



# Checklist

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## Reviewers

- Update your information in VolunteerHub**
  - Log in to VolunteerHub (<http://dceitc.volunteerhub.com>)
  - Click "Your Account" on the top right hand corner of the screen
  - Ensure that ALL required fields are updated
  - (If you forgot your username or password, Volunteer Coordinator Caitlin Brazner: volunteer@dceitc.org or 202-419-1440 x111)
  - If you have not registered in the Hub before, click on "Register"
  
- Sign up as a Reviewer**
  - After completing your volunteer registration form:
    - Under "Other Volunteer Registration"
    - Click "Reviewer Registration"
    - Click "Sign Up" and Submit your registration
  
- Register for training \* (Training Dates on next page)**
  - Training classes are listed below the Tax Preparer registration section.
  - Required Trainings:**
    - Refresher for Experienced Preparers* (4 hours)  
This class requires that you be comfortable with Schedule A and C-EZ. If you are not comfortable with both, you should take the 2<sup>nd</sup> year training path  
*OR Online IRS Refresher and Certification.* Access Link and Learn training at: <http://www.irs.gov/app/vita/> and select "Returning Student."  
**Do NOT register for Refresher if you plan to train online.**
    - Quality Reviewer Training*(4 hours)
  - Optional Additional Trainings:**
    - Advanced Topics & IRS Certification* (4 hours)  
Strongly encouraged for volunteers who have never certified at Advanced.
    - Cancellation of Debt* (<http://www.irs.gov/app/vita/>)
    - Health Savings Accounts* (<http://www.irs.gov/app/vita/>)
  
- Complete the IRS Certification**
  - Reviewers should certify at the Advanced level if possible, and must certify at the Intermediate levels at a minimum. (Certification may be completed at Refresher, or online through Link & Learn (see [www.dceitc.org/pdfs/certification.pdf](http://www.dceitc.org/pdfs/certification.pdf)))
  
- Submit signed Volunteer Agreement**
  - See [www.dceitc.org/pdfs/certification.pdf](http://www.dceitc.org/pdfs/certification.pdf) for more information.
  
- Attend Orientation and Volunteer!**
  - Tax sites open Saturday, January 28th. Most tax sites will hold an orientation the week prior to opening. Your site coordinator will contact you with details about orientation.
  
- Reminder: Bring signed Volunteer Agreement and Present ID to Site.**
  - Bring your signed Volunteer Agreement to your first volunteer shift. To comply with new IRS regulations your Site Coordinator must have your signed volunteer agreement on file at the site where you volunteer and must confirm your identity.

◀ Dec 2010		~ January 2012 ~					Feb 2011 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Advanced Topics 1:30-5:30  Refresher 9:00-1:00	
<div style="border: 1px solid black; padding: 10px;"> <p>December Trainings at Capital Area Asset Builders (14<sup>th</sup> &amp; I Streets NW):</p> <ul style="list-style-type: none"> <li>• Refresher: 9am on Dec. 3 and 5:30pm on Dec. 5.</li> <li>• Quality Review: 1:30pm on Dec. 3 and Dec. 10 and 5:30pm on Dec. 8</li> <li>• Site Coordinator: 9:00am on Dec. 10.</li> </ul> </div>							
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Advanced Topics 1:30-5:30	
<b>15</b> Quality Review 1:00-5:00	<b>16</b> Martin Luther King Jr. Holiday	<b>17</b> Refresher 5:30-9:30	<b>18</b>	<b>19</b> Advanced Topics 5:30-9:30	<b>20</b>	<b>21</b> Advanced Topics 1:30-5:30	
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	
<b>29</b>	<b>30</b>	Notes: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #e0ffe0; padding: 5px;">Georgetown University Law School</div> <div style="border: 1px solid black; background-color: #ffe0e0; padding: 5px;">American University Law School</div> </div>					