



FREE TAX PREP

2025/26 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 9th (9AM - 2PM) and 16th (9AM - 5PM) at CCAC Allegheny
 - ☐ Saturdays, January 10 (9AM - 2PM) and 17 (9AM - 5PM) at CCAC Allegheny
 - ☐ Saturdays, January 10 (9AM - 2PM) and 17 (9AM - 5PM) at CCAC Boyce
 - ☐ Sundays, January 11(9AM - 2PM) and 18 (9AM - 5PM) at CCAC Allegheny
 - ☐ Saturday, Jan 24 (9AM - 2PM) and Sunday, Jan 25 (9AM - 5PM) 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:

- ☐ Tuesday, Dec 9, 6-8 PM via Zoom
 - ☐ Wednesday, Jan 7, 6-8 PM via Zoom
 - ☐ Tuesday, Jan 13, 6-8 PM via Zoom
 - ☐ Saturday, Jan 17, 9:00-11:30 AM at CCAC Allegheny
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Greeter Training

Choose one of the following:

- ☐ Wednesday, January 14, 6:30 - 8:00 PM via Zoom
- ☐ Saturday, January 17, 1:30 PM – 3:00 PM 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. In-person training is recommended for those new to advanced. Virtual participants will view an additional 1 hour of recorded online training. **All advanced participants should complete basic training as well as the training below.** Choose one of the following:

- ☐ Saturday, December 13, 9:00 AM - 12:00 PM via Zoom
- ☐ Saturday, January 3, 9:00 AM - 12:00 PM via Zoom
- ☐ Saturday, January 10, 9:00 AM - 2:00 PM at CCAC Allegheