

Tax-Aid Recommended Volunteer Training by Volunteer Role 2016

✓ = 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 7 modules (1.25 hours)		✓	✓	✓	New Volunteer Training: *Module 1 , *Module 2 , *Module 3 , *Module 4 , *Module 5 , *Module 6 , *Module 7 *Module = part	New Volunteer Training
Lacerte Tax Software (varies)			✓	✓	Lacerte Functionality	Lacerte
What's New (Experienced Training) 4 modules (50 minutes)			★	✓	What's New (Experienced Training) *Module 1 , *Module 2 , *Module 3 , *Module 4 *Module = part	What's New (Experienced Training)
Elective: Affordable Care Act (ACA) (8 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 30 minutes	Approximately 2 hours 5 minutes	Approximately 2 hours 30 minutes		