VITA Training Steps

**Step 1 - Create/Update Your Profile**
- Sign up or log in to CERVIS and update or create your volunteer profile.
- Please upload a photo if possible.

**Step 2 - Complete Michigan Criminal History Authorization Form** [here](#).

**Step 3 - Attend Tax Law Training or Study at Home**
- **Self Study Session** - View the VITA Training videos hosted by Prosperity Now and practice with the tax software by clicking the TaxSlayer link hosted on the tax tools [page](#), to prepare for Basic IRS Certification.
- **In-person Training Session** - Attend the training you registered for in CERVIS. Available December 8 and 14, 2019 and January 11, 2020

**Step 4 - Take the Certification Test**
**NOTE:** All volunteers will need to complete the Standard of Conduct, Intake and Interview exams before taking a basic or advanced certification**
- **Use the IRS Link and Learn Software:**
  - Click [here](#) to create a login to the IRS LINK & Learn. Here you will connect with Online Exams and Certifications.
  - You have a choice to certify at IRS basic or advanced levels.
  - You will need access to the TaxSlayer Software for some exam questions
  - Follow the link [here](#) to access the practice software and use the password TRAINPROWEB
  - Once logged in, create your own username and login to proceed with practice.
**NOTE:** IRS Link and Learn only allows two attempts at testing. Volunteers must pass exams with 80% or better.

**Step 5 - Email Us Your Certifications**
- Electronically sign and download your 13615 IRS Volunteer Agreement Form from Link and Learn.
- Emailed the Volunteer agreement form (not the certificates) to volunteer@accountingaidssociety.org.
- **Struggling with the test?** Attend a tax lab and get your questions answered!

**Step 6 - Attend an In-Person Practice Lab (mandatory for first-year volunteers)**
- Register in CERVIS for a 4 hour, in-person lab to get hands-on experience with the software before stepping into a tax site.

**Step 7 - Sign Up for Shifts and Volunteer**
- Thank you for completing the training
- Once we have processed your certifications you will be able to sign up for your first three shifts in CERVIS