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## QUALIFYING EDUCATION COURSES

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**(a) Background:** The California Business & Professions Code, Section 22255, requires that individuals successfully complete a 60-hour qualifying education (QE) course to become a CTEC Registered Tax Preparer (CRTP).

**(b) The 60-hour QE requirement includes:**

- (1) 43-hours of Federal tax subjects.
- (2) 2 hours of ethics
- (3) 15-hours of California tax topics.

*Commentary - QE courses must be taken from a CTEC approved curriculum provider and can be either face-to-face courses or self-study courses. Where a QE course is a self-study course, it must comply with all the self-study requirements of CP13.*

**(c) Final Examination Requirement:**

- (1) Each question must have a minimum of 4 possible answer responses.
- (2) The questions must be relevant to the material and to meeting the learning objectives in the course.
- (3) The student must be tested separately for federal, ethics and California elements of the course.  
A minimum of 10 questions is required for the Ethics examination, but the provider is free to have more than 10.  
A minimum of 75 questions is required for the California examination, but the provider is free to have more than 75.  
A minimum of 215 question is required for the Federal examination, but the provider is free to have more than 215.
- (4) One question must be devoted to each “required” subject listed in the Qualifying Education Guidelines (see CP23A-Attachment). The balance of the minimum requirements listed at (c)(3) above may be chosen by the provider either “required” or “awareness” topics.
- (5) Final examination may be one or more examinations administered during the course. Successful completion of a QE course shall be demonstrated by answering 70% or more of the examination questions correctly.
- (6) Examination(s) may be take-home exams.

**(d) Providing Student with Answers to Exam Questions:** Curriculum providers are never permitted to provide students with answers to exam questions prior to the student successfully passing the examination. To students who successfully passed the examination, providers may provide answers to specific missed exam questions; however, a complete answer key containing all of the exam questions for the course shall never be provided to a student.

**(e) Initial Provider Approval:** Providers that offer both 60-hour qualifying education face-to-face and self-study courses must submit their self-study course for approval, not their face-to-face course.

**(f) Curriculum Provider Responsibility:** It is CTEC’s mandate to ensure that all non-exempt tax preparers in California satisfy certain education requirements. Determining credit hours for self-study courses is subjective and difficult and provides opportunities for abuse. Curriculum providers must be diligent to ensure that they are awarding the proper credit for their courses. The implementation of the pilot test and word count formula methods of determining education credit awards was the result of awarding inflated credits in the past. CTEC reserves the right to reduce credits or deny course approval to courses that the CTEC review staff determines are so simplistic that the student does not need to read the course material in order to pass the final exam. CTEC requires approved providers to exercise due diligence and ethical behavior in determining self-study credits. (See CP23(j)(5)(F)).

**(g) English Requirement -** Courses submitted for review to CTEC must be in English.

Approved May 18, 2017

Curriculum Provider Standards Committee

**Responsibility: Curriculum Provider Standards Committee**