
REGISTRATION PACKET

Background: Each year by October 31st, 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 31st renewal deadline, the late renewal period will be from November 1st through January 15th 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 15th 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 1st to October 31st 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