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