



2025-26 West Valley VITA - IRS Tax Law Training & Certification

Select one training location and commit to that location for the entire training period

<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. 22, Dec. 6, 13 & 20 No class on Nov. 30. <u>MUST attend on ALL other dates</u></p>
OR	
<p>Littleton Elementary School District Office Family Welcome Center 1642 S. 107th Ave., Avondale, AZ 85323 (Limit 20 volunteers)</p>	<p>Four Saturdays 9 am - 5 pm Nov. 22, Dec. 6, 13 & 20 No class on Nov. 30. <u>MUST attend on ALL other dates</u></p>
OR	
<p>Estrella Mountain Community College 3000 North Dysart Road, Avondale, AZ 85392 Estrella Hall, EST N-208 (Limit 20 volunteers)</p>	<p>2 weeknights/week - 4 Weeks course Tuesday & Thursday: 5 pm - 9 pm Nov. 18, 20, 25, Dec. 2, 4, 9, 11, 16 & 18 No Class on Nov. 27 <u>MUST attend on ALL other dates</u></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. 17, 19, 24, Dec. 1, 3, 8, 10, 15 & 17 No Class on Nov. 26 <u>MUST attend on ALL other dates</u></p>

Greeter, Screener & Interpreter Training	
Surprise Resource Center, 12425 W Bell Rd, Surprise, AZ 85378	Monday Jan. 5, 2026 : 4 pm - 9 pm

Refresher Training (for Select Returning Volunteers, QRs & Site Coordinators ONLY)	
Surprise Resource Center, 12425 W Bell Rd, Surprise, AZ 85378	Wednesday Jan. 7, 2026 : 4 pm - 9 pm

<u>Minimum Certifications required:</u>	<u>Volunteer 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.