



2026 REGISTRATION FORM

60-HOUR CTEC QUALIFYING EDUCATION

I. Student Information

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

In case of Emergency contact: _____ Phone: _____

II. Which class are you registering for? _____

- **Session 1:** 60-Hour CTEC Qualifying Ed. Live-Instructor Course + Business Entities
Starts: August 10, 2026 **Ends:** November 23, 2026
Days/Times Monday Online 6pm-8:30pm & Wednesday (In-person 4pm-7pm)
Cost: \$1,097 Early-bird if registered by 7/19/26 (Min. Deposit of \$549)
- **Session 2:** 60-Hour CTEC Qualifying Education Live-Instructor Course
Starts: September 3, 2026 **Ends:** November 24, 2026
Days/Times Tuesday Online 6pm-8:30pm & Thursday In-person 4pm-7pm
Cost: \$597 Early-bird if registered by 8/10/26 (Min. Deposit of \$299)
- **Session 3:** Self-Study 60-Hour CTEC course \$399 Early-bird if registered by 10/10

III. Personal Statement

- Please tell us the reason you are taking this course; and do you have any tax preparation experience?

- How did you hear about us?

IV. Payment Information

All fees must be paid in full or arranged prior to the start of the course. All sales are final. **Fees are Non-transferable and Non-refundable after the first class.** Full Refund available up to 2 weeks before the first class, Partial refund available after 2 weeks before first class and up until the end of first class. Refunds do not include the initial required deposit or cost for textbooks.

V. I certify under penalty of perjury that the information on this form is complete and correct to the best of my knowledge. I have read this form and understand and agree with all aspects of this form.

Signature: _____ Date: _____

Tax School Disclaimer & Additional Information:

The **60 Hour CTEC Live Instructor Hybrid Course** is designed for individuals with no prior tax preparation experience. It includes an e-book and requires computer and internet access. Homework and tests are completed online. The course is taught live in both online and in-person formats. A virtual link will be provided for online classes, and all sessions will be recorded. The class also meets in person once a week for practice days. Session 1 includes the Business Entities Workshop, a non-credit lecture and hands-on practice class for beginners. Orientation will be scheduled before the course begins. To receive portal access and completion hours, all fees must be paid in full or covered by a payment plan agreement. After successful completion of the course and a passing score of 70% or higher on exams and assignments, credit hours will be reported to CTEC within 28 to 48 hours by the Latino Tax Professionals Association. A physical textbook is included with early-bird registration for Sessions 1 and 2. Textbooks may also be ordered for an additional \$100 and typically arrive within 7 to 10 business days after purchase. Registration is not complete until the minimum non-refundable deposit is received. Students must be at least 18 years old to register with CTEC and must create a CTEC account online (www.ctec.org).

Guardian Tax School is a 501c3 non-profit organization also known as California Tax Preparer Job Training, Inc. with its headquarters located in the city of San Bernardino. Guardian Tax School Instructor is an Enrolled Agent with over 20 years' experience as a Tax Preparer; and is an authorized instructor through Latino Tax Pro to offer this course. Students must select Latino Tax Pro Association when creating CTEC account. The instructor is available during the duration of the class and up to 2 weeks after the end of the Hybrid In-person course.

The Self-Study Course is not a live course, it includes the online e-Book, and access to student portal for up to 1 year. This course is for individuals that will study and complete the course on their own. This course includes four (4) one-on-one 30-min optional Instructor Sessions. Students must request the one-on-one sessions at least 3 days in advance. Payment Plans do not apply to self-study courses.

Refund Policy All Sales are Final. **Fees are Non-transferable and Non-refundable after the first class.** Full Refund available up to 2 weeks before the first class, Partial refund available after 2 weeks before first class up until the end of first class. Refunds do not include the initial required deposit or cost for textbooks. Students who miss more than three (3) classes for the Live-Instructor Hybrid course will be dropped.

By signing the 1st page of this form, I certify under penalty of perjury that I have read this form, I agree to adhere to all aspects of this form, I understand the refund policy, and the information on this form is true and correct to the best of my knowledge.

2026 REGISTRATION INFO

60-HOUR CTEC COURSE

Live-Instructor Hybrid Class

General Information

New California Tax Preparers are required to complete 60 Hours of Qualifying Education from a CTEC approved provider, Register and complete livescan for CTEC, Obtain PTIN from IRS, get a CA Tax Preparer Bond, and Register with CTEC within 18 months after completing the 60-Hour course.

Class Schedule

Session 1: Live-Instructor Hybrid Class (In-Person & Online) \$1,097 w/Early-Bird Registration

- **Start Date:** August 10, 2026 **End Date:** November 23, 2026
- **Days/Times:** Monday (Online) & Wednesday (In-Person)
- **Cost:** 1,097 with Early bird. Min. non-refundable deposit \$549 to reserve seats in class.

Session 2: Live-Instructor Hybrid Class (In-Person & Online) \$597 w/Early-Bird Registration

- **Start Date:** September 3, 2026 **End Date:** November 24, 2026
- **Days/Times:** Tuesday (Online) & Thursday (In-Person)
- **Cost:** \$597 with Early bird. Min. non-refundable deposit \$299 to reserve seat in class.

This course includes:

- 12 to 16 weeks of Learning & Live-Instructor Support
- E-Book (Physical Textbook included with early-bird or be purchased for an additional cost of \$100)
- 1-year access to online Student Portal, Videos, Quizzes, and Practice returns.
- Virtual link Included if unable to attend in person.
- Tax Software (Available for practice during course with option to purchase)

In this course, you will learn:

- How to prepare a Federal and California state tax return
- Line-by-line Federal Form 1040 & CA Form 540
- How to determine the proper Filing Status and Head of Household rules
- Understand the rules for claiming a dependent
- Determine Taxable and Non-Taxable Income
- Credits, Deductions, and Tax Write-offs
- Small Business Taxes for Sole Proprietor, Independent Contractors (Corporations included with Business Entities Workshop)
- Rental Income & Depreciation

60-HOUR CTEC COURSE

Self-Study

(Session 3)

\$399 if registered by 10/10/26

Learn at your own pace. Start class anytime. Finish by December 31, 2026. Enjoy the benefits of completing this course from the comfort of your home.

This course Includes:

- E-book (Physical book can be purchased for an additional \$100)
- Access to student portal for up to 1 year
- Four (4) 30-min. 1-on-1 Instructor tutoring/meetings sessions.

In this course, you will learn:

- How to prepare a Federal and California state tax return
- How to determine the proper Filing Status and Head of Household rules
- Understand the rules for claiming dependents
- Determine Taxable and Non-Taxable Income
- Credits, Deductions, and Tax Write-offs
- Small Business Taxes for Sole Proprietor, Independent Contractors, Rental Income, Depreciation, and Taxes for Self-Employed.

All fees for the self-study course must be paid in full prior to access to course materials and student portal. The self-study course is non-refundable and non-transferable.