



2024-25 West Valley VITA - IRS Tax Law Training & Certification

Register for **ONLY 1** training session at

<https://tinyurl.com/VITA-Training-Signup>

OR Scan 

Tax Preparers Training Options - Please pick ONLY ONE class location and stay with it for the entire training.

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

TAX PREPARER TRAINING OPTIONS	DAYS, TIME & DATES
<p>ASU West Campus 4701 W Thunderbird Rd, Glendale, AZ 85306 SANDS 131 (Limit 35 volunteers)</p>	<p>Four Saturdays 9 am - 5 pm Nov. 23, Dec. 7, 14 & 21 No class on Nov. 30. MUST attend on ALL other dates</p>
OR	
<p>Avondale Resource Center 995 E. Riley Dr, Avondale, AZ 85323 (Limit 35 volunteers)</p>	<p>Four Saturdays 9 am - 5 pm Nov. 23, Dec. 7, 14 & 21 No class on Nov. 30. MUST attend on ALL other dates</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: 4:30 pm - 8:30 pm Nov. 19, 21, 26, Dec. 3, 5, 10, 12, 17 & 19 No Class on Nov. 27 MUST attend on ALL other dates</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. 18, 20, 25, Dec. 2, 4, 9, 11, 16 & 18 No Class on Nov. 28 MUST attend on ALL other dates</p>

Greeter, Screener & Interpreter Training - Pick one of the 2 times offered

Riverboat Bingo, 18300 W Bell Rd, Surprise, AZ 85374	Wednesday Jan. 8, 2025 : 10:30 am - 2:30 pm
OR	
Surprise Resource Center, 12425 W Bell Rd, Surprise, AZ 85378	Wednesday Jan. 8, 2025 : 5 pm - 9 pm

Refresher Training (for Select Returning Volunteers, QRs & Site Coordinators ONLY)

Monday, Jan. 6, 2025 : 4 pm - 9 pm
Surprise Resource Center, 12425 W. Bell Rd., Bldg. A, Suite # A-124, Surprise, AZ 85378

Minimum Certifications required:

1. Volunteer Standards of Conduct	ALL Volunteers
2. Intake/Interview & Quality Review	ALL Volunteers
3. Advanced Level	Tax Preparers, QR & SC
4. Military Level	QR & SC Only

Volunteer Training Resources:

- [Pub 4491 - VITA Training Guide](#)
- [Pub 4961- Volunteer Standards of Conduct – Ethics Training](#)
- [Pub 5101 - Intake/Interview & Quality Review Training](#)
- [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.