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California Tax Education Council  
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[www.ctec.org](http://www.ctec.org)

## Renewal Registration Starts Now

The 2015/2016 CTEC renewal registration cycle starts August 1, 2015. If you already completed the continuing education requirements (15 hours federal and five hours state), now is the time to renew.

To register online, visit [ctec.org](http://ctec.org), go to the “Tax Professionals” box located on the homepage and click on “Register/Renew Now.”

To renew, you must have:

- Basic personal information.
- Current bond information.
- An IRS Preparer Tax Identification Number (PTIN).
- 20 hours of continuing education (10 hours of federal tax law, three hours of federal tax law updates, 2 hours of ethics and 5 hours of state) already uploaded into the CTEC database.
- A Visa or MasterCard to pay the \$33 registration fee.

To renew online, all of your education must have been electronically reported to CTEC by your education provider. If your education is not showing up, call your education provider(s) to upload the hours into the system. CTEC policy allows education providers 10 days from the date the course was completed to report hours earned so please plan ahead.

### What If You Miss the Renewal Deadline?

CTEC Registered Tax Preparers (CRTPs) who miss the October 31st renewal deadline have until January 15, 2016 to renew late and pay the \$33 registration fee, plus an additional \$55 late fee.

CRTPs who fail to meet the late renewal deadline will be required to start over, retake the 60-hour qualifying education course and register as a new tax preparer.

By law, CRTPs cannot prepare tax returns for a fee until their registration is current with CTEC.

FOLLOW OUR TWEETS!  
#CATaxEdCouncil



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Sacramento, CA 95812-2890

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## Participating in the New IRS Voluntary Tax Preparer Program? What to Know...

CTEC Registered Tax Preparers (CRTPs) who wish to participate in the IRS voluntary Annual Filing Season Program (AFSP) for 2016 must complete the requirements by **December 31, 2015**.

The AFSP- Record of Completion is for one tax year. Participants must meet the requirements annually in order to receive a record of completion and to be included in the IRS public database of tax professionals.

Participants are generally required to obtain a valid IRS Preparer Tax Identification Number (PTIN), pass the Annual Federal Tax Refresher (AFTR) course and test, plus meet federal continuing education (CE) requirements.

Some tax preparers, including CRTPs, are exempt from the AFTR course and test. CTEC federal CE hours can also be transferred to the IRS to fulfill its educational requirement for the program.

The “Directory of Federal Tax Return Preparers with Credentials and Select Qualifications” is the IRS

public database and only includes attorneys, certified public accountants (CPAs), enrolled agents (EAs), enrolled retirement plan agents (ERPAs), enrolled actuaries and individuals who have received an AFSP – Record of Completion.

Below are the most commonly asked questions from CRTPs regarding the voluntary program...

### How do I register with the IRS to receive the AFSP-Record of Completion?

Once you have completed your CE hours and renewed your PTIN, the IRS will email you instructions on what to do next.

To complete the process, you must:

- Visit [www.irs.gov/ptin](http://www.irs.gov/ptin) and log into your PTIN account
- On the Main Menu, select “AFSP Record of Completion – Circular 230 Consent”
- Follow the screen prompts to elect to participate
- In 24 hours, log in again to

find your printable Record of Completion in your “View My Messages” mailbox

*Tax preparers must sign the Circular 230 consent form to participate in the program. Tax preparers who fail to sign the form will not receive the Record of Completion or be included in the IRS public database.*

### Will the IRS public database show my CTEC ID and designation?

No, the database will not include state designations for tax preparers. The database will only show your name, city, state, zip code, and that you received the AFSP-Record of Completion from the IRS.

### Am I required to participate in the program?

No, it is voluntary.

For more information about the program, visit [irs.gov/tax-professionals/annual-filing-season-program](http://irs.gov/tax-professionals/annual-filing-season-program).

## Want to be a CTEC Board Member?

CTEC is accepting applications from CTEC Registered Tax Preparers (CRTPs) who are interested in serving on the board of directors. Interested applicants are required to be registered with CTEC for a minimum of two years and cannot have another tax preparer designation (i.e. attorney, certified public accountant or enrolled agent).

All CTEC directors are required to serve at least 130 volunteer hours each year, attend two board meetings each year, plus be available for conference calls from time to time.

CRTPs who are interested in applying for the position can call 877-850-2832 or email CTEC staff at [info@ctec.org](mailto:info@ctec.org).

**Please note:** Applications

will be kept on file and reviewed when openings occur.

### Get Informed. Get Subscriptions.

Interested in getting news updates from the IRS and FTB?

The IRS offers a variety of newsletters for tax professionals. To subscribe, visit [irs.gov](http://irs.gov) and search the keywords “Tax News.”

To subscribe to FTB’s monthly newsletter “Tax News,” visit [ftb.ca.gov](http://ftb.ca.gov) and search the keywords “Tax News.”

## Welcome CTEC’s New Board Member

Ann Springborn was appointed by the National Association of Tax Professionals (NATP). She has been with NATP for almost three years as the CPE Compliance and LMS Coordinator. Her focus is on continuing education standards and requirements imposed by various credentialing organizations, as well as educating the tax preparing community about the importance of continuing education.



Before joining NATP, Ann worked for several years as a staff accountant in private industry and almost ten years in a support role at a top ten certified public accounting firm.

Ann has a BBA in Accounting from the University of Wisconsin – Whitewater. She currently lives in Neenah, Wisconsin with her husband and son.



**MARK YOUR CALENDAR!  
YOU ARE INVITED!**

**All CTEC meetings are open to the public.**

November 19-20, 2015  
Napa, CA

May 19-20, 2016  
Sacramento, CA

Please call **877-850-CTEC** if you would like to attend