Option 3				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E	E			
CR/SBM - Option 1						EP	EP	EP	EP	EP	EP	EP				E	E				
CR/SBM - Option 2				EP	EP			EP	EP	EP	EP	EP				E	E				
CR/SBM - Option 3				EP	EP			EP	EP	EP	EP	EP				E	E				
ACS - Option 1				EP	EP								EP	EP	EP			E			
ACS - Option 2						EP	EP						EP	EP	EP			E			
ACS - Option 3						EP	EP						EP	EP	EP			E			
ACS - Option 4						EP	EP						EP	EP	EP			E			

T	Tuition
EP	Exam Preparation
E	Real Exam

There are three study methods available: Classroom, Live Online (dates shown above) or OnDemand.

A complimentary Data & IT module is available on MyKaplan to recap Info and Excel functions used in CR & SBM.