

---

## REGISTRATION PACKET

---

**Background:** Each year by October 31<sup>st</sup>, CTEC Registered Tax Preparers (CRTPs) must renew their registration online by completing 20 hours of continuing education from a CTEC-approved provider, which includes 10-hours of tax law, 3-hours of tax update, 2-hours of ethics and 5-hours of California tax education, along with a payment of \$33, plus a \$2 processing fee.

If the applicant has not completed the required education by the October 31<sup>st</sup> renewal deadline, the late renewal period will be from November 1<sup>st</sup> through January 15<sup>th</sup> of the following year, and the registration fee will increase to \$88, plus a \$2 processing fee during this late registration period.

A preparer who does not renew by January 15<sup>th</sup> of any given year will have his/her registration expire, and he/she will be required to pay a \$100 nonrefundable application fee plus a \$2 processing fee in order to submit a new application. A preparer must retake the 60-hour qualifying education course from a CTEC approved provider, pass a background check and fingerprinting procedure as outline in TP12, and register as a new preparer. The registration fee is \$33 plus a \$2 processing fee. Education undertaken from November 1<sup>st</sup> to October 31<sup>st</sup> of any cycle year cannot be carried forward to the next cycle; however, it can be applied to the previous cycle to bring that cycle current.

Upon the successful completion of the renewal registration, CTEC mails out a Statement of Compliance certificate to each preparer.

For those individuals successfully applying to become a new CRTP, they will receive the following CTEC materials in their registration packet:

- A Certificate of Completion;
- A window sticker;
- A logo slick; and
- One copy of CTEC's public brochure.

Approved September 15, 2000  
CTEC Board of Directors

**Responsibility: Tax Preparer Committee**