

Continuing Education Renewal Screenshot

Below is a mock-up of the program information page you will see in the online CE system when renewing your provider status for 2015.

Review the program information in the table below and take one of the following actions:

- If you are going to continue to offer a program, with no changes to content, in the upcoming year, click the Continue Using checkbox. The program will retain its 2012, 2013 or 2014 program number.
- If you want to make any changes to an existing program click the Edit Program checkbox in the table. Selecting this option will generate a new 2015 program number.
- If you no longer wish to offer the program and you do not want to carry it forward for 2015, select the Do Not Retain checkbox. You must upload all PTIN records associated with the program prior to January 31, 2015 or the records will reject.
- If you offered a program in 2014 and the student has until sometime in 2015 to complete the program, you should select "Continue Using" for that program, even if you do not plan to offer it in 2015. This will ensure the program number is accepted when you report PTIN data in 2015.

To add new programs, please enter the number to add at the bottom of the page.

You must renew or add at least one program to retain your IRS approved provider status for 2015.

Important Note: Existing Annual Federal Tax Refresher courses cannot be carried forward for 2015. If you want to offer an AFTR course in 2015, you will need to add it as a new program between June 1 and Dec 31 of 2015. Remember, the annual AFTR course outline will be published each May.

Only carry forward federal tax update programs you are offering for the upcoming filing season.

This is the only opportunity you will have to review and carry over your programs for 2015.

You must enter all program information in English, even if the programs are offered in other languages. Learn more about each of the program categories [here](#).

If using assistive technology, such as a screen reader, [click here to turn on enhanced error messages for assistive technology](#).

Program Renewal Information

Program	Hours	Category	Delivery Method	Target Audience	Continue Using	Edit Program	Do Not Retain in 2015
All About Taxes (Encrypted) XXXXX-U-00001-14-I	3	Federal Tax Law Update	In Person / Self-study	Return Preparers / Enrolled Agents	☐	☐	☐

Number of **new** programs that would you like to add (["What is a "program?" Covering multiple subject areas in one program"](#)):

You will be able to add additional programs after completing this registration process by logging into your user account.

0	Back	Save	Continue >>>
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