



2026 SYLLABUS

60-HOUR CTEC QUALIFYING ED. SELF-STUDY COURSE

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Course Objective

This course provides entry-level tax education to meet the CTEC 60-Hour requirements to become a California Tax Preparer which consists of Federal and California Income Tax instruction, and Ethics. This course is an online self-study course. Study at your own pace.

Prerequisites

No experience required; This course is for individuals who have little to no experience preparing taxes.

1. Must create CTEC account and get livescan. Livescan form provided by CTEC after account is created. Upload/Email proof of livescan to guardiantaxschool@gmail.com.
2. Create student portal account: www.prendo365.com/learn (select Karyn Chapman as your instructor when you create your account).

Course Description

This course is designed to give you the knowledge needed to fulfill IRS and CTEC requirements and give you a basic understanding of tax law and practice to ensure you serve your clients with the upmost quality. The study material has been organized to give line-by-line instructions for Form 1040, and how to complete the California return. In this course, you will a) Develop an in-depth understanding of individual basic tax law; b) Explore the application and practice of tax preparation; c) Strengthen critical thinking in the context of tax law and due diligence.

Course Material

- This course includes the California 60-Hour Qualifying Education e-book. Printed textbooks are available for purchase and may take 5–7 business days to arrive.
- All coursework is completed online through the prendo365 student account; this course requires Internet and computer access.



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Grading Criteria

All assignments, exams, and review questions are completed online through the student portal (www.Prendo365.com). Must pass each topic with a minimum score of 70%.

Homework:

Each Chapter consists of reading an e-book or textbook, watching chapter video, complete practice tax return, and chapter quizzes.

Final Exam:

The Final consists of the following:

- Ethics and Preparer Penalties (10 multiple choice questions)
- Completing Test on Federal (215 multiple choice questions)
- California State Tax Law (65 multiple choice questions).

Certificates of Completion:

Students will be issued Certificates of Completion upon achieving a final grade of 70% or better on all assignments and exams, and upon completing the Course. Hours of completion will be reported directly to CTEC by Latino Tax Pro Association. If you have any issues or need tech assistance with the portal, contact support at 866-936-2587.

Attendance:

No attendance requirements necessary. This is a Self-Study at your own pace course. You start the course within 24-48 hours after you are officially registered for the class and have completed a virtual orientation.

This course includes 6 (six) instructor 30-45min 1-on-1 virtual tutoring sessions. You must schedule by contacting the instructor via email or phone. Meetings are on a 1st come 1st served basis and must be scheduled at least 24-48 hours in advance. Meetings must be schedule after certain chapters are completed as stated in the topic schedule below. No meetings are available after December 31, 2026.

Course Fees & Refund Policy

All sales are final. All Fees for the Self-Study course are Non-transferable and Non-refundable.



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Session 3: No instructor meetings available after December 31st

To schedule meeting, email instructor or call the office.

Course Topics/Schedule

Module	Topic
Chapter 1	Overview of Form 1040 & 540
Chapter 2	Filing Status, Dependents, and Standard Deduction
	<i>Schedule 1st Meeting</i>
Chapter 3	Federal Income
Chapter 4	Adjustments to Income
	<i>Schedule 2nd Meeting</i>
Chapter 5	Other Taxes and Taxpayer Penalties
Chapter 6	Payments and Tax Credits
	<i>Schedule 3rd Meeting</i>
Chapter 7	Itemized Deductions
Chapter 8	Capital Gains & Losses
	<i>Schedule 4th Meeting</i>
Chapter 9	Depreciation
Chapter 10	Schedule C Business Income
Chapter 11	Schedule E Rental Income
	<i>Schedule 5th Meeting</i>
Chapter 12	Extensions, Amendments, Electronic Filing
Chapter 13	Ethics & Preparer Penalties
	<i>Schedule 6th Meeting</i>
Final Due	

After you complete the final and all 13 chapters, you must complete the survey in your student portal. Your certificate will be available to you to download and print after you successfully complete the course. Your hours will be automatically updated and reported to CTEC. If you don't see your hours completed, contact PRENDO support 866-936-2587.

Don't forget to register with CTEC to officially become a CA Tax Preparer after you complete the course.

This includes creating your CTEC account and passing the background/livescan (www.ctec.org), obtaining a Tax Preparer PTIN with the IRS (www.irs.gov/PTIN), and getting CA Tax Preparer Bond (www.bondsexpress.com).