

Certified Tax Preparer Program

Start on the path to become one of America's most qualified tax preparers. Become a licensed Certified Tax Preparer and place CTP behind your name.

Objectives

1. Perform tax preparation accurately and productively.
2. Prepare timely, relevant, and reliable tax information.

This program will provide you with an education in Individual Tax Fundamentals and Business Tax Fundamentals. At the completion of each course, you will have the opportunity to take a nationally recognized certification exam. Upon passing each exam, you will be certified in Individual Tax and Business Tax.

Certification Objective

Communicate and assure employers of your tax preparation knowledge and understanding.

Join the free **Accounting Community** to connect, share, develop relationships, and network. Visit accounting.community or download it from the Apple App Store (iOS) or Google Play (Android).

REMINDER: If you require support or have questions regarding assignments, send an email to instructor@consortiaaccountingschool.com. When drafting your email, include the following in the subject line of the email:

- Course name and edition
- Current chapter
- Assignment name
- Problem or Question

For example, the subject line may say “Payroll Fundamentals 2022, Chapter 2 Problems Set A, Question 3”.

The program is outlined as follows:

Individual Tax Fundamentals Course:

This course is a popular first-level tax course that provides a clear concise explanation of the fundamental tax concepts covering individual federal tax preparation and compliance. The course covers core individual tax concepts and principles including gross income, deductions, and credits.

Week 1: An Introduction to Tax – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 2: Tax Compliance, the IRS, and Tax Authorities – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 3: Tax Planning Strategies and Related Limitations – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 4: Individual Income Tax Overview, Dependents, and Filing Status – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 5: Gross Income and Exclusions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 6: Individual Deductions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 7: Investments – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 8: Individual Income Tax Computation and Tax Credits – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 9: Business Income, Deductions, and Accounting Methods – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 10: Property Acquisition and Cost Recovery – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 11: Property Dispositions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 12: Compensation – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 13: Retirement Savings and Deferred Compensation – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 14: Tax Consequences of Home Ownership – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 15: Focus on areas that need improvement and prepare for the Individual Tax Certification Exam.

Week 16: Schedule and take the Individual Tax Certification Exam - After passing exam, share on the student group of the Accounting Community what you enjoyed about this course.

Complete email survey about this course to help us continue to improve.

Business Tax Fundamentals Course:

This course is a popular first-level business tax course that provides a clear concise explanation of the fundamental business tax concepts covering business federal tax preparation and compliance. This course covers core business tax concepts and principles including tax accounting rules, gross income, deductions, depreciation, property transactions, taxes, and tax credits.

Week 17: Business Income, Deductions, and Accounting Methods – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 18: Property Acquisition and Cost Recovery – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 19: Property Dispositions – when complete, share something you learned or liked in this chapter in the student section of the Accounting Community.

Week 20: Business Entities Overview – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 21: Corporate Operations – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 22: Accounting for Income Taxes – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 23: Corporate Taxation: Non-liquidating Distributions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 24: Corporate Formation, Reorganization, and Liquidation – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 25: Forming and Operating Partnerships – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 26: Dispositions of Partnership Interests and Partnership Distributions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 27: S Corporations – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 28: State and Local Taxes – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 29: The U.S. Taxation of Multinational Transactions – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 30: Transfer Taxes and Wealth Planning – when complete, share something you learned or liked in this chapter in the student group of the Accounting Community.

Week 31: Focus on areas that need improvement and prepare for the Business Tax Certification Exam.

Week 32: Schedule and take the Business Tax Certification Exam - After passing exam, share on the student group of the Accounting Community what you enjoyed about this course.

Complete email survey about this course to help us continue to improve.

Individual Tax Preparation Training

Week 33: Individual Tax Preparation Training - when complete, share something you learned or liked in this training in the student group of the Accounting Community.

Individual Tax Preparation Experience

Weeks 34-36: Performed remotely, Monday-Friday, 1-2 hours per day at your convenience..

Partnership Tax Preparation Training

Week 37: Partnership Tax Preparation Training - when complete, share something you learned or liked in this training in the student group of the Accounting Community.

Partnership Tax Preparation Experience

Weeks 38-41: Performed remotely, Monday-Friday, 1-2 hours per day at your convenience..

S-Corporation Tax Preparation Training

Week 42: S-Corporation Tax Preparation Training - when complete, share something you learned or liked in this training in the student group of the Accounting Community.

S-Corporation Tax Preparation Experience

Weeks 43-46: Performed remotely, Monday-Friday, 1-2 hours per day at your convenience._

Complete the review sent to you about your experience in this program.

*In addition to this program, we would like to offer you Job Assistance. We provide a job placement program and training that connects you with tax preparer employers. You should be able to go through the training in one week. Here is the suggested timeline.

Job Search Program

This program was created by Consortia Accounting School and will maximize your job search success.

Day one: “About this Program”

First section, watch these videos and read the following.

Videos:

1. What does it take to get a job.
2. Why should an employer hire you over anyone else?
3. What is “culture fit” and how do I identify my fit?

Read:

- How to Get the Most from this Program
- About this Guide
- Job Search Action Items
- Templates

Day two: “Connect with What Tax Preparer Employers Want”

Second section, watch these videos and read the following.

Videos:

4. Why clear job search goals matter.
5. What is an effective job search routine?
6. The hidden job market.

Read:

- Job Candidates Who Can Perform Their Role Accurately and Efficiently.
- Job Candidates Who are Excited About Working for the Employer’s Company.
- Job Candidates Who Fit with Their Company Culture.

Day three: “Put Your Best Self Forward”

Third section, watch these videos and read the following.

Videos:

7. Your resume and the Employer recruitment process.
8. A well-crafted cover letter is a conversation starter.

Read:

- Set Clear Goals and Establish an Effective Routine

Day four: “Put Your Best Self Forward”

Continue in the third section.

Videos:

9. Build your professional brand with a strong online presence.
10. How to prepare for an interview.

Read:

- Sharpen Your Resume and Cover Letter.
- Strengthen your Online Presence.

Day five: “Put Your Best Self Forward”

Finish the third section.

Videos:

11. Track your applications.
12. Why follow-up matters.

Read:

- Prepare for Interviews
- Track Your Applications
- Follow Up