



# AFSP CPE Requirements

## What is the Annual Filing Season Program (AFSP)?

The IRS created the voluntary Annual Filing Season Program in 2014 to encourage all non-credentialed (not an EA/CPA/Attorney) tax preparers to take continuing professional education (CPE or CE) courses so they are better prepared to prepare tax returns.

## Is the AFSP required to prepare taxes?

The **AFSP is voluntary** but there are benefits to participating, as well as restrictions if you do not participate. You **do NOT need** to complete the AFSP **to obtain or renew a PTIN**. You do need a PTIN prior to taking the courses, because your PTIN is used to report the courses to the IRS.

## Am I exempt or non-exempt?

There are **different CPE requirements** depending on whether you are considered exempt or non-exempt.

Exempt

- 1) **Registered Tax Return Preparers (RTRP)**
- 2) **State registered return preparers:** Oregon LTC & LTP, California (CTEC) & Maryland (MITP)
- 3) **Certain credentialed professionals:** Accredited Business Accountant/Advisor (ABA) & Accredited Tax Preparer (ATP)
- 4) Tax practitioners who **have passed the Enrolled Agent exam: SEE Part 1** within the past 2 years
- 5) **VITA volunteers:** quality reviewers & instructors with active PTINs

## How many hours are required?

### Exempt (need 15 hours) - - - - - *FunCPE Tax Package #5*

- 3 CPE hours - Tax law update
- 2 CPE hours – Ethics
- 10 CPE hours - Federal tax law updates (any other Federal tax course besides update course and Ethics course)

### Non-Exempt (need 18 hours) - - - - - *FunCPE Tax Package #6*

- 6 CPE hours - Annual Federal Tax Refresher (AFTR) Course
- 2 CPE hours - Ethics
- 10 CPE hours - Federal tax law (any other Federal tax course besides AFTR course and Ethics course)

### Which course subjects are accepted for CPE credit?

Your continuing education must be Federal tax courses and an ethics course. You must take a 2-hour ethics course each year. The allowable course subjects are:

- Federal tax
- Annual Federal Tax Refresher 6-hour course (**for Non-exempt only**)
- Ethics

The primary focus of the course **MUST BE** Federal tax. The FunCPE **accounting courses do not qualify for AFSP CPE** as they are not focused on Federal tax. The IRS recently expanded the **allowable subjects to include data security**, such as data security of taxpayer data. These data security courses are included in the “Federal tax” category.

You **cannot take management, personal development or accounting courses** for CPE credit.

You cannot take more than 2 hours of ethics per year for credit.

**Our courses are clearly marked** as accepted for AFSP credit or CPAs only.

### When do I need to complete the courses?

You must complete the annual requirement **between January 1<sup>st</sup> and December 31<sup>st</sup>**, however the AFTR 6 hour course is **only available after June 1<sup>st</sup>**.

### Are my CPE credits reported to the IRS?

Yes, IRS approved CPE providers are **required to report your credits** to the IRS PTIN system. **You can login to the PTIN system to view credits** reported for your account. FunCPE is an approved CPE provider.



### Do you have more questions about getting your AFSP?

**Visit our website** for answers to many of the common questions and problems such as:

- ◆ How do I get the Record of Completion?
- ◆ How much does it cost to get the AFSP?
- ◆ What are AFSP representation rights?
- ◆ What can an AFSP put on a business card?

*All exams are open book*

*Unlimited free retakes*

**Feel free to email us** or call if you need help! We realize the **CPE requirements for the AFSP can be confusing**. We want to help you obtain or maintain your AFSP credential.