



2022/2023 Renewal Registration Cycle Starts Now

The 2022/2023 renewal registration cycle for CTEC Registered Tax Preparers (CRTPs) starts August 1, 2022 and ends October 31, 2022.

How do I renew online?

To renew online, click on the button [Already a CRTP – Click here to login to your account](#) located on the homepage. To renew, you must have:

- Basic personal information
- Current bond information and bond certificate - Bonds MUST be uploaded through your account on the CTEC website
- 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 new or renewed IRS Preparer Tax Identification Number (PTIN)
- Visa or MasterCard to pay the \$33 registration fee

AVOID THIS MISTAKE!

Some CRTPs continue to log into their account, however, instead of following the renewal steps, they "reprint" their CTEC certificate for \$10 and think they registered. Renewals can only be completed by following the above steps and paying the \$33 registration fee!

Report Bond Claims

CRTPs are required to report all paid claims against their surety bond to CTEC. CTEC is also required to post a notice of all paid claims on ctec.org.

What if my education has not been reported?

To renew online all of your education must be 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 and make sure they have your valid CTEC ID number. Remember CTEC policy allows education providers 10 days from the date the course was completed to report hours earned so please plan ahead.

Is unused education from last year accepted?

CTEC's registration cycle runs from November 1st through October 31st of each year, which means any education taken between those dates is good for the current registration cycle.

For example, did you complete a course on or after November 1, 2021? Any unused education completed from that date until October 31, 2022 can be used towards the new 2022/2023 CTEC renewal cycle.

CTEC education providers do not register you with CTEC. They are only submitting the education to CTEC. You have to make the final step to complete your registration, which also includes paying the CTEC \$33 renewal fee.

Am I required to display my certificate?

All current certificates must be made visible to consumers at the primary place of business. CTEC certificates can be displayed at the entrance, on desks or another conspicuous location where business activities are performed.

Late Renewals Due January 15, 2023

CRTPs who fail to meet the October 31, 2022 renewal deadline have until January 15, 2023 to pay the \$55 late fee, plus the \$33 registration fee and renew late.

Missed the Late Renewal Deadline? What to Know...

CRTPs who miss the January 15th deadline to renew late will have to start over, pass a criminal background check and submit fingerprint images to CTEC, PLUS retake the 60-hour qualifying education course, obtain a bond, provide proof of a PTIN from the IRS, and pay CTEC fees.

Due to legislative changes that took effect July 1, 2020, CTEC cannot approve the status of applicants to register or reregister until a background check is passed.

2021/2022 Enforcement Results

During the 2021/2022 fiscal year, the Franchise Tax Board Tax Preparer Enforcement Team contacted 1,320 tax preparers. Of those...

- 66% Complied or met requirements
- 29% were issued penalties
- 5% had penalties abated

One open case is still pending.

