

Instructions for Accessing Link and Learn

CERTIFICATION TESTS

1. Go to the website: www.linklearncertification.com
2. If you had a user name and password from last year and remember it, you can use it. Otherwise, click on **“Create Account”** and follow the procedures to create a new account.

My user name is _____

My password is _____

You must create your own user name and password. This information will be used when you take the certification test via Link and Learn.

3. On the next screen, you will be asked to **select a Volunteer Group (VITA Volunteer)** and a **Training Source (Link and Learn)**. You may go back and change these options later if you wish to further your certification.
4. Once you complete your registration, you will be able to begin the Volunteer Standards of Conduct Course. **You must pass the Volunteer Standards of Conduct (Ethics) exam and complete the Screening and Interviewing Course before proceeding with your tax preparer certification.**

Remember: The passing score for all certification tests is 80%. Only two (2) attempts are allowed per test on-line.

Congratulations, you're a Certified Tax Preparer!

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PRACTICE LAB

1. Go to the website: www.linklearncertification.com and select “Practice Lab” from the **Quick Links** on the right side of the screen.

Or you can go directly to the Practice Lab through the website www.voltaxprep.com

Enter the Password:
LEARNTWO



Link & Learn Taxes
Linking volunteers to quality e-learning solutions

Access Link & Learn

Hello,
Welcome to the Electronic Tax Software Practice Lab for VITA/TCE volunteers. When you enter this site, you will be able to prepare tax returns to practice what you just learned in Link & Learn Taxes. We recommend that you use the problems and exercises contained in Publication 4491 W, VITA/TCE Workbook, Comprehensive Problems and Practice Exercises. These problems and exercises were specifically designed to cover the types of tax returns that VITA/TCE volunteers encounter at their volunteer sites.

To access the practice lab enter below the password you received from the IRS or your site coordinator. If you do not know the password please contact your site coordinator or local IRS Relationship Manager.

If you are not currently a VITA/TCE volunteer and would like to become a volunteer, please send an e-mail to the IRS at vl.taxprep.volunteer@irs.gov indicating the city and state where you want to become a volunteer. You will receive and acknowledgement e-mail from the IRS. Your information along with your e-mail address will be forwarded to sponsoring partners in your area for further contact.

Password:

Login
Please enter your 6 digit User ID and Zip Code to login.

User ID:
Zip Code:

Not yet registered? [Create New User](#)

2. If you remember your **six-digit User ID** from last tax season, enter it and your **zip code** here. Otherwise, **Create New User**.

My User ID is: _____

My Zip Code is: _____

You will use the **User ID** and **Zip Code** each time you access the practice lab.

You will also use the 6 digit User ID to complete all Social Security Numbers and Employer Identification Numbers for the practice problems and certification test problems created in the Practice Lab.

Instructor Information:

My Instructor is: _____

Contact Information: _____