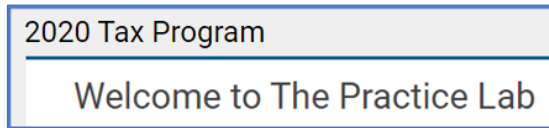


Taking the Certification Tests

What do I need to take the test?

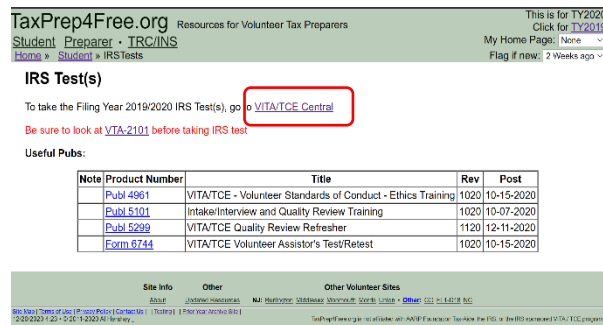
1. Pub 6744
 - a) Standards of Conduct Test
 - b) Intake Interview & Quality Test
 - c) Advanced Course Test
2. TaxSlayer Practice Lab **TY 2020 (NOT TY 2019)** for scenarios requiring a return



3. VITA/TCE Central / IRS Certification Tests

How do I get to VITA/TCE Central?

1. TaxPrep4Free.org – Student – IRS Test



TaxPrep4Free.org Resources for Volunteer Tax Preparers
Student Preparer - IRC/INS
Home » Student » IRSTests

This is for TY2020
Click for 2019
My Home Page: None
Flag if new: 2 Weeks ago

IRS Test(s)

To take the Filing Year 2019/2020 IRS Test(s), go to [VITA/TCE Central](#)
Be sure to look at [VITA-2101](#) before taking IRS test

Useful Pubs:

Note/Product Number	Title	Rev	Post
Publ 4961	VITA/TCE - Volunteer Standards of Conduct - Ethics Training	1020	10-15-2020
Publ 5101	Intake/Interview and Quality Review Training	1020	10-07-2020
Publ 5299	VITA/TCE Quality Review Refresher	1120	12-11-2020
Form 6744	VITA/TCE Volunteer Assistor's Test/Retest	1020	10-15-2020

Site Info Other Other Volunteer Sites
About Volunteer Assistance NA Resource Volunteer Services Other IRS e-Services

Site Map Terms of Use Privacy Policy Contact Us Feedback Print Page Accessible Site
© 2020 TaxPrep4Free.org. All rights reserved. AMP Facebook Twitter the IRS the IRS Volunteer VITA/TCE program

2. Direct Link

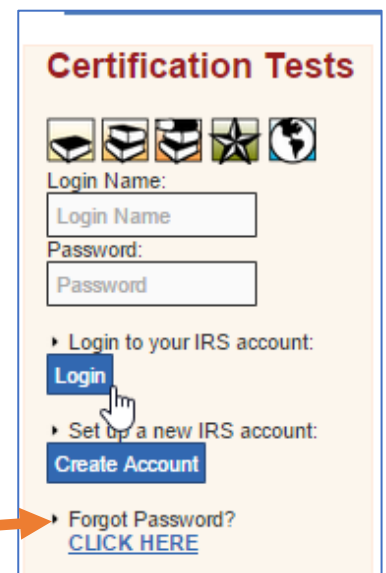
<https://www.linklearncertification.com/>

Login to the Test Center


Enter login name and password and then click “Login”
(Returning Counselors can use their prior year login name and password)

If you forgot your password, click the “Forgot the password” link.
The ID and Password will be sent to the e-mail originally used when account was created.

If you forget the password



Certification Tests



Login Name:

Password:

▶ Login to your IRS account:

▶ Set up a new IRS account:

▶ Forgot Password?
[CLICK HERE](#)

IF YOU DO NOT HAVE AN ACCOUNT, YOU MUST CREATE ONE -- NEXT PAGE.

Taking the Certification Tests

How do I set up a new IRS account?

Click "Create Account"

Note: if you have an account, skip this page.



Fill out the Self-Registration form

Self-Registration

Complete the fields below to create your account in the system. Required fields are marked by an asterisk.

* Group: **Choose [02 – TCE-AARP Volunteer] from the Group drop-down**

* Site Coordinator: Yes No **Choose "No" for Site Coordinator**

* Training Source: **Choose "Pub 4491" as Training Source**

* First Name:

* Last Name:

SEID: (For IRS Employees Only)

* Login: **Write down your login name and password for reference.**

* Password: **Note: Passwords are case sensitive and must be at least 8 characters long.**

* Confirm password: Password Complete

* Email Address:

* Confirm Email Address:

PLEASE NOTE: Should you ever forget your password, a valid email address is required to have a new one sent to you.

