



[Click Here to Register for a Training Class](#)

Greeter/Screeners & Tax Preparers Training Options - Please pick only one class option and stay with it.

For Tax Law Classes 35- 40 hours of class time + 8-10 hours of homework time

DAYS, TIME & DATES	LOCATION
<p>ASU West Campus 4701 W Thunderbird Rd, Glendale, AZ 85306 SANDS 103 (Limit 35 volunteers)</p>	<p>Five Saturdays 9 am - 5 pm Dec. 2, 9, 16 & Jan. 6 No Class on Dec. 23 & 30 Tax Preparers MUST attend ALL sessions</p>
OR	
<p>Civic Center Avondale Library 11350 Civic Center Dr, Avondale, AZ 85323 (Limit 20 volunteers)</p>	<p>Five Saturdays 9 am - 5 pm Dec. 2, 9, 16 & Jan. 6 No Class on Dec. 23 & 30 Tax Preparers MUST attend ALL sessions</p>
OR	
<p>Estrella Mountain Community College 3000 North Dysart Road, Avondale, AZ 85392 Ocotillo Hall, Room 122 (Limit 20 volunteers)</p>	<p>2 weeknights/week - 4 Weeks course Tuesday & Thursday: 5 pm - 9 pm Nov. 21, 28 & 30, Dec. 5, 7, 12, 14 & 19 No Class on Nov. 23 Tax Preparers MUST attend ALL sessions</p>
OR	
<p>Surprise Resource Center 12425 W. Bell Rd., Surprise, AZ 85378 Bldg. A, Suite #124 (Limit 20 volunteers)</p>	<p>2 weeknights/week - 4 Weeks Course Monday & Wednesday: 5 pm - 9 pm Nov. 20, 27, 29, Dec. 4, 6, 11, 13, 18 & 20 No Class on Nov. 22 Tax Preparers MUST attend ALL sessions</p>

Refresher Training (for Quality Reviewers & Site Coordinators ONLY)

Wednesday, Jan 10 & Thursday, Jan 11 2024: 5 pm - 9 pm

In-Person @ Surprise Resource Center
12425 W. Bell Rd., Bldg. A, Suite #124, Surprise, AZ 85378

<u>Minimum Certifications required:</u>	<u>Training Resources:</u>
1. Volunteer Standards of Conduct ALL Volunteers	Pub 4491 - VITA Training Guide
2. Intake/Interview & Quality Review ALL Volunteers	Pub 4961- Volunteer Standards of Conduct – Ethics Training
3. Advanced Level Tax Preparers, QR & SC	Pub 5101 - Intake/Interview & Quality Review Training
4. Military Level QR & SC Only	Form 6744 - Test/Retest Book
	Pub. 4012 VITA Volunteer Resource Guide

- Each volunteer training certification test described above requires a score of 80% or higher to pass.
- Volunteers are allowed two attempts to pass each certification test.
- Form 6744, VITA/TCE Volunteer Assistor’s Test/Retest, includes all the certification test questions and scenarios.
This allows the volunteer to work through the test before taking the final online examination in Link & Learn Taxes.