



Chartered Tax Professional Certification Online – F103 180 Hours

Today more than ever, people are relying on paid tax professionals to handle their income tax preparation and other business affairs. Even with tax preparation software in full force there is increasing demand for tax professionals.

More than 75 million individual taxpayers use a paid tax professional every year!

- Each year tax laws continue to get more complicated.
- Shorter deadlines, competing priorities, endless meetings, wireless Internet, and cell phones all contribute to creating a more time-starved world.

The Chartered Tax Professional (CTP) designation is the undisputed professional credential for persons who typically advise clients on income tax situations. After completing this comprehensive program, certificates will be prepared to handle almost any individual and small business income tax situation encountered. Candidates must successfully complete a series of six 30-hour, computer-administered courses in income tax preparation. All courses are offered via the Internet and can be completed anywhere, anytime-24/7 – instructor support is included with each module. Each module consists of ten 3-hour lessons and can be completed in 5-10 weeks (one or two lessons per week).

Courses required to earn the Chartered Tax Professional Certificate and CTP® designation

- Basic Individual Income Tax Preparation (30 hours)
- Intermediate Individual Income Tax Preparation (30 hours)
- Advanced Individual Income Tax Preparation (30 hours)
- Small Business Income Tax Preparation (30 hours)
- Advanced Level II Individual Income Tax Preparation (30 hours)
- Small Business Level II Income Tax Preparation (30 hours)

Basic and Intermediate Income Tax Course

Combined this 20-lesson Course will give you a solid foundation in individual tax preparation, enabling you to complete all of the standard returns. This Course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. In the Course you should acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Because "Practice makes perfect", the Course requires at least two tax returns prepared for most chapters.



Course Materials/Resources:

- Comprehensive Income Tax Course Manual
- Federal income tax reference material
- Certificate of Achievement upon completion
- Hands-on training from veteran tax preparers

CPE Credit Eligibility: 60 hours of CPE Credit

Topics Include:

- Electronic Filing
- W-2 & 1099 Forms
- Form 1040 (1040 EZ/A)
- Interview Techniques
- Filing Requirements
 - Filing Status
- Exemptions & Dependents
- Earned Income Tax Credit
 - Due Diligence
- Child Care & Tax Credits
 - Interest & Dividends
 - Other Income
- Adjustments to Income
 - Moving Expenses
- Itemized Deductions
- Employee Business Expenses
 - Sale of Real Estate
- Depreciation: MACRS & ACRS
 - Self-Employment
 - Rental Property
- Capital Gains & Losses
- Alternative Minimum Tax
- Education Expenses & Plans
- IRAs & Retirements Plans
 - Ethics
 - Kiddie Tax
- Taxpayer Relief Act of 1977
 - Tax Saving Ideas

Advanced Income Tax Course – Level I

If you are an enrolled agent, accountant, lawyer, financial planner, business owner, experienced tax preparer, or just interested in increasing your tax knowledge, the Advanced Course will enable you to prepare more complex individual tax returns. This Course provides the critical education and knowledge which make the graduates more competent and successful than their competitors. Students normally enroll in this Course after completing the 10-week Comprehensive Income Tax Class and working at least one season as a tax preparer.

Course Materials/Resources:

- Comprehensive Income Tax Course Manual
- Federal income tax reference material
- Certificate of Achievement upon completion
- Hands-on training from veteran tax preparers



CPE Credit Eligibility: 30 hours of CPE Credit

Topics Include:

- Earned Income Credit
 - Clergy
 - Investments
 - At Risk Rules
 - Passive Activities
- Injured/Innocent Spouse
 - Tax/Special Credits
- COGS/Business Start-Up
 - Depreciation
 - Amortization
 - Section 179
- Employee Business Expense
 - Office in Home
 - Auto Expenses
- Self-Employment Tax
- Statutory Employees
- Capital Gains/Losses
 - Basis of Property
 - Sale of Stock
- Installment Sales
- Rental Properties
 - K-1s/1099s
- Sale of Business Property
 - Estimated Taxes
 - Extensions

Introduction to Small Business Income Tax Course – Level I

This Course is designed as an introduction to some of the issues involved in the preparation of tax returns for various forms of business entities, which will give you the information necessary to handle partnerships and corporations.

Course Materials/Resources:

- Introduction to Small Business Income Tax Course Manual
- Federal income tax reference material
- Certificate of Achievement upon completion
- Hands-on training from veteran tax preparers



CPE Credit Eligibility:

30 hours of CPE Credit.

