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## ETHICS & PROFESSIONAL CONDUCT

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- (a) Background:** California Tax Education Council policies require registered tax preparers to complete 2 hours of ethics or professional conduct courses each year. Acceptable ethics courses for CRTPs must address matters of professional conduct related to tax return preparation.
- (b) Policy:** Ethics or professional conduct education must be related to conduct issues related to tax return preparation that arise from the California Business & Professions Code<sup>(2)</sup>, Internal Revenue Code, and Treasury Department 230. Examples include the due diligence requirements of Sections 10.21, 10.22, & 10.34 of Circular 230, and the registration and practice requirements for CTEC Registered Tax Preparers including California Business & Professions Code Sections 22251, 22251.1, 22253 & 22253.1
- (c) Qualifying Education:** CTEC requires all approved qualifying education (QE) courses to provide 2 hours of ethics education. The 2 credit hours will count toward federal credit.
- (d) Continuing Education:** A CRTP's annual continuing education (CE) requirement includes 2 hours of education in ethics or professional conduct.

(2) Business and Taxation Code sections 22251, 22251.1, 22253, & 22253.1

**Approved** September 5, 2003  
**Responsibility:** Curriculum Provider Standards Committee