* Address 1:

Address 2:

* City:

* State / Province:

* Postal Code:

* Time Zone:

* Years You Have Volunteered:

Continuing Education (CE) Credit: **Use only for CE Credits**

PTIN Number:

PLEASE NOTE: Enter your PTIN it exactly as it appears on your PTIN card. Do not include a hyphen.

Complete the form and click "Register"

Taking the Certification Tests

Taking the Advanced test

Click the “Advanced” tab

Returning volunteers select “My Account”. This will bring up your registration form. Update “Years you have volunteered”

2020 VITA/TCE Certification Test

My Account

Circular 230 Basic **Advanced** Military International Puerto Rico

Course name	Score	Pass/Fail (click for results)	Attempts (2 attempts per exam allowed)	If you would like to review the Volunteer Standards of Conduct course, click here to review the course in PDF format. Click here to review the Intake/Interview & Quality Review training.
2020 Volunteer Standards of Conduct Exam	①		0	
2020 Intake/Interview and Quality Review Exam	②		0	
2020 Site Coordinator Training	③ (LC's - take in Portal)		N/A	
2020 Site Coordinator Exam			0	
2020 Advanced Exam	④		0	
2020 Qualified Experienced Volunteer (QEV) Exam	⑤ (Optional)		0	

1. You **MUST** take the VSC test first.
2. Take the Intake/Interview & Quality Review next
3. Site Coordinators (LC's, backup LC's, Shift supervisors) take this test in the Volunteer Portal, Training Tab, when it is available. Skip this test if you are not a site coordinator.
4. Take the **Advanced** test next.
5. Experienced volunteers may want to try the QEV exam, it is optional and does not affect certification.
 - When you pass VSC, IIQ and Advanced tests, see the next section on what to do next.

On-Line Strategies for taking the test

1. Answer the test AND re-test questions (the re-test answers may inform on the first test) on paper in the 6744 book before you attempt to take the test on-line.
2. Use **TY 2020** for scenarios requiring returns
3. You have 2 chances, if you fail the second time you cannot be certified for this year.

WARNING: There are manual corrections to the Advanced Test in Pub 6744 that may affect the answers. See VTA 2021-01 available on TaxPrep4Free.org – Student – IRS Test. Make the corrections as directed before taking the test.

Taking the Certification Tests

Getting and Forwarding your Volunteer Agreement

The screenshot shows the VITA/TCE Central website interface. At the top, there is a navigation bar with the VITA/TCE Central logo and the IRS logo. Below the navigation bar, there is a section for "2020 VITA/TCE Certification Test" with a "My Account" tab. The main content area is divided into tabs for "Circular 230", "Basic", "Advanced", "Military", "International", and "Puerto Rico". The "Advanced" tab is selected, and it displays a table of test results. The table has columns for "Course name", "Score", "Pass/Fail (click for results)", and "Attempts (2 attempts per exam allowed)". The table lists several tests, including "2020 Volunteer Standards of Conduct Exam", "2020 Intake/Interview and Quality Review Exam", "2020 Site Coordinator Training", "2020 Site Coordinator Exam", "2020 Advanced Exam", and "2020 Qualified Experienced Volunteer (QEV) Exam". The "2020 Advanced Exam" row shows a score of 100.00%, a "Pass" result, and a "Print Certificate" link that is crossed out with a red 'X' and the number '3'. To the right of the table, there are two callout boxes. The first box, labeled '1', contains a checkbox and the text "You may sign your Volunteer Agreement electronically by checking this box". The second box, labeled '2', contains a link "Click here to open and complete your Volunteer Agreement. Click Print from the file menu to print the page." and the text "Save the Volunteer Agreement for your records."

Course name	Score	Pass/Fail (click for results)	Attempts (2 attempts per exam allowed)
2020 Volunteer Standards of Conduct Exam	100.00 %	Pass Print Certificate	1
2020 Intake/Interview and Quality Review Exam	100.00 %	Pass Print Certificate	1
2020 Site Coordinator Training			N/A
2020 Site Coordinator Exam			0
2020 Advanced Exam	100.00 %	Pass Print Certificate X3	1
2020 Qualified Experienced Volunteer (QEV) Exam			0

1. Check the box to ELECTRONICALLY SIGN the Volunteer Agreement.
2. Click the “Click here” link to bring up the pdf document. You may print it for your records.
3. **DO NOT** USE THESE CERTIFICATES FOR CERTIFICATION. You may print them for your own use if you wish.

For Certification, a signed Volunteer Agreement form showing a “Pass” for all three mandatory tests. **AGAIN, DO NOT SEND THE IRS CERTIFICATES.**

E-mail the electronically signed Volunteer Agreement pdf file as an attachment to your District designated person.

If you don’t know how to attach the pdf file or otherwise have an issue with e-mailing the electronically signed Volunteer Agreement pdf file, print it, and mail it to your District designated person.