



PRONTO
TAX SCHOOL

CTEC

California Tax Education Council
Cheat Sheet on CE Hours

What is CTEC?

CTEC is a regulatory body in California responsible for overseeing and regulating tax preparers in the state. Tax preparers who are not attorneys, Certified Public Accountants (CPAs), or Enrolled Agents (EAs) must register with CTEC and fulfill continuing education requirements to maintain their registration.

Continuing Education Requirements for CTEC Registrants:

Annual Requirement

CTEC registrants are required to complete a minimum of 20 hours of continuing education each year. This requirement is designed to ensure that tax preparers stay current with tax laws and regulations. This is only renewal, not 60 hours

CE Topics: The 20 hours of CE must include the following:

- 10 hours of federal tax law topics.
- 3 hours of federal tax law updates.
- 2 hours of ethics.
- 5 hours of state tax law topics specific to California.

CE Reporting

Even though registrants are responsible for reporting their CE hours to CTEC each year, we at Pronto Tax School report the hours for you however it is your responsibility to register with CTEC.

Record Keeping

Registrants should keep records of their CE completion certificates for at least four years. CTEC may request documentation as part of their enforcement and compliance activities.

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IRS Annual Filing Season Program (AFSP)

For those preparers registered under CTEC you will only need 15 hours of education which are already part of the 20 hour CE hours that are completed yearly

- 10 hours of federal tax law topics.
- 10 hours of federal tax law updates.
- 2 hours of ethics.

Register for the AFSP by approving Circular 230

One of the steps that most tax professionals forget is to accept Circular 230 inside their PTIN account. Once your hours are reported to the IRS you have to wait about 2-4 weeks for Circular 230 to generate in your PTIN account. Once it shows in your account you have to go in and accept it. IRS usually sends out an email once Circular 230 is in your account.

Benefits of CTEC Registration

Legal Standing

CTEC registration allows tax preparers to legally prepare tax returns in California, provided they meet the CE requirements and other registration criteria.

Competitive Advantage

CTEC-registered tax preparers can demonstrate their commitment to professionalism and ongoing education, which can be a competitive advantage.

Representation Rights

CTEC registrants are authorized to represent clients before the California Franchise Tax Board (FTB) in various matters related to state income tax.

Consumer Confidence

CTEC registration offers consumers confidence that their tax preparer meets state standards for competence and ethical conduct.

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CTEC COURSES

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20 hours | IRS, CTEC

- **Tax Credits Refresher Course** (5 Hours, IRS, CTEC & Approved) This Tax Credits Refresher course is worth 5 hours of continuing education credit with IRS.
- **Tax Deductions Refresher Course** (5 Hours, IRS CTEC & NASBA Approved) This Tax Deductions Refresher course is worth 5 hours of CE / CPE.
- **Federal Tax Update** (3 Hours, IRS, CTEC Approved) A fast and fun, but also comprehensive tax update course. 3 hours of credit.
- **Ethics for Tax Professionals** (2 Hours, IRS, CTEC Approved) Most tax professionals need at least 2 hours of ethics continuing education every year.
- **California Tax Update & Refresher** (5 Hours, IRS, CTEC Approved) Update and refresh yourself on current California tax topics.

Additional Enrichment Courses

- **Bite-Sized Crypto Tax Learning Center** – This provides you with DOZENS of “micro learning” opportunities as CPA Joshua Azran explains the dangers and opportunities associated with helping crypto-involved tax clients.
- **Last Call Business Tax Update** – We go through all of the business (including C corporation, S corporation, partnership, and LLC) tax updates tax pros need to know heading into tax season, to help ensure your maximum tax season confidence and profitability.
- **Last Call 1040 Tax Update** – We go through all of the 1040 tax updates tax pros need to know heading into tax season, to ensure that tax pros are maximally ready for less stress and more success this tax season.
- **Handling the IRS** – Build and test your knowledge of IRS Practices and Procedures. With 87,000 new IRS employees on the way, you are going to need to know this stuff.

