

Instructions for Accessing the Practice Lab & Certification Test

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
<https://vita.taxslayerpro.com/IRSTraining>

Enter the Password:
TRAINPROWEB

Sign In

Username

Password

Sign In

Create Account

[Forgot Password](#) | [Forgot Username](#)

Access Link & Learn Taxes

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 click here to get started: <https://www.irs.gov/individuals/IRS-Tax-Volunteers>. Your information will be forwarded to sponsoring partners in your area for further contact. You will be contacted within 2 weeks after you have submitted your information.

Enter Password

Login

2. First time in: **Create Account**

User ID: _____

Password: _____

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

Instructor Information:

My Instructor is: _____

Contact Information: _____

Accessing the TaxSlayer Training

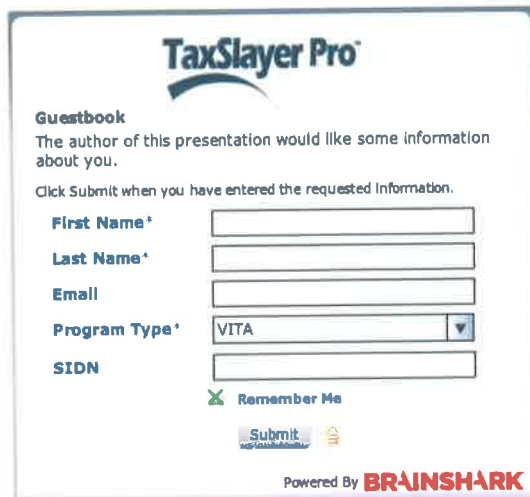
TRAINING VIDEOS

TaxSlayer has provided a number of training videos online to help you learn the software. These videos can be found in **Section 4** once you login to the Practice Lab. Once you select a video, you will be asked to sign the Guestbook to access the video.

Please Note: **YOU DO NOT NEED TO ENTER A SIDN** to access the training videos.

Section 4: Preparing a Return

- Starting a Tax Return
- Entering Basic Income Part 1
- Entering Basic Income Part 2
- Entering Adjusted Gross Income
- Entering Standard and Itemized Deductions
- Entering Basic Credits
- Entering Other Taxes
- Entering Refunds, Payments and Estimates
- Working with the Affordable Care Act
- Completing a State Return
- Advanced Tax Topics Part 1
- Advanced Tax Topics Part 2
- Printing a Return
- Searching for Existing Taxpayers



TaxSlayer Pro

Guestbook
The author of this presentation would like some information about you.

Click Submit when you have entered the requested information.

First Name*


Last Name*

Email

Program Type*

SIDN

☒ Remember Me



Powered By **BRAINSHARK**

**You DO
NOT need
to enter an
SIDN**

Instructions for Accessing the Practice Lab & Certification Test

CERTIFICATION TESTS

1. Go to the website: www.linklearncertification.com/d/
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.

VITA/TCE Central

Home

Certification Tests

Login Name:

Password:

• Login to your IRS account
Login

• Set up a new IRS account
Create Account

• Forgot Password?
[CLICK HERE](#)

Instructor Tools

Classroom Presentations
Lesson Plans
Instructor Guide 4555e

More Help

• [Get Started Tutorial](#)
• [IRS Publications and Forms](#)
• [Get Adobe® Reader®](#)

Quick Links

• [Link & Learn Taxes Lessons](#)
• [Certification Test/Retest PDFs](#)
• [VITA/TCE Training Guide PDFs](#)
• [Evaluations](#)
• [Practice Lab](#)
• [13614-G Training](#)

New volunteers must click "Create Account" in order to take the certification test. Click Getting Started Tutorial under More Help for instructions on creating an account and taking the certification tests. If you already have an account, please log in above.

Site Coordinators must create an account and register as Site Coordinator in the Group field in order to take the Site Coordinator training. Foreign Student and Scholar volunteers must create an account and register as Foreign Student in the Group field in order to take the Foreign Student and Scholar test.

Important: You must turn off pop-up blockers to view the training.

If you have not completed an evaluation for the VITA/TCE training program click Evaluation under Quick Links.

RSS Feed
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VITA/TCE Central

iTunes
VITA/TCE Central

Twitter
VITA/TCE Central
VITA/TCE Central
VITA/TCE Central

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!