



**THE CALIFORNIA TAX EDUCATION COUNCIL
DIRECTOR OPENING**

APPLICATION TO FILL VACANCY

The California Tax Education Council (CTEC) is seeking a qualified applicant to fill an open position on the CTEC Board.

The Board of Directors implements the Tax Preparer Act by establishing standards, reviewing and approving tax education providers and their course curricula, and annually registering Tax Preparers who have met their Qualifying or Continuing Education requirements. Additionally, the CTEC Board develops and executes public information programs, maintains a website, interacts with the California Legislature, develops policies and procedures for the organization and does it all within a balanced budget.

Applicants must:

- Be a CTEC Registered Tax Preparer (CRTP), without any other preparer designation exempted under title Section 22258;
- Have no current plans to become a tax preparer exempt under title Section 22258, that is an Enrolled Agent (EA), Certified Public Accountant (CPA), a member of the State Bar, or an employee of any trust company or trust business or financial institution;
- Have been a CRTP for a minimum of two years preparing tax returns.
- Be able to attend the Annual Strategic Planning meeting and two Council meetings each year;
- Be prepared to volunteer a minimum of 130 hours per year in addition to regularly scheduled Board and Committee meetings; and,
- Be prepared to serve a minimum of two years.
- Must be compliant and current on all federal and state tax requirements.

If you are interested in becoming a CTEC Director, please complete the attached application and either fax it to (877) 851-2832 or mail it to CTEC, P.O. Box 2890, Sacramento, CA 95812-2890.



**APPLICATION TO SERVE AS A
CRTP DIRECTOR OF THE
CALIFORNIA TAX EDUCATION COUNCIL (CTEC)**

Name: _____

Social Security#: _____ EFIN#: _____ PTIN#: _____

Address: _____ City: _____ Zip: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

How long have you been preparing taxes? _____

How long have you been a CTEC Registered Tax Preparer? _____

Professional References:

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

I hereby authorize you to contact the references listed above: _____ (Initials)

Which committees do you have an interest in serving on? (Please select a minimum of three.)

(Visit our website @ www.ctec.org for information on various committees.)

Curriculum Provider Standards _____ Governmental Relations _____ Budget & Finance _____

Tax Preparer _____ Public Awareness _____ Governance _____

Why are you interested in serving as a CTEC Director? (Please attach a separate sheet if additional space is needed.)

What other board/committee volunteer experience do you have? (Please attach a separate sheet if additional space is needed.)

I attest that I am fully compliant and current with Internal Revenue Service and Franchise Tax Board tax requirements, and have no criminal or fraudulent convictions resulting in restrictions of my ability to preparer tax returns, and that I am available to attend all meetings as generally described in policy GV06 (Directors Rights, Duties, and Responsibilities).

Signature: _____