

2025 REGISTRATION FORM

60-HOUR CTEC QUALIFYING EDUCATION



Student Information

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

Which course are you registering for?

- ☐ **Session 1: Virtual 60-Hour CTEC Qualifying Education Course**
 - **Starts:** September 29, 2025 **Ends:** November 24, 2025
 - **Days/Times** Monday & Wednesday 10am-12:30pm
 - **Cost:** \$789 (\$975-\$1,049 after 9/9/25)
- ☐ **Session 2: In-Person 60-Hour CTEC Qualifying Education Course**
 - **Starts:** September 30, 2025 **Ends:** November 24, 2025
 - **Days/Times** Monday & Wednesday 6pm-8:30pm
 - **Cost:** \$789 (\$975 after 9/9/25)
- ☐ **Session 3: Hybrid 60-Hour CTEC Qualifying Education Course**
 - **Starts:** December 1, 2025 **Ends:** December 30, 2025
 - **Days/Times** Monday, Tuesday, & Thursday 9:30am-12:30pm
 - **Cost:** \$789 (\$975-\$1,049 after 11/10/25)
- ☐ **Self-Study 60-Hour CTEC course \$399 (\$429-\$499 after 11/1/25)**

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

How did you hear about us? _____

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 1st class. Refunds do not include the initial required deposit or cost for textbooks.

Tax School Disclaimer & Additional Information:

The 60 Hour CTEC Live Instructor Course is designed for individuals who have never prepared income taxes; Includes e-book, requires computer and internet access, homework and test are completed online. The In-person course is taught by a live instructor in-person in the city of San Bernardino. An online virtual link will be available for students who are unable to attend in person and all class sessions will be recorded. Orientation will be set up prior to the start of class. All fees must be paid in full, or students must have a payment plan agreement to receive portal access and completion hours. Upon successful completion of the course and a passing score of 70% or better on exams and assignments, credit hours will be reported to CTEC within 28-48 hours. Physical Textbook can be ordered at an additional cost and can take up to 7-10 business days to receive after ordered. Your registration is not complete until the minimum required deposit is received. Students must be at least 18 years of age to register with CTEC.

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 instructor sessions. Students must request the one-on-one sessions at least 3 days in advance. Instructor availability may be limited. Payment Plans do not apply to self-study courses.

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 19 years' experience as a Tax Preparer. The instructor is available during the duration of the class and up to 2 weeks after the end of the In-person course.

Refund Policy All Sales are Final. This course is Non-transferable and Non-refundable after the 1st class. Refunds do not include the initial required deposit or cost for textbooks.

I certify under penalty of perjury that I have read this form, I agree to adhere to all aspects of this form, and the information on this form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

2025 REGISTRATION INFO

60-HOUR CTEC COURSE

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.

Pay as little as \$289 to reserve your seat in class. Payment Plan Available. Seating is limited.

Class Information:

There are 3 classes being offered:

Session 1 & 2 **Start Date:** September 29, 2025 **End Date:** November 24, 2025

Days/Times: Monday & Wednesday

Session 1 (Virtual): 10am-12:30pm or **Session 2 (In-Person):** 6pm-8:30pm

Cost: \$789 (Early-Bird or \$975-\$1,049 after 9/9/25)

Session 3 **Start Date:** December 1, 2025 **End Date:** December 30, 2025

Days/Times: Monday, Tuesdays, & Thursdays 9:30am-12:30pm

Cost: \$789 (Early-Bird or \$975-\$1,049 after 11/10/25)

This course includes:

- 8-weeks of Learning & Live-Instructor Support
- E-Book (Physical Textbook can be purchased for an additional cost)
- 1-year access to online Student Portal, Videos, Quizzes, and Practice returns.
- Virtual link Included if unable to attend in person classes

In this course, you will learn:

- How to prepare a Federal and California state tax return
- Line-by-line 1040
- How to determine the proper Filing Status and Head of Household rules
- Understand the rules for claiming a dependents
- Determine Taxable and Non-Taxable Income
- Credits, Deductions, and Tax Write-offs
- Small Business Taxes for Sole Proprietor, Independent Contractors, and Single-Member LLCs
- Rental Income & Depreciation

60-HOUR CTEC

Self-Study Course

\$399 (\$429-\$499 after 11/1/25)

Learn at your own pace. Start class anytime. Finish by December 31, 2025. 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 cost)
- Access to student portal for up to 1 year
- Two (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 a dependents
- Determine Taxable and Non-Taxable Income
- Credits, Deductions, and Tax Write-offs
- Small Business Taxes for Sole Proprietor, Independent Contractors, Rental Income, Depreciation, Self-Employed, and Single-Member LLCs