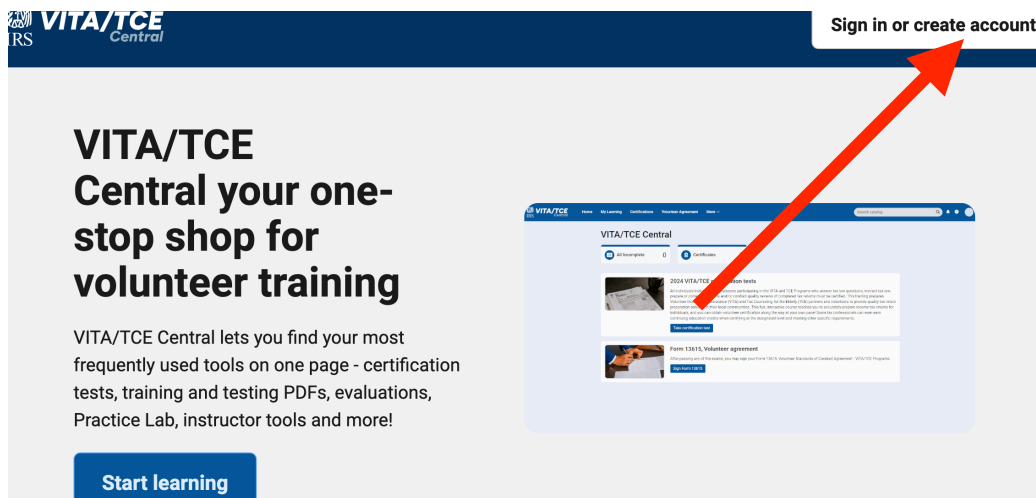


LinkLearnCertification.com and TaxSlayer “Practice Lab” Getting Started - TY2024

To become certified for the VITA Program, you must first self-register in the VITA/TCE Central testing system (your Practice Lab user name and password will not work on the certification test site).

Go to the VITA/TCE Central homepage at “<https://www.linklearncertification.com>”.
(Copy and paste into a browser and add to Favorites for easy access later.)



Click the **Create Account** button to set up a new IRS account (see the next screen shot). Volunteers are only allowed one account. Complete the fields to create your account in the system. Required fields are marked by an asterisk (*), but all others are optional.

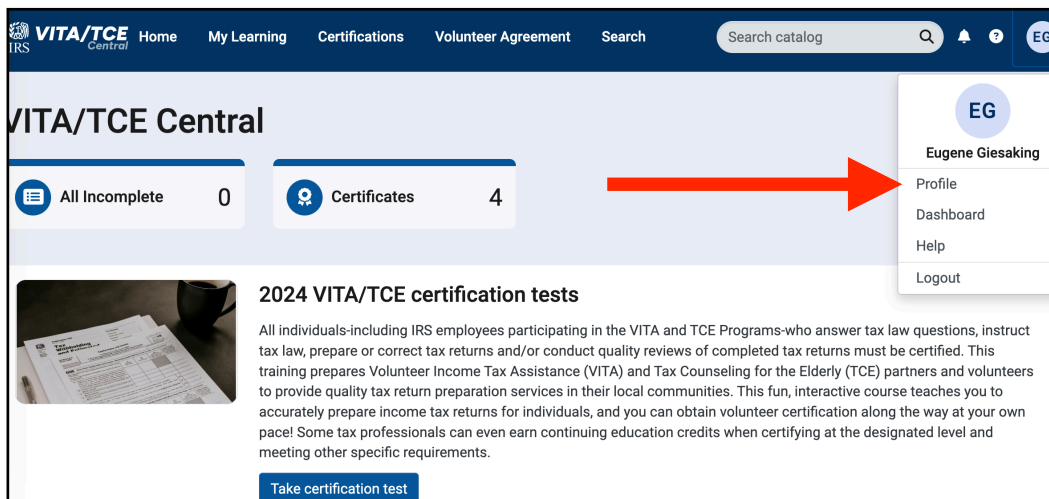
Complete all of the required fields in the various menus on the left side of the account menu shown below and then select SAVE in the upper right corner.

