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# Tax Practice Standards Course Instructions

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## Instructions to Participants

To assist the participant with navigating the learning process through to successful completion, this course has been produced with the following elements:

**Overview of Topics / Table of Contents:** In this electronic format you'll find a slide menu on the left side of the screen. This serves as your overview of topics for the program. You may navigate to any topic by clicking on the slide name.

**Definition of Key Terms / Glossary:** You'll find key terms defined for this program in the course information on the following page(s).

**Index / Key Word Search:** You can find information quickly in the PDF materials (slide handout plus any additional handouts) by using the search function built into your Adobe Reader.

**Review Questions:** Questions that test your understanding of the material are placed throughout the course. You'll see explanatory feedback pop up for each incorrect answer, and reinforcement feedback for the correct answer for every review question.

**Final Exam:** The final exam measures if you have gained the knowledge, skills, or abilities outlined in the learning objectives. You may submit your final exam at the end of the course. Exams are graded instantly. A minimum score of 70% is required to receive the certificate of completion. **You have one year from date of purchase to complete the course.**

**Course Evaluation:** Once you have successfully passed your online exam, please complete our online course evaluation. Your feedback helps Wolters Kluwer maintain its high quality standards!

## About This Course

This section provides information that is important for understanding the course, such as course level and prerequisites. Please consider this information when filling out your evaluation after completing the course.

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### Course Description

Join Allison McLeod, CPA, LL.M for a comprehensive discussion on standards that professionals must adhere to as tax practitioners. We will be covering the major governing rules, such as Treasury Circular 230, the AICPA Statements on Standards for Tax Services (SSTS), the Internal Revenue Code (IRC) and common law. Also included will be case studies illustrating dilemmas faced by tax practitioners.

### Learning Objectives

Upon successful completion of this course, participants should be able to:

- Identify the expectations for tax practitioners in serving clients, including the duty of confidentiality, competency and proper administration of the tax law
- Recognize the practitioner's obligations to disclose certain client information when representing them against the IRS
- Describe the sources that govern tax practice, such as Treasury Circular 230, the SSTS, the IRC and common law
- Identify the common law standards of reasonable behavior and when a tax practitioner may be subject to negligence or other types of common law causes of action
- Identify discreditable acts to the profession
- Identify the first standard as it relates to the AICPA's SSTS
- Recognize basic requirements for negligence
- Describe who issues Circular 230
- Describe due care
- Identify the penalty for willfully aiding or assisting in the preparation of any tax document that is fraudulent or false in any material matter

### NASBA Field of Study

Taxes. Some state boards may count credits under different categories—check with your state board for more information.

### Course Level

Basic. Program knowledge level most beneficial to CPAs new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area.

### Prerequisites

None.

### Advance Preparation

None.

**Course Expiration**

AICPA and NASBA Standards require all Self-Study courses to be completed and the final exam submitted within 1 year from the date of purchase as shown on your invoice. No extensions are allowed under AICPA/NASBA rules.

## Key Terms

- **Circular 230:** This publication establishes the rules governing those who practice before the U.S. Internal Revenue Service (IRS), including attorneys, certified public accountants (CPAs) and enrolled agents (EAs).
- **Competence:** The member or member's staff possess the appropriate technical qualifications to perform professional services and that the member supervises and evaluates the quality of work performed.
- **Due Care:** Requires a member to discharge professional responsibilities with competence and diligence. It imposes the obligation to perform professional services to the best of the member's ability, with concern for the best interest of those whom the services are performed, and consistent with the profession's responsibility to the public.
- **Integrity:** Requires a member to be, among other things, honest and candid within the constraints of client confidentiality.
- **Negligence:** Breach of a duty of care which results in damage.
- **Objectivity:** Having a lack of bias, judgment, or prejudice.