



**GUARDIAN  
TAX SCHOOL**

# 2024 NEW PREPARER 60-HOUR CTEC COURSE REGISTRATION

## I. Student Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

## II. Course Information: Which class are you registering for?

- In-Person 60-Hour CTEC 8-week course w/e-book (10/1/24-11/21/24)  
Tuesday & Thursday 6:30pm-8:30pm \$578
- Self-Study 60-Hour CTEC course w/e-book \$358

## III. Personal Statement

Please tell us the reason you are taking this course; What you plan to do after you complete this course?

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## IV. Additional Payment Information:

- All fees must be paid in full or arranged prior to the start of the course.
- Financial Aid/Payment Arrangements are available upon request for In-Person courses.
- A minimum deposit of \$288 must be paid to reserve a seat for the In-Person course.
- All sales are final. Fees are non-transferable and non-refundable. Reivew all class options before registering.

# Tax School Disclaimer & Additional Information:

The **60 Hour CTEC 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. This 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. Orientation will be set up prior to the start of class. All fees must be paid in full to receive portal access and completion hours. Upon successful completion of the course and a passing score of 70% or better, 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 deposit is received, and the instructor has approved your registration.

**The Self-Study Course** is not a live course and includes the online-eBook, 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. Instructor support is available for up to three (3) one-on-one 30-min tutoring sessions if needed and limited to Instructors availability. Payment Plans & Early-bird discount 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 18 years' experience as a Tax Preparer and the CEO of Guardian Tax & Business Services. The instructor is available during the duration of the class and up to 4 weeks after the close of the In-person course.

## Refund Policy

This course is non-transferable and non-refundable. All Sales are Final. Class fees must be paid in full or arranged prior to the start of the course.

Under penalty of perjury, I declare that I have read this form and the information on this Tax School Registration form is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GUARDIAN TAX SCHOOL

## 2024 REGISTRATION INFO

### General Information

New California Tax Preparers are required to complete 60 Hours of Qualifying Education from CTEC Approved provider, Apply for CTEC & Complete Livescan, Obtain PTIN from IRS, get a CA Tax Preparer Bond, and Register with CTEC within 18 months from completing 60-Hour Course.

Renewing Tax Preparers are required to complete 20 Hours of Continuing Education, Renew IRS PTIN, and Bond; as well as renew CTEC registration by Oct. 31<sup>st</sup> annually.

## 60-HOUR CTEC QUALIFYING EDUCATION COURSE (IN-PERSON)

**\$578** Payment Plan Available

*Seating is limited. Must pay a minimum deposit of \$289 to reserve your seat.*

**Dates/Time:** Class begins October 1, 2024, and Ends November 21, 2024, on Tuesdays & Thursdays 6:30pm-8:30pm

**Location:** 1090 W Highland Ave. Suite 8, San Bernardino, CA 92405

This course includes:

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

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

**Self-Study Course**, cost \$358, includes the e-book, access to student portal for up to 1 year, and up to three (3) 30-min. 1-on-1 Instructor tutoring/meetings sessions.