Fill in the registration form with your first and last name **as seen on your government issued photo identification**, along with your address, email address, and other information.

When registering, you must create a Login Name and password to use every time you return to VITA/TCE Central. The same login and password can be used every tax season. Note that the Test site does not allow two users to have the same Login. You'll need a unique Login that is not currently in the system. **Passwords are case sensitive.**

If you are also a Site Coordinator, please select “Yes” to the question, “Do you want to take the Site Coordinator course?”. Saying Yes to that question will make the Site Coordinator course and exam available. When registering, the questions: “Are you an Instructor?” and “Are you an IRS SPEC Territory Manager?” default to No. Please select those roles if they pertain to you.

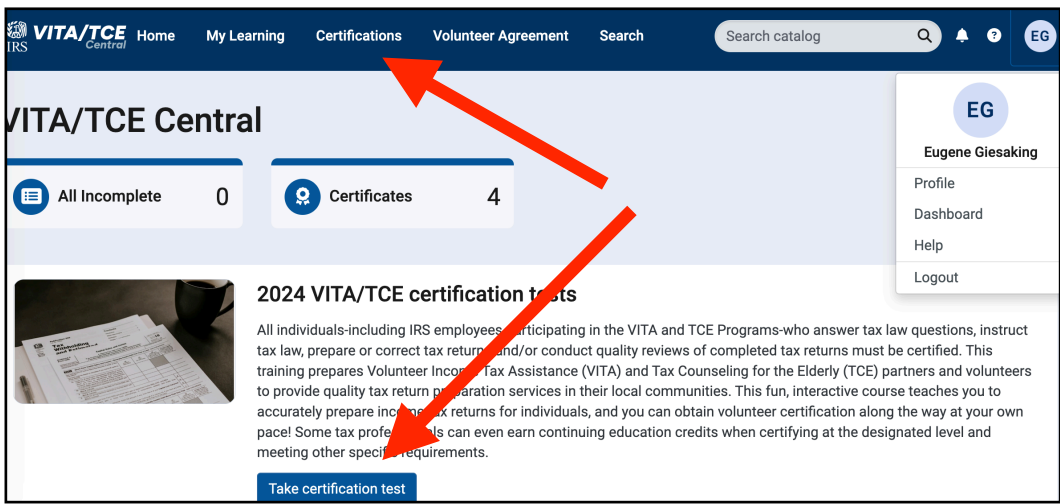
The system will allow only one account per email address. In case your email address has changed, you can update your email address by clicking on the **Profile** tab after logging in. If you already have an account, the system will not allow you to create a new account with the same email address. If you can’t remember your old Login and/or password, use the “**Forgot Password**” link on the homepage and the site will send you an email with your Login Name and a link to reset the password.



Should you ever forget your password, a valid email address is required in order to send you a new password.

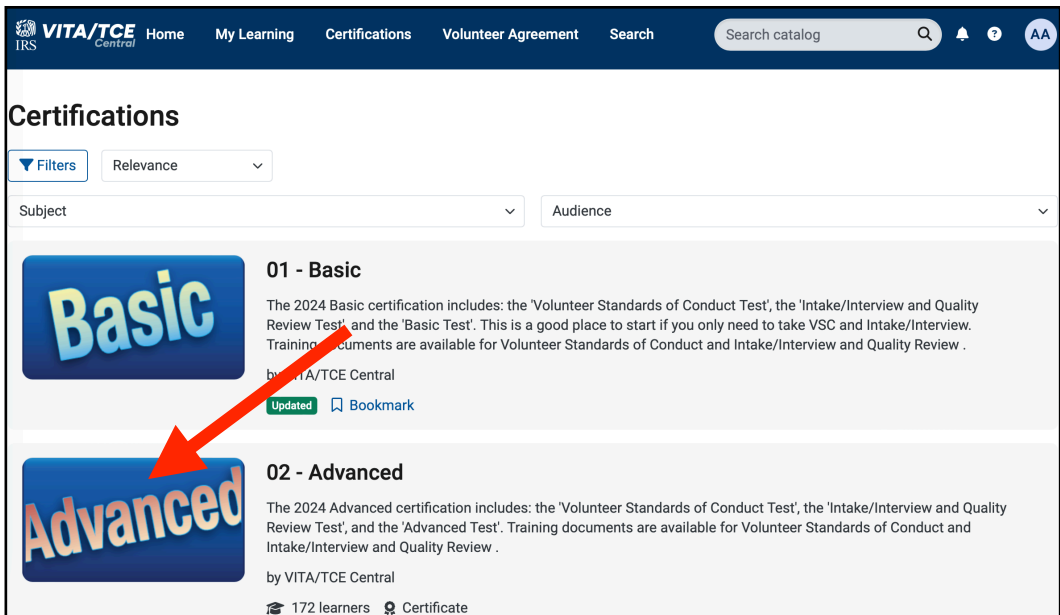
You can always update or change your personal information, group, professional status, email address, or password by selecting **Profile**.

