

Tax-Aid Recommended Volunteer Training by Volunteer Role 2017

✓ = recommended ★ = optional						
Training (Length)	Greeter	Translator	New Tax Preparation Volunteer	Experienced Tax Preparation Volunteer	Access Training Link Click on the link below to view training	Access Training handout Link Click on the link to view PDF
Welcome to Tax-Aid (5 minutes)	✓	✓	✓	✓	Welcome to Tax-Aid	Welcome to Tax-Aid
General Information (9 minutes)	✓	✓	✓	✓	General Information	General Information
Tax Law Basics 4 modules (1.20 hours)		✓	✓	✓	Volunteer Basic Training: *Module 1 , *Module 2 , *Module 3 , *Module 4 , *Module = part	Volunteer Income Tax Basics
Lacerte Tax Software (varies)			✓	✓	Lacerte Functionality	Lacerte
Experienced Training 4 modules (48 minutes)			★	✓	Experienced Training *Module 1 , *Module 2 , *Module 3 , *Module 4 *Module = part	Experienced Training
Elective: Affordable Care Act (ACA) (15. 09 minutes)			★	★	Affordable Care Act (ACA)	Affordable Care Act (ACA)
Elective: Identity Theft (5 minutes)			★	★	Identity Theft	Identity Theft
Total Recommended Training Time	14 minutes	Approximately 1 hours 34 minutes	Approximately 2 hours 5 minutes	Approximately 2 hours 53 minutes		