



FREE TAX PREP

2026/27 Volunteer Training Schedule

Basic Tax Law Training for New Volunteers

Basic training for new volunteers includes 2 days of in-person learning and about 3 hours of online recorded training.

Choose one of the following **two-day** sessions:

- ☐ Fridays, January 8 (9 AM - 2 PM) and 15 (9 AM - 5 PM) at CCAC Allegheny
 - ☐ Saturdays, January 9 (9 AM - 2 PM) and 16 (9 AM - 5 PM) at CCAC Allegheny
 - ☐ Saturdays, January 9 (9 AM - 2 PM) and 16 (9 AM - 5 PM) at CCAC Boyce
 - ☐ Sundays, January 10 (9 AM - 2 PM) and 17 (9 AM - 5 PM) at CCAC Allegheny
 - ☐ Saturday, Jan 23 (9 AM - 2 PM) and Sunday, Jan 24 (9 AM - 5 PM) at CCAC Allegheny
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Basic Tax Law Training for Returning Volunteers

Returning volunteers should complete this training every year to hear updates on tax law and review complex topics. **This training is also required for returning volunteers certifying to the advanced level.**

Choose one of the following:

- ☐ Wednesday, Dec 9, 6:30-8 PM via Zoom
 - ☐ Saturday, Dec 12, 9-10:30 AM via Zoom
 - ☐ Wednesday, Jan 6, 6:30-8 PM via Zoom
 - ☐ Thursday, Jan 14, 6:30-8 PM via Zoom - stay until 9 and practice returns if you'd like!
 - ☐ Saturday, Jan 16, 1:00-2:30 at CCAC Allegheny
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Greeter Training

Choose one of the following:

- ☐ Tuesday, January 12, 6:30 - 8:00 PM via Zoom
- ☐ Saturday, January 16, 9:30–11 AM in person at CCAC Allegheny

CCAC Allegheny Campus is at 807 Ridge Ave. Pittsburgh, PA 15212 (North Side)

CCAC Boyce Campus is at 595 Beatty Rd, Monroeville, PA 15146

Zoom meetings at <https://us06web.zoom.us/j/5295171522?pwd=cWxFNVNvWUROMExMdm04U0pwaVVEUT09>



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Advanced Tax Law Training

Advanced certification is **optional** and recommended for returning volunteers or new volunteers with significant prior tax experience. Volunteers will complete 5 self-paced recorded trainings. A live practice session will be offered and is highly recommended for those new to advanced. **All advanced participants should complete basic training as well as the training below.**

Choose one of the following practice sessions:

- ☐ Saturday, January 9, 9-11 AM at CCAC Allegheny
- ☐ Thursday, January 14, 8-9 PM via Zoom

Reviewer Tax Law Training

Reviewer training is **only for staff and experienced volunteers** who will be reviewing tax returns. We will discuss the steps for reviewing returns and complete a practice review. **Ask your site coordinator if you're unsure if you should attend this training.**

Choose one of the following:

- ☐ Thursday, Dec 17, 6:30-8 PM via Zoom
- ☐ Sunday, Jan 17, 9 AM - 12 PM at CCAC Allegheny

Office Hours:

Come for all or part of the time to work on your test or ask questions. We are happy to help!

In person testing sessions

- ☐ Saturday, Jan 9 11 AM - 2 PM at CCAC Allegheny
- ☐ Friday, January 15 2-5 PM at CCAC Allegheny
- ☐ Saturday, January 16 2-5 PM at CCAC Allegheny
- ☐ Saturday, January 16 2-5 PM at CCAC Boyce
- ☐ Sunday, January 17 2-5 PM at CCAC Allegheny
- ☐ Sunday, January 24 2-5 PM at CCAC Allegheny

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Virtual office hours via Zoom

Come for all or part of the time to work on your test or ask questions. We are happy to help! No need to register for these sessions, you can just join the Zoom call.

- ☐ Thursday, January 7 from 6-9 PM
- ☐ Monday, January 11 from 6-9 PM
- ☐ Wednesday, January 13 from 6-9 PM
- ☐ Saturday, January 16 9 AM - 12 PM
- ☐ Tuesday, January 19 from 6-9 PM

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