Topics Include:

- Business Types
- Accounting Methods
- Financial Statements
 - Business Income
 - Schedule C
 - COGS/Inventory
 - Depreciation
- Section 179 Deduction
- Contractor vs. Employee
- Sale of Business Property
- Partnerships
- Corporations - C, S, LLC
- Employee Taxes
 - Excise Taxes
 - Estate Taxes
 - Extensions
 - Estimates
- Employee Benefits
- Retirement Plans

Advanced Income Tax Course – Level II

This Course is designed to enhance the knowledge and experience of tax practitioners. Students normally enroll in this Course after completing the Comprehensive Income Tax Class, Advanced Level I and working at least one season as a tax preparer. This Course will give you the confidence to take on more complex returns by reinforcing your existing tax knowledge and building on it. It is also suitable for a veteran preparer who needs to refresh his/her skills. If you are an enrolled agent, accountant, lawyer, financial planner, business owner, experienced tax preparer, or just interested in increasing your tax knowledge, the Advanced Course Level II will enable you to prepare more complex individual tax returns. This Course provides the critical education and knowledge which make the graduates more competent and successful than their competitors.

Course Materials/Resources:

- Advanced Level II Income Tax Course Manual
- Federal income tax reference material
- Certificate of Achievement upon completion
- Hands-on training from veteran tax preparers

Topics Include:

- Amended Tax Returns for Individuals
- Special Needs and Concerns of Seniors
- Tax Issues for High Income Taxpayers
- Net Operating Losses



- Schedule D - Special Issues
- Tax Issues for Divorced Taxpayers
- Tax Planning Tips and Strategies
- Responding to the IRS
- Part-year Resident State Tax Preparation Principles
- Nonresident Alien Returns - Form 1040NR

Small Business Income Tax Course – Level II

If you are comfortable with your knowledge of individual tax return preparation, the next step is Small Business Level II Income Tax Course. This Course is designed as an introduction to some of the issues involved in the preparation of tax returns for various forms of business entities, which will give you the information necessary to handle business returns with knowledge and confidence.

Course Materials/Resources:

- Small Business Level II Income Tax Course Manual
- Federal income tax reference material
- Certificate of Achievement upon completion
- Hands-on training from veteran tax preparers

Topics Include:

- Understanding the Balance Sheet
- Partnership Issues
- Corporation Issues
- General Business Credits
- Tax Issues Related to Buying a Business
- Sale or Liquidation of Business
- Profit or Loss From Farming - Schedule F
- Amended or Corrected Business Returns
- What to Do When You Owe the IRS?
- Tax Preparation for Non-profits: 501(c)(3), 501(c)(4), 501(c)(6), etc.

Learning Method

Our courses in income tax preparation are available for home study online anywhere, anytime - 24/7. The courses are interactive, with instructional feedback and support from qualified instructors provided by e-mail. Everything



needed to complete each course is available online, including the student text. The hard copy of the course is not a requirement, as all materials needed are downloadable. However, we do include a hard copy so all students have one for future reference and also for convenience, to save time with printing forms for assignments and other reading that they may prefer to read offline.

The Steps to Becoming a CTP®

1. Successfully complete the series of six 30-hour Income Tax Courses (four additional courses beyond the 60-hour Comprehensive Tax Course). An average grade of at least 80% must be attained (our adult students average 90%+).
2. In addition, you must meet the experience requirement of working at least two tax seasons (a minimum of 500 hours) as a tax preparer while in the program (prior tax preparation experience will count for experienced tax professionals who test out of the Basic and/or Intermediate courses). After completing the first tax course you'll have enough tax knowledge to start working towards your experience requirement. Plus, you'll start earning money!

Continuing Education Requirement

Beginning with the year after you qualify as a Chartered Tax Professional, you must complete 16 hours of Continuing Professional Education (CPE) each year to maintain your CTP® status. The CPE requirement for a CTP® is exactly the same as the CPE required for an IRS Enrolled Agent (EA). The CPE requirement is described on the IRS website www.irs.gov.

How will becoming a CTP® help your career?

- Your image will be enhanced by becoming a Chartered Tax Professional
- Your increased knowledge will enable you to prepare more complicated tax returns
- You can increase your revenue, as you can charge higher fees for more complex tax returns
- You will acquire the knowledge necessary to prepare for the EA exam and more
- And if you're a Tax Business Owner, you can gain a competitive advantage in your market by having Chartered Tax Professionals on staff!

**Online Courses Also Available for Tax Preparers in California with Our CTEC Approved Tax Courses
(additional fees may apply)**