STEP ONE: Bookmark this page
www.linklearnertification.com

STEP TWO: Set up Account for Certification Tests

Group = VITA Volunteer
Do you want to take the Site Coordinator Course? = NO
Training Source = Link and Learn Taxes

Fill in red starred boxes in registration form. If you want continuing education credit, be sure to mark your professional status (CPA, CFP, Enrolled Agent). Your user name and password will be used every year you volunteer for the VITA program.

STEP THREE: Create an Account in the Practice Lab

Enter Password: TRAINPROWEB
Sign In and Create Account
Program Type = VITA
Skip Site Identification Number
Remember your user name, password, security question and answer. It is evergreen. Your Site Coordinator will assign you a different log in at your site.

STEP FOUR: Certify

- Sign up for Tax Law Training at volunteerforvita.org. We’ll show you how to use the materials to pass the tests.
- Work through the Link & Learn tax lessons as needed (see upper right)
- Do the tax returns shown in the certification test (Publication 6744) in the Practice Lab.
- Record your answer in Publication 6744 – do the test and the retest
- Use Publication 4012 on irs.gov for decision trees and charts.
- Your Site Coordinator will need your Form 13615 before starting. You can print it from the certification test area by clicking the box on the right side of the screen to sign it and then clicking the print link.