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## APPROVED PROVIDER LIST

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- (a) - Background:** The Approved Provider List helps prospective students locate CTEC approved tax schools that offer qualifying and/or continuing education courses that meet CTEC's educational requirements to either become a CTEC Registered Tax Preparer (CRTP) or maintain one's status as a CTEC Registered Tax Preparer (CRTP).
- (b) - Cost:** CTEC provides a list of approved providers to the public at no charge.
- (c) - Distribution:** CTEC makes the list available on CTEC's website. Requestors shall first be directed to the CTEC website. If the individual inquiring does not have access to the Internet then the lists shall be forwarded either by **U.S.** mail or fax.
- (d) - Provider Information:** CTEC maintains two separate on-line approved provider lists, one for qualified education providers and one for continuing education providers. The provider information on the list shall include the following information:
- (1)** Name of Provider
  - (2)** CTEC Provider Number
  - (3)** Mailing Address
  - (4)** Phone Number
  - (5)** Fax Number
  - (6)** Website Address
  - (7)** Course offering methods - indicate contact (Face-to-face) or self-study
- (e) - Notices:** All lists available for distribution or publication shall include the following notices:
- (1)** Please contact providers to confirm their CTEC approved provider status.
  - (2)** Listed providers are approved for all their California locations.
- (f) - List Updates:** The list, and its "valid as of date", is updated as new providers are added or dropped from the list.

October 29, 1999

CTEC Board Approval Not Required

Approved by the Curriculum Provider Standards Committee

**Responsibility: Curriculum Provider Standards Committee**