

Path to VITA Tax Preparer Certification

Steps marked with an * are required for new volunteers, optional for returning

- Create login to VITA Central: <https://www.linklearncertification.com/d/>
- Complete **Volunteer Standards of Conduct Exam**
- Watch Prosperity Now Module 1
- Complete **Intake/Interview and Quality Review Exam**
- Watch Prosperity Now Modules 2-10*
- Attend Federal and State Trainings
- Study for your **Advanced Exam (Exam questions found [online here.](#))**
 - Work through problems in Taxslayer
 - Use [study guide and other resources](#) to find support
 - Use VITA central/Link & Learn to cover advanced topics (income, capital gains, social security)
 - (optional) Do the retake questions for additional practice
 - (optional) Come to drop-in exam help sessions if you need help.
 - Check your answers before submitting them using the exam question check google forms! [Links at bottom of VITA certification page.](#)

*(**You must score an 80% or higher to pass the exams. You have two chances to take exams. Support is available if you need help! Please reach out to vita@uwwashtenaw.org if you do not pass your first exam attempt and we can guide you.)*

- Go to <https://www.uwwashtenaw.org/vitacertification> and upload your Volunteer Agreement Form 13615

Path to VITA Intake/Exit Specialist Certification

Actions marked with an * are required for new volunteers, optional for returning

- Complete **Volunteer Standards of Conduct Exam**
- Watch Prosperity Now Module 1
- Complete **Intake/Interview and Quality Review Exam**
- Go to <https://www.uwwashtenaw.org/vitacertification> and upload your Volunteer Agreement Form 13615
- Attend Intake Training