**Greeter/Screeners & Tax Preparers Training Options - Please pick only one class option and stay with it.**

For Tax Law Classes - 30-35 hours of class time + 8-10 hours of homework time

<table>
<thead>
<tr>
<th>DAYS, TIME &amp; DATES</th>
<th>LOCATION</th>
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<tr>
<td><strong>ASU West Campus</strong> 4701 W Thunderbird Rd, Glendale, AZ 85306</td>
<td>Five Saturdays  9 am - 5 pm Dec. 3, 10, 17, Jan. 7 &amp; 14 No Class on Dec. 24 &amp; 31 Tax Preparers MUST attend ALL sessions</td>
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<tr>
<td><strong>Civic Center Avondale Library</strong> 11350 Civic Center Dr, Avondale, AZ 85323</td>
<td>Five Saturdays  9 am - 5 pm Dec. 3, 10, 17, Jan. 7 &amp; 14 No Class on Dec. 24 &amp; 31 Tax Preparers MUST attend ALL sessions</td>
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<tr>
<td><strong>Estrella Mountain Community College</strong> 3000 North Dysart Road, Avondale, AZ 85392</td>
<td>2 weeknights/week - 5 Weeks course Tuesday &amp; Thursday: 5 pm - 9 pm Nov. 22, 29, Dec. 1, 6, 8, 13, 15, 20 &amp; Jan. 5 No Class on Nov. 24, Dec. 22, 27 &amp; 29 Tax Preparers MUST attend ALL sessions</td>
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<tr>
<td><strong>Surprise Resource Center</strong> 12425 W. Bell Rd., Surprise, AZ 85378</td>
<td>2 weeknights/week - 5 Weeks Course Monday &amp; Wednesday: 5 pm - 9 pm Nov. 21, 28, 30, Dec. 5, 7, 12, 14, 19, 21 &amp; Jan. 4 No Class on Nov. 23, Dec. 26, 28 &amp; Jan. 2 Tax Preparers MUST attend ALL sessions</td>
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**Refresher Training (for Quality Reviewers & Site Coordinators ONLY)**

Wednesday, Jan 11 & Thursday, Jan 12 2022: 5 pm - 9 pm
In-Person @ Surprise Resource Center
12425 W. Bell Rd., Bldg. A, Suite #124, Surprise, AZ 85378

**Minimum Certifications required:**

1. Volunteer Standards of Conduct ALL Volunteers
2. Intake/Interview & Quality Review ALL Volunteers
3. Advanced Level Tax Preparers, QR & SC
4. Military Level QR & SC Only

**Training Resources:**

- Pub 4491 - VITA Training Guide
- Pub 4961 - Volunteer Standards of Conduct – Ethics Training
- Pub 5101 - Intake/Interview & Quality Review Training
- Form 6744 - Test/Retest Book
- Pub. 4012 VITA Volunteer Resource Guide

- Each volunteer training certification test described above requires a score of 80% or higher to pass.
- Volunteers are allowed two attempts to pass each certification test.
- Form 6744, VITA/TCE Volunteer Assistor’s Test/Retest, includes all the certification test questions and scenarios.

This allows the volunteer to work through the test before taking the final online examination in Link & Learn Taxes.

To find Information on VITA Site Locations in other areas (Phoenix, Mesa, Tempe etc), please visit [https://irs.treasury.gov/freetaxprep/](https://irs.treasury.gov/freetaxprep/)

Interested in learning basic Tax Law & Becoming a VITA Volunteer? Visit & Sign-up at: [turnanewleaf.org/vita-program](http://turnanewleaf.org/vita-program)