

Revised 10/20/2024, click [here](#) for the latest version of this document. See [last page](#) for instructions to enable additional function in files linked below.

Thank you for volunteering with AARP Foundation Tax-Aide! Here's a brief [video](#) to welcome you to training. Your instructor or mentor can provide guidance on the use of the resources linked below.

Volunteer Training and Resource Guides

- Tax-Aide's [NTTC 4491](#) Volunteer Training Guide is a textbook covering tax law relevant to our program. New volunteers will not use the entire Training Guide and should check with their instructor on what lessons to read and when.
- Tax-Aide's [NTTC 4012](#) Volunteer Resource Guide is a reference on using TaxSlayer Pro Online to create a tax return.

Practice Exercises: NTTC Workbook and TaxSlayer Practice Lab

- Practice exercises are available in the [NTTC Workbook](#). A printed copy is available from your local leadership. An [errata](#) and [Intake/Interview Sheets and Brokerage Statements](#) for these exercises are available online.
- There are also [Quizzes](#), [Training Exercises](#) and accompanying [Presentations](#). Follow your district training team's directions regarding their use.
- Practice tax returns can be prepared online in [TaxSlayer Practice Lab](#). Use these [Instructions](#) to access it and create an account.

Self-Study Program

- If you're pursuing a self-directed learning program with the support of a mentor, you can access our Self-Study [Counselor Training and Certification Course](#). Additional information is available in a [Read Me](#), [Counselor Resources](#), [Answer and Progress Sheets](#) and the [Pathway to Certification](#).

Training Videos

- Short videos are available covering a variety of topics to supplement our other resources. Separate playlists are available for [New Volunteers](#) and [Client Facilitators](#).

IRS Certification Tests

- When you are ready to complete your certification, you'll complete exams included in the IRS [Form 6744 VITA/TCE Volunteer Assistor's Test/Retest](#). Local leadership can provide a printed copy.
- You'll need to enter your answers in [Link & Learn Certification](#). Here's Guidance for [Taking the IRS Certification Tests Online](#).

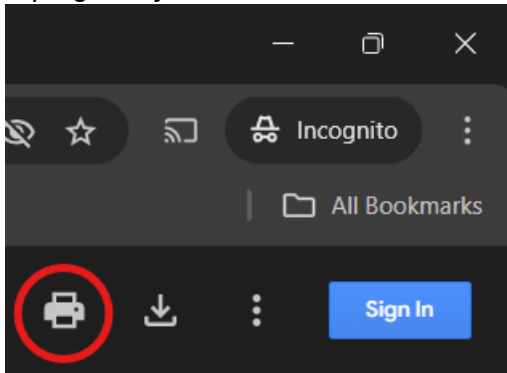
Other Tax-Aide Links

- [AARP Volunteer Portal](#)
- [Tax-Aide Policy and Procedures Manual](#)
- [MI02 Password List](#) (optional – to keep track of your Tax-Aide accounts and passwords)

Are you training using your own PC instead of a Tax-Aide Chromebook? Click [here](#) for instructions to import Chrome browser bookmarks for the three main NTTC links documents.

Enabling Additional PDF Function

After opening a linked PDF, reopen it with additional functionality by pressing Ctrl+P or clicking the printer icon near the top right of your browser window:



This will enable:

- Fillable PDF forms; e.g. for the Intake Booklets and Worksheets
- Ability to copy a link's URL via a right-click; e.g. from this PDF
- Access to PDF bookmarks (document outline); e.g. for the NTTC 4012

