

**THE CALIFORNIA TAX EDUCATION COUNCIL  
CRTP DIRECTOR OPENING**

**APPLICATION TO FILL VACANCY**

The California Tax Education Council (CTEC) is seeking a qualified applicant to fill an open position on the CTEC Board.

The Board of Directors implements the Tax Preparer Act by establishing standards, reviewing and approving tax education providers and their course curricula, and annually registering Tax Preparers who have met their Qualifying or Continuing Education requirements.

Additionally, the CTEC Board develops and executes public information programs, maintains a website, interacts with the California Legislature, develops policies and procedures for the organization and does it all within a balanced budget.

Applicants must:

- Be a CTEC Registered Tax Preparer (CRTP), without any other preparer designation exempted under California Business & Professions Code Section 22258;
- Have been a CRTP for a minimum of two years preparing tax returns;
- Be able to attend the Annual Strategic Planning meeting and two Council meetings each year;
- Be prepared to volunteer a minimum of 130 hours per year in addition to regularly scheduled Board and Committee meetings;
- Be prepared to serve a minimum of two years; and,
- Must be compliant and current on all federal and state tax requirements.

If you are interested in becoming a CTEC Director, please complete the attached application and either fax it to (877) 851-2832, email to [info@ctec.org](mailto:info@ctec.org) or mail it to CTEC, P.O. Box 2890, Sacramento, CA 95812-2890.

**APPLICATION TO SERVE AS A CRTP DIRECTOR OF THE CALIFORNIA TAX EDUCATION COUNCIL (CTEC)**

Name: \_\_\_\_\_

CTEC ID#: \_\_\_\_\_ PTIN#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

How long have you been preparing taxes? \_\_\_\_\_

How long have you been a CTEC Registered Tax Preparer? \_\_\_\_\_

**Professional References:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I hereby authorize you to contact the references listed above: \_\_\_\_\_ (Initials)

**Which committees do you have an interest in serving on?** (Please select a minimum of three.)

(Visit our website @ [www.ctec.org](http://www.ctec.org) for information on various committees.)

Audit Oversight \_\_\_\_ Budget & Finance \_\_\_\_ Curriculum Provider Standards \_\_\_\_

Governance \_\_\_\_ Governmental Relations \_\_\_\_ Public Awareness \_\_\_\_ Tax Preparer \_\_\_\_

**Why are you interested in serving as a CTEC Director?** (Please attach a separate sheet if additional space is needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What other board/committee volunteer experience do you have?** (Please attach a separate sheet if additional space is needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that I am fully compliant and current with Internal Revenue Service and Franchise Tax Board tax requirements, and have no criminal or fraudulent convictions resulting in restrictions of my ability to preparer tax returns, and that I am available to attend all meetings as generally described in policy GV05 - Directors Rights, Duties, and Responsibilities.

Signature: \_\_\_\_\_