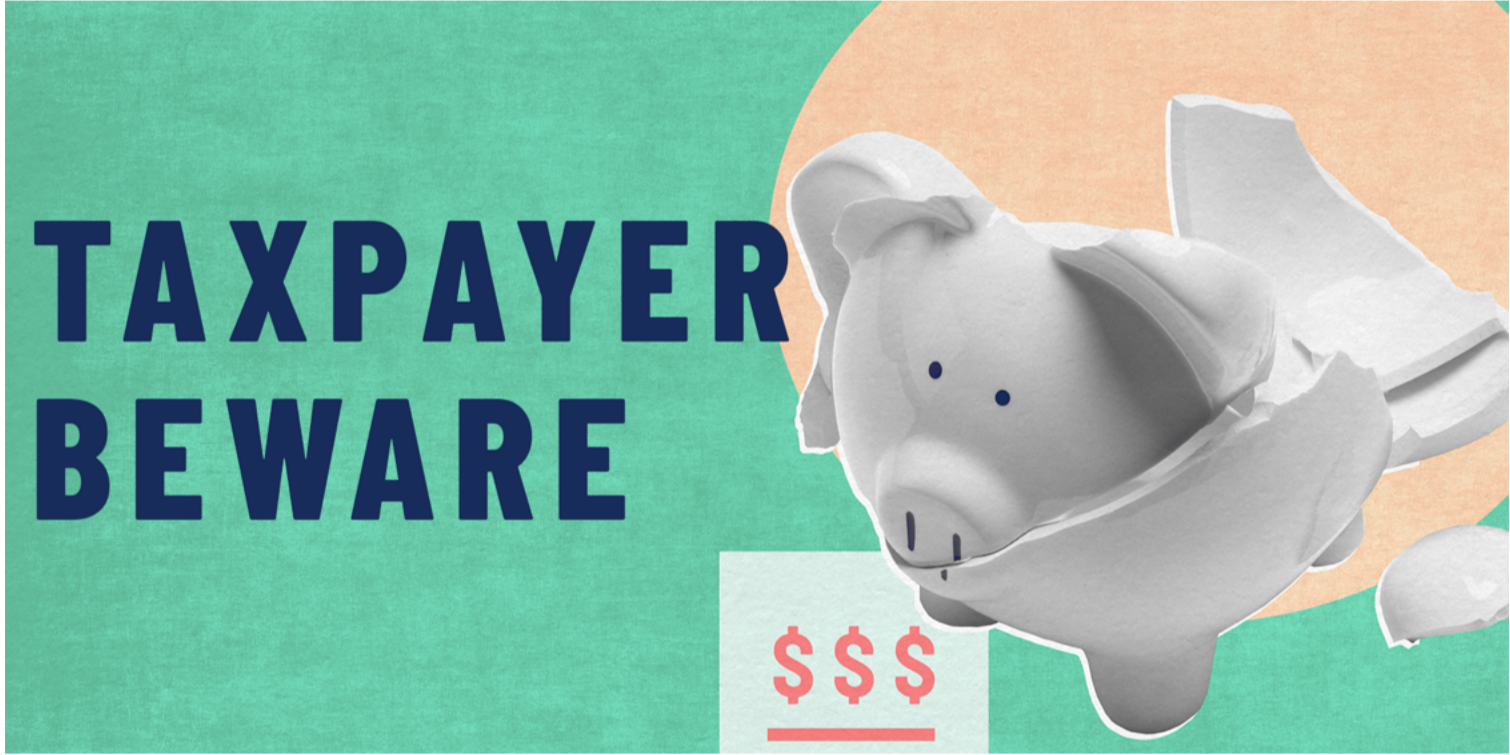
Unregistered tax preparers who are caught preparing, or assisting with preparing, tax returns for a fee will be issued a \$2,500 penalty letter from the Franchise Tax Board (FTB). They have 90 days to register with CTEC before the penalty is enforced.

If a tax preparer does not comply, the \$2,500 penalty is assessed. If a tax preparer still fails to comply the next year, a \$5,000 penalty will be issued each year until they either register with CTEC or agree to stop preparing tax returns for a fee.

CTEC pays for the entire enforcement program. All penalties collected by FTB are deposited into the state's general fund.

As of July, FTB was still processing penalties. An updated report will be provided in the CTEC annual report. To report an unregistered tax preparer, visit ctec.org.

Public Awareness Campaign Promotes New Podcast



CTEC expanded its podcast to include a Spanish language version for the 2022 public awareness campaign. The podcast episodes focused on educating taxpayers about how to choose a tax preparer, avoiding fraud, as well as true stories about "ghost" tax preparers. The advertising campaign included promotions on social media, Google Ads, mobile ads, email marketing and multiple audio platforms. In addition to podcasts and internet outreach, CTEC promoted multiple videos (English and Spanish) on social media and other platforms.

Overall, the campaign performed within the top 50% of national podcast averages. One episode ranked within the top 25% of national averages. More than 1.2 million taxpayers took action on the CTEC campaign, which included downloading the podcast, watching videos or clicking on an ad or social media post.

CRTPs are encouraged to listen and share CTEC podcasts. Links to the podcasts are provided on CTEC.org or can be downloaded at taxpayerbeware.org.

How to Become a CTEC Board Member



Did you know as a CRTP you can serve on the CTEC Board of Directors? Find out how.

Upcoming CTEC Meetings

November 15 - 17, 2022
Dana Point

May 16-18, 2023
TBD

November 15 - 16, 2023
Santa Rosa

Call 877.850.CTEC if you would like to attend.

[CTEC Board Members](#)

[Registration Renewals](#)

Government Partners CTEC partners with government organizations to help reach taxpayers and tax preparers regarding California requirements for professional tax preparation.



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Contact CTEC:
877.850.CTEC (phone)
877.851.CTEC (fax)

PO Box 2890
Sacramento, CA 95812