Once you create your Login Name and password, you can login to the Home page. Then you can select “Take Certification Test” in either location as indicated on the next page.

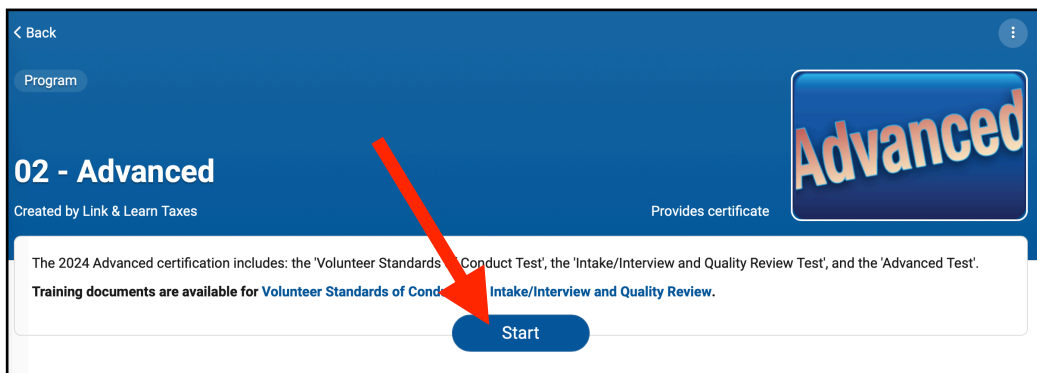


On the next screen you can test that you wish to take.

next screen select the you wish



On the next screen you can start the test that you wish to take.



For each question you can select the correct answer and then select the "Next" button to move on to the next question.

Volunteer Standards of Conduct - Test × Close


Test

Question 3 of 10

3. If a taxpayer offers you a \$20 bill because they were so happy about the quality service they received, what is the appropriate action to take?

- a. Take the \$20 and thank the taxpayer for the tip.
- b. Tell the taxpayer it would be better to have the \$20 deposited directly into your bank account from his refund.
- c. Thank the taxpayer, and explain that you **cannot** accept any payment for your services.
- d. Refer the taxpayer to the tip jar located at the quality review and print station.

Back Next



In order to answer a fill-in-the-blank question, type your answer in the box.

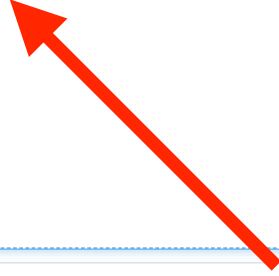
Advanced Scenario 9: Test Questions

35. Joe's child and dependent care credit from Form 2441 is ____.

(Note: whole number only, do not use special characters.)

630

Back Next



After taking the test you can review your answers.

