

Continuing Education Renewal Screenshot

Below is a mock-up of the program information page you will see in the online continuing education system when renewing your provider status for 2016.

Program Renewal Information

20% Complete



(Image of progress completion bar)

The program renewal process for 2016 has changed. Please read the information below prior to beginning.

There is no "Select All" option. You are required to review each program and determine if you will Continue Using, Edit Program or Do Not Retain in 2016.

- **Continue Using:** If you are going to continue to offer a program, with no changes to content, in the upcoming year. The program will retain its original program number.
- **Edit Program:** If you want to make any changes to an existing program. **Selecting this option will generate a new 2016 program number.**
- **Do Not Retain in 2016:** If you no longer wish to offer the program and it will not carry forward for 2016. You must upload all PTIN records associated with the program prior to January 10, 2016.
- If you offered a program in 2015 and the student has until sometime in 2016 to complete the program, you should select "Continue Using" for that program, even if you do not plan to offer it in 2016. This will ensure the program number is accepted when you report PTIN data in 2016.
- Program delivery methods are **NOT** included in the program number in the table below. Review the "Delivery Method" column for a list of delivery methods assigned to a program. **IMPORTANT: Delivery methods should be edited outside of the renewal process. If you elect to edit a program for any reason, it WILL receive a new program number.**

Existing Annual Federal Tax Refresher courses cannot be carried forward for 2016. If you want to offer an AFTR course in 2016, you will need to add a new program beginning May 1, 2016.

Existing Enrolled Agent SEE Test Preparation programs cannot be carried forward for 2016.

If you want to offer an EA SEE test prep program in 2016, you will need to add program(s) according to instructions below:

PART 1: INDIVIDUALS

1. Secure a new program number by adding a new program.
2. Program Name: EA SEE Test Prep Part 1 Individuals
3. Program Description Example - SEE Test Prep Part 1 will include topics: (list the topics from the [Candidate Information Bulletin](#) for Part I)
4. Category: select Special Enrollment Exam Test Preparation (the program number generated will contain a P indicating this is a preparation program)
5. CE Credit hours: 5
6. Delivery Method: POC marks all applicable checkboxes
7. Target Audience: Other Tax Return Preparers only, Enrolled Agents do not receive credit
8. Click "Continue"
9. Note: Once PTINs for this program are uploaded, the participants receive Federal Tax continuing education credit.

PART 2: BUSINESSES

1. Repeat same step as above.
2. Program Name: EA SEE Test Prep Part 2 Businesses
3. Program Description - SEE Test Prep Part 2 will include topics (list the topics from the [Candidate Information Bulletin](#) for Part 2)
4. Repeat steps 4, 5, 6, 7, 8 above.

PART 3: REPRESENTATION, PRACTICES AND PROCEDURES

1. Secure a new program number by adding a new program.
2. Program Name: EA SEE Test Prep Part 3 Representation, Practices and Procedures
3. Program Description - SEE Test Prep Part 3 will include topics: (list from the [Candidate Information Bulletin](#) for Part 3)
4. CE Credit hours: 2
5. Category: select Ethics, so PTIN holders receive Ethics credit
6. Delivery Method: POC marks all applicable checkboxes
7. Target Audience: Select Other Tax Return Preparers (Do NOT select EA or ERPA)
8. Note: Once PTINs for this program are uploaded the participants receive Ethics continuing education credit.

You must renew or add at least one program to renew your provider status.

Important Note: This is the only opportunity you will have to review and carry over your programs for 2016.

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

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](#).

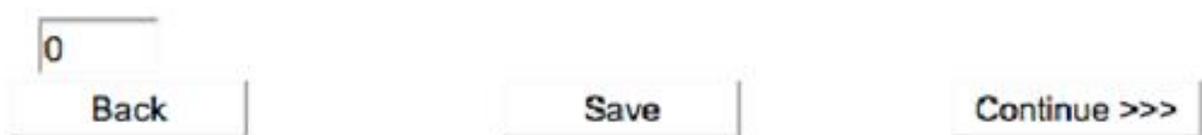
Program Renewal Information

PLEASE READ. Programs are listed in this grid according to the year they were created. Pay close attention to the program number when determining how to treat it for the upcoming year.

Program	Hours	Category	Delivery Method	Target Audience	Continue Using	Edit Program	Do Not Retain i 2016
All About Taxes ABCDE-U- 00001-14-I	3	Federal Tax Law Update	In-person	Return Preparers	X		

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.



The image shows a user interface with three main elements: a numeric input field containing the number '0', a 'Back' button, a 'Save' button, and a 'Continue >>>' button. The buttons are arranged horizontally and have a simple, rectangular design with a slight shadow.

(Image of system navigation buttons)