



CURRICULUM REVIEWERS

- (a) - Background:** CTEC contracts with outside sources for the review of curriculum materials in order to ensure an objective evaluation. CTEC wishes to provide an efficient and knowledgeable response to providers who submit curriculum for CTEC review and approval.
- (b) – Reviewer Staff:** CTEC curriculum reviewers shall be comprised of a minimum of 2 and a maximum of 4 additional curriculum reviewers.
- (c) – Duties:**
- (1) Curriculum Reviewers:**
- (A) Review provider curriculum for compliance with CTEC educational standards. This includes new provider applications, periodic reviews and audits.
 - (B) Complete assignments within the following time constraints:
 - A maximum of 15 hours is allocated to review a qualifying education course; and
 - The maximum hours allocated to review a continuing education course is 40% of the course’s designated CE hours, but not less than 2 hours.
 - (C) Complete a CTEC standardized review report for each review.
 - (D) Attend the annual Provider Task Force meeting and subsequent Curriculum Provider Standards (CPS) committee meetings per their contract.
 - (E) At the request of the CTEC Board of Directors or the Curriculum Provider Standards Committee chair, attend meetings and perform duties requested by the Board or the CPS chair, including, but not limited to, testimony during provider appeals.
- (d) - Compensation:**
- (1) Curriculum Reviewers:**
- (A) Curriculum reviewers will be compensated for their reviews at an hourly rate established by the Board of Directors subject to maximum hours specified in CP16(c)(1)(B).
 - (B) When requested by the Board or CPS chair to attend meetings or provider appeals, reviewers will be paid their regular hourly fee for actual hours in attendance at the meeting.
 - (C) Any out-of-pocket expenses incurred by reviewers during their services to CTEC are the responsibility of the reviewers.
- (e) - Qualifications of curriculum reviewers are as follows:**
- (1)** Reviewers may not be a current approved provider or employed by or contracted by any such provider.
 - (2)** Reviewers may not be related to, employed by, or be a business associate of a member of the CTEC Board of Directors (see GV04 – Self-Dealing Policy).
 - (3)** Reviewers may not currently serve on the CTEC Board of Directors and must, at all times, work within CTEC Policy.
 - (4)** Reviewers must be a CRTP, EA, CPA or attorney with a minimum of 10 years experience in tax preparation. Experience includes preparing tax returns, auditing tax returns, and teaching tax law. They must also be proficient in California taxes.
 - (5)** Reviewers must have expertise in tax research and provide their own research capabilities.



(f) - Solicitation of reviewers will be as follows:

- (1) The above referenced duties, compensation, and qualifications of reviewers will be disclosed to potential candidates.
- (2) A minimum number of hours expected from a reviewer will be disclosed to potential candidates.
- (3) CTEC's current contracted hourly rate for curriculum reviewers will be disclosed to potential candidates.
- (4) Administrative staff will keep submitted resumes on file for future review.

(g) - Selection:

- (1) Applicants will submit a resume and three references.
- (2) The Curriculum Provider Standards Committee will review resumes recommended by administrative staff.
- (3) Final candidates will be recommended to the Board.
- (4) The Board will approve or reject a recommended candidate by majority vote. If Board approval is required more than a month before the next Board meeting, the Executive Committee can approve or reject the candidate by majority vote.

(h) - Contract:

- (1) Contracts shall be for a period of one year.

Approved; November 30, 2001

CTEC Board of Directors

Responsibility: Board of Directors and Staff