Volunteer Standards of Conduct - Test Close

Test

Question 1 of 10 • Correct

Directions

Review this taxpayer's scenario information, Intake/Interview Sheet, and other tax forms in Publication 6744 (or [click here to download](#) this scenario). Using your resource materials, answer the following questions:

1. Prior to working at a VITA/TCE site, **ALL** VITA/TCE volunteers (greeters, client facilitators, tax preparers, quality reviewers, etc.) must:

- a. Annually pass the Volunteer Standards of Conduct (VSC) certification test with a score of 80% or higher.
- b. Sign and date the Form 13615, Volunteer Standards of Conduct Agreement, agreeing to comply with the VSC by upholding the highest ethical standards.
- c. Pass the Advanced tax law certification.
- d. All of the above.
- e. Both a and b

Next

If an answer is not correct, there is a suggestion for where to review the correct answer.

Intake/Interview and Quality Review - Test New Tab

Test

Question 3 of 11 • Incorrect

3. The Basic certification level is required to prepare a return with unreported tip income.

- a. True
- b. False

Review page 14 of Publication 5101 and page 11 of Pub 5838

Back Next

Intake/Interview and Quality Review - Test Close

Test

Question 11 of 11

Are you ready to submit your test for grading? If you need to review your answers, please use the Back button to review each question. Or use the Next button to submit your test.

Yes, I am ready to submit my test answers.

Back Next

After reviewing your answers then you select to submit your answers.

You will then see your score for the test. If you do not pass you can only take the test **one more time**.

Volunteer Standards of Conduct - Test New Tab

Test

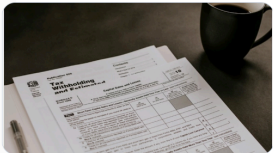
Passed

Thank you for taking the test.

<p>Your Score</p> <p style="font-size: 24px; color: green;">100%</p>	<p>Passing Score</p> <p style="font-size: 24px; color: black;">80%</p>
--	--

Review


After passing the Volunteer Standards of Conduct test and the Intake/Screening & Quality Review test as well as the Advanced Certification test, you can then sign and download the Volunteer Agreement form to give to each site coordinator at each site that you volunteer at.



2024 VITA/TCE certification tests

All individuals-including IRS employees participating in the VITA and TCE Programs-who answer tax law questions, instruct tax law, prepare or correct tax returns and/or conduct quality reviews of completed tax returns must be certified. This training prepares Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) partners and volunteers to provide quality tax return preparation services in their local communities. This fun, interactive course teaches you to accurately prepare income tax returns for individuals, and you can obtain volunteer certification along the way at your own pace! Some tax professionals can even earn continuing education credits when certifying at the designated level and meeting other specific requirements.

Take certification test



Form 13615, Volunteer agreement

After passing any of the exams, you may sign your Form 13615, Volunteer Standards of Conduct Agreement - VITA/TCE Programs.

Sign Form 13615

You will need to prepare 3 scenarios in the Advanced Certification test in order to answer some of the 35 questions on the test. You will need access to the TaxSlayer **Practice Lab** in order to prepare those three returns. **Practice Lab** is not associated with the certification test site, and your **Practice Lab** user name and password will not provide access to the tests.

To access the TaxSlayer Practice Lab (Main Screen), click on the link on the top left corner of the TaxSlayer website (vita.taxslayerpro.com) and or enter this web address in your browser:

<https://vita.taxslayerpro.com/IRSTraining/en/Account/Access>

Access Link & Learn Taxes

Hello,

Welcome to the Electronic Tax Software Practice Lab for VITA/TCE volunteers. When you enter this site, you will be able to prepare tax returns to practice what you just learned in Link & Learn Taxes. We recommend that you use the problems and exercises contained in Publication 4491 W, VITA/TCE Workbook, Comprehensive Problems and Practice Exercises. These problems and exercises were specifically designed to cover the types of tax returns that VITA/TCE volunteers encounter at their volunteer sites.

To access the practice lab enter below the password you received from the IRS or your site coordinator. If you do not know the password please contact your site coordinator or local IRS Relationship Manager.

If you are not currently a VITA/TCE volunteer and would like to become a volunteer, please click here to get started: <https://www.irs.gov/Individuals/IRS-Tax-Volunteers>. Your information will be forwarded to sponsoring partners in your area for further contact. You will be contacted within 2 weeks after you have submitted your information.

Enter Password

Enter Password

Login

The Password in ALL CAPS with no spaces is TRAINPROWEB

After clicking on “Login” the next screen will ask for your personal login.

(See the screenshot on the next page).

You will need to create an account the first time you enter the TaxSlayer Practice Lab.

Sign In

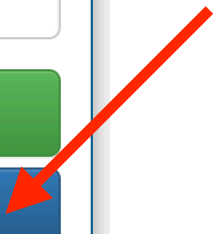
Username

Password

Sign In

Create Account

[Forgot Password](#) | [Forgot Username](#)



Account Information

Email Address	Confirm Email Address
<input type="text" value="Email Address"/>	<input type="text" value="Confirm Email Address"/>
Username	
<input type="text" value="Username"/>	
Password	Confirm Password
<input type="password" value="Password"/>	<input type="password" value="Confirm Password"/>
Program Type	
<input type="text" value="Please Select"/>	
Site Identification Number (SIDN)	
<input type="text" value="Site Identification Number (SIDN)"/>	

Password Recovery

Security Question

Security Answer

Create Account

You will also have a user name and password required to enter the TaxSlayer Production website that will be given to you at your volunteer site by your local coordinator. You will then be allowed to change the password after the first time you sign in.

You can also self-study the topics needed to certify as a VITA volunteer by using a link on the home page of the Linklearn website. Select "My Learning" as shown below.

The screenshot shows the VITA/TCE Central website interface. The top navigation bar includes links for Home, My Learning, Certifications, Volunteer Agreement, and Search. A search bar is located on the right. Below the navigation bar, the page title "VITA/TCE Central" is displayed. Two summary cards are shown: "All Incomplete" with a count of 0 and "Certificates" with a count of 4. A red arrow points to the "My Learning" link in the navigation bar. Below the summary cards, there is a section titled "2024 VITA/TCE certification tests" with a description and a "Take certification test" button.

When you see this page scroll to the bottom of the page and select "Quick Links".

The screenshot shows the bottom section of the VITA/TCE Central website. The top navigation bar is visible. Below it, there are sections for "Incomplete" and "Complete" items. The "Incomplete" section includes cards for "All Incomplete" (0), "Mandatory" (0), "By Due Date" (0), and "Saved For Later" (0). The "Complete" section includes cards for "Transcript" (5) and "Expired" (0). At the bottom, there is a "Quick Links" section with four columns: "YouTube" (listing various video resources), "Facebook" (listing tax-related resources), "Twitter" (listing news and recruitment resources), and "Help center" (listing "Quick Links and Resources" and "Email us"). A red arrow points to the "Help center" link.

On the next page select "Link & Learn Taxes Lessons" as shown below.

< Back

Quick Links and Resources

Quick Links

- Getting Started
- **Link & Learn Taxes Lessons**
- Certification Test/Retest PDFs
- VITA/TCE Training Guide
- Evaluations
- Practice Lab
- VSC Training
- Fact Sheet: Continuing Education Credits
- Intake/Interview and Quality Review Training

When the next page loads, select "Certification Paths" as shown below.

IRS

Link & Learn Taxes linking volunteers to quality e-learning

Home Certification Paths Puerto Rico Foreign Student

WELCOME: 2024 Link & Learn Taxes e-Learning Spanish

Certification Paths

Basic	Advanced	Military	International

Optional Specialty Courses

What certification path would you like? **Select One** ▾

Are you a student or a teacher? **Select One** ▾

The next page will show the topics for the course you selected. You can then move through them at your own pace.



WELCOME: to the Advanced Course

Getting Started

[Important Changes This Year](#)

- 1 [Course Introduction](#)
- 2 [Filing Basics](#)

Course Topics

- 3 [Filing Status](#)
- 4 [Personal Exemptions](#)
- 5 [Dependents](#)
- 6 [Unique Filing Situations](#)
- 7 [Income — Wages, Interest, etc.](#)
- 8 [Income — Business](#)
- 9 [Income — Capital Gain or Loss](#)
- 10 [Income — Retirement Income](#)