

Provider Annual Renewal Registration - Each year during the months of October through December, to retain approved provider status for the subsequent year, each QE and CE (separate application required for each) education provider must renew the registration for the subsequent year by submitting the following:

- 1) Submit a completed provider application. (Separate application is required for each type of education)
- 2) A copy of the successful IRS RPO renewal (not required for QE providers) for the subsequent year evidenced by the IRS RPO Letter 4866-R.
- 3) Submit a CTEC Provider Renewal Application Fee of \$200. This fee will apply starting with the renewal for 2025, which is due in December 2024. Please submit a check, money order, or cashier's check payable to CTEC to: CTEC, P.O. Box 2890, Sacramento, CA 95812-2890.
- 4) Late Registration – CTEC will assess a late fee if not renewed by Midnight (local time) December 31. The late fees will be assessed according to the schedule below, in addition to the current renewal fee:
 - A. January 1 through Midnight January 31 - \$50
 - B. February 1 through Midnight February 28 (February 29 Leap Years) - \$200
- 5) In addition,
 - A. Have and maintain an established physical place of business. The curriculum provider must notify CTEC within 10 business days of any change in the physical place of business.
 - B. Maintain a business telephone line number available to students:
 - i. During regular business hours, attended by the curriculum provider or the provider's staff; or
 - ii. Attended by an answering service during regular business hours; or
 - iii. Equipped with message taking capabilities that are active during regular business hours.
- 6) Have not had a finding, confirmed by CTEC, that the curriculum provider engaged in fraudulent practices.

CTEC CE PROVIDER RENEWAL APPLICATION

All providers must renew annually to maintain their status as a CTEC approved education provider

Please print or type all the information.

Name of Business _____ **Provider number** _____

DBA's (if any) _____

Mailing Address _____

Physical Address _____

Phone (____) _____ **Cell** (____) _____ **Fax** (____) _____
(Cell phone# is for CTEC office use only)

Website _____

Provider is:

- Individual Corporation (Corporation number – if applicable) _____ Partnership University/College/School
 Non-Profit Org. Government Agency Other (describe) _____

Name of Provider's Point of Contact _____ **Phone #** (____) _____

Point of Contact email address _____

Type of application Continuing Education

Renewal provider application

If provider was approved using a purchased course – provide the name of the CTEC Approved Provider _____

The annual renewal fee is \$200. **Note:** This fee is nonrefundable.

Late Registration – CTEC will assess a late fee if not renewed by Midnight (local time) December 31. The late fees will be assessed according to the schedule below, in addition to the current renewal fee:

January 1 through Midnight January 31 - \$50

February 1 through Midnight February 28 (February 29 Leap Years) - \$200

ATTESTATION

Having been duly authorized by the provider, I hereby attest that:

1. The provider has appointed the individual listed as the CTEC administrator to that position.
2. The provider will adhere to the standards, guidelines, and policies of the California Tax Education Council.
3. Should the provider fail to abide by the standards, guidelines, and policies of the California Tax Education Council, CTEC may withdraw the provider's approval.

Under penalty of perjury, I declare that I have examined this application and read all accompanying information, and to the best of my knowledge and belief, the information provided is true, correct and complete. I understand any false or misleading information may result in denial or revocation of my (our) status as a provider of CTEC approved provider.

Signature

Name (printed/typed)

Title

Date signed

Provider Compliance Form

In an effort to assist individuals in finding and identifying approved courses presented by approved providers, providers must agree to the following standards.

Provider agrees to the following:

1. We will use only pre-approved CTEC disclosures as directed.
2. We will meet Course Presentation standard # 2 by distributing stated information to all students prior to registration.
3. We will submit education electronically to CTEC in accordance with the following schedule which conforms with RPOs reporting requirements outlined in CP19 - Provider Reporting Requirement.

Course Completed	Reporting Due Date
January – March	March 31 ⁽¹⁾
April – June	June 30 ⁽¹⁾
July- September	September 30 ⁽¹⁾
October - December	10 th Business Day from the course completion date

⁽¹⁾ If the program completion is within the last ten business of the quarter providers will have ten business days from the completion date to report the CE. In other words, providers will always have at least ten business days from the completion of a course to complete the reporting. Those 10 days (about 1 and a half weeks) will provide leeway when the due date falls on weekends, holidays and at the end of the quarter.

4. We will evaluate courses as outlined in CP08 -Student Course Evaluations with an evaluation form or some other means, of which will be disclosed to CTEC.
5. We will distribute a certificate of completion to all successful graduates. This certificate will include the required information identified in policy CP11 – Provider Course Completion Certificate. (Providers should set up an online reporting timetable with students. For example: Students will be reported online within 10 business days.)
6. We will designate a CTEC Point of Contact who will represent our institution with CTEC and will inform CTEC of any changes as outlined in CP12 -CTEC Provider Administrator/On-Site Coordinator.
7. While offering courses for CTEC credit, all offerings will adhere to CTEC policies.
8. The provider acknowledges agreeing and abiding by CP32 – Course Update Guidelines and CP23A – Exhibit Qualifying Education Guidelines.
9. We understand that it is our responsibility to maintain an understanding of all CTEC policies that pertain to providers.
10. We have read and will abide by the entire provider policies included on the CTEC website.

Signature	Name (printed/typed)	Title	Date signed
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