

Link and Learn Basics

Go to this URL:

<https://apps.irs.gov/app/vita/>

Click on the hyper link in the VITA/TCE Central

Select Create an account and complete the Self-Registration as highlighted below:

Self-Registration

Complete the fields below to create your account in the system.

Required fields are marked by an asterisk (*), all other are optional.

* Group: 01 - VITA Volunteer

02 - TCE - AARP Volunteer

03 - TCE - Other Volunteer

04 - VITA - Military Volunteer

05 - IRS Employee - SPEC

06 - IRS Employee - Other

07 - Foreign Student Site Volunteer

08 - IRS Employee - Volunteer

09 - Federal Employee non-IRS employee

10 - SPEC OPI Volunteer

11 - Other

* Do you want to take SPEC OPI Training? Yes No

* Do you require activation of multiple OPI Pins? Yes No

* Do you want to take the Site Coordinator certification? Yes No

* Are you an Instructor? Yes No

* Are you an IRS SPEC Territory Manager? Yes No

* Do you plan to volunteer in the VITA/TCE Program? Yes No

* Training Source

Link and Learn Taxes (e-learning)

The remaining items on the registration are straight forward...Name, address, email address, etc.

When you log back in, you will have a dashboard that looks like this (without Site Coordinator)...

VITA/TCE
Center

2023 VITA/TCE Certification Test My Account

Circular 230 Basic Advanced Military International Puerto Rico Foreign Student

2023 Volunteer Standards of Conduct Exam

- Score:
- Exam Status:
- Attempts: 0

2023 Intake/Interview and Quality Review Exam

- Score:
- Exam Status:
- Attempts: 0

2023 Site Coordinator Exam

- Score:
- Exam Status:
- Attempts: 0

2023 Basic Exam

- Score:
- Exam Status:
- Attempts: 0

Complete the Standards of Conduct and Intake/Interview Exams. You have to take these two before the system will allow you to take the Basic Exam.

When you have passed the Basic Exam, click on the Volunteer Agreement box and then save the Volunteer Agreement which will indicate you have passed the Standards of Conduct, Intake/Interview and Basic Exams.

You may sign your Volunteer Agreement electronically by checking this box

[Click here](#) to open and complete your Volunteer Agreement. Click Print from the file menu to print the page.

Save the Volunteer Agreement for your records.