



## 2022-23 West Valley VITA - IRS Tax Law Training & Certification

**Registration required for Training Classes**

<https://tinyurl.com/VITAtesting-sign-up>



**Greeter/Screener & 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

DAYS, TIME & DATES	LOCATION
ASU West Campus 4701 W Thunderbird Rd, Glendale, AZ 85306 <b>SANDS 103</b> (Limit 35 volunteers)	Five Saturdays 9 am - 5 pm Dec. 3, 10, 17, Jan. 7 & 14 <b>No Class on Dec. 24 &amp; 31</b> <b><u>Tax Preparers MUST attend ALL sessions</u></b>
OR	
Civic Center Avondale Library 11350 Civic Center Dr, Avondale, AZ 85323 (Limit 20 volunteers)	Five Saturdays 9 am - 5 pm Dec. 3, 10, 17, Jan. 7 & 14 <b>No Class on Dec. 24 &amp; 31</b> <b><u>Tax Preparers MUST attend ALL sessions</u></b>
OR	
Estrella Mountain Community College 3000 North Dysart Road, Avondale, AZ 85392 <b>Mariposa Hall, Room # 216</b> (Limit 20 volunteers)	2 weeknights/week - 5 Weeks course Tuesday & Thursday: 5 pm - 9 pm Nov. 22, 29, Dec. 1, 6, 8, 13, 15, 20 & Jan. 5 <b>No Class on Nov. 24, Dec. 22, 27 &amp; 29</b> <b><u>Tax Preparers MUST attend ALL sessions</u></b>
OR	
Surprise Resource Center 12425 W. Bell Rd., Surprise, AZ 85378 <b>Bldg. A, Suite #124</b> (Limit 20 volunteers)	2 weeknights/week - 5 Weeks Course Monday & Wednesday: 5 pm - 9 pm Nov. 21, 28, 30, Dec. 5, 7, 12, 14, 19, 21 & Jan. 4 <b>No Class on Nov. 23, Dec. 26, 28 &amp; Jan. 2</b> <b><u>Tax Preparers MUST attend ALL sessions</u></b>

**Refresher Training (for Quality Reviewers & Site Coordinators ONLY)**

Wednesday, Jan 11 & Thursday, Jan 12 2022: 5 pm - 9 pm

**In-Person @ Surprise Resource Center Surprise Resource Center**

**12425 W. Bell Rd., Bldg. A, Suite #124, Surprise, AZ 85378**

<p style="text-align: center;"><b><u>Minimum Certifications required:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">1. Volunteer Standards of Conduct</td> <td style="text-align: center;">ALL Volunteers</td> </tr> <tr> <td>2. Intake/Interview &amp; Quality Review</td> <td style="text-align: center;">ALL Volunteers</td> </tr> <tr> <td>3. Advanced Level</td> <td style="text-align: center;">Tax Preparers, QR &amp; SC</td> </tr> <tr> <td>4. Military Level</td> <td style="text-align: center;">QR &amp; SC Only</td> </tr> </table>	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	<p style="text-align: center;"><b><u>Training Resources:</u></b></p> <p><a href="#">Pub 4491 - VITA Training Guide</a></p> <p><a href="#">Pub 4961- Volunteer Standards of Conduct – Ethics Training</a></p> <p><a href="#">Pub 5101 - Intake/Interview &amp; Quality Review Training</a></p> <p><a href="#">Form 6744 - Test/Retest Book</a></p> <p><a href="#">Pub. 4012 VITA Volunteer Resource Guide</a></p>
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➤ **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/>

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