



2026 West Valley VITA - IRS Tax Law Training & Certification

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

[Click here to Signup for West Valley VITA Training](#)

OR Scan



TAX PREPARER TRAINING OPTIONS - Select any ONE option	
For Tax Law Classes 35- 40 hours of class time + 8-10 hours of homework time	
2 weeknights / week - MONDAYS & WEDNESDAYS - 4hr sessions each	
Surprise Community & Resource Center 12641 N. Santa Fe Dr., Surprise, AZ 85378 Bldg. A, Suite #124 (Limit 20 volunteers)	2 weeknights/week - 4 Weeks Course Monday & Wednesday: 5 pm - 9 pm Nov. 18, 23, 30, Dec. 2, 7, 9, 14 & 16 No Class on Nov. 25 <u>MUST attend on ALL other dates</u>
2 weeknights / week - TUESDAYS & THURSDAYS - 4hr sessions each	
Estrella Mountain Community College 3000 North Dysart Road, Avondale, AZ 85392 Room TBD (Limit 20 volunteers)	2 weeknights/week - 4 Weeks course Tuesday & Thursday: 5 pm - 9 pm Nov. 19, 24, Dec. 1, 3, 8, 10, 15 & 17 No Class on Nov. 26 <u>MUST attend on ALL other dates</u>
OR	
Glendale Community College 6000 West Olive Avenue, Glendale, AZ 85302 Room TBD (Limit 30 volunteers)	2 weeknights/week - 4 Weeks course Tuesday & Thursday: 5 pm - 9 pm Nov. 19, 24, Dec. 1, 3, 8, 10, 15 & 17 No Class on Nov. 26 <u>MUST attend on ALL other dates</u>
SATURDAYS - ALL DAY SESSION	
ASU West Campus 4701 W Thunderbird Rd, Glendale, AZ 85306 SANDS 131 (Limit 35 volunteers)	Four Saturdays 9 am - 5 pm Nov. 21, Dec. 5, 12 & 19 No class on Nov. 28. <u>MUST attend on ALL other dates</u>
OR	
Littleton Elementary School District Office Family Welcome Center 1642 S. 107th Ave., Avondale, AZ 85323 (Limit 20 volunteers)	Four Saturdays 9 am - 5 pm Nov. 21, Dec. 5, 12 & 19 No class on Nov. 28. <u>MUST attend on ALL other dates</u>

Greeter, Screener Training	Wednesday Jan. 6, 2027 : 5 pm - 9 pm Riverboat Bingo - 18300 W Bell Rd, Surprise, AZ 85374
Refresher Training (for Select Returning Volunteers, QRs & Site Coordinators ONLY)	Wednesday Jan. 13, 2027 : 5 pm - 9 pm Riverboat Bingo - 18300 W Bell Rd, Surprise, AZ 85374

<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 + Additional Optional 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.