



PROVIDER ASSISTANCE

(a) Background: CTEC has developed standards with which providers must comply in order to have their individual courses approved for CTEC Qualifying and Continuing Education credits. These providers compete in a free and open marketplace for students who require credit to qualify for CTEC registration, to prepare returns within the State of California. CTEC will not provide assistance to individual providers in: (1) preparing course material, (2) determining the course subject matter, or (3) giving any particular provider a competitive advantage over other providers.

(b) Limited Assistance: The assistance provided by CTEC and CTEC staff to providers and prospective providers is limited to the following:

- (1)** Providing applications for obtaining CTEC approved provider status;
- (2)** Providing applications for course review;
- (3)** Providing assistance in completing the actual applications;
- (4)** Providing access to Qualifying and Continuing Education Standards upon request;
- (5)** Providing a list of previously approved Continuing Education courses;
- (6)** Communicating to providers or prospective providers the reasons for disapproval of provider status;
- (7)** Communicating to providers or prospective providers the reasons for course disapproval;
- (8)** Providing assistance to approved providers in meeting their reporting requirements;
- (9)** Including the approved provider on the list of approved providers (both printed copy and website);
- (10)** Conducting an annual Provider Task Force Meeting for all providers. The purpose of the meeting is to facilitate CTEC providers compliance with CTEC policies and procedures.

Approved October 29, 1999

CTEC Board of Directors

Responsibility: Curriculum Provider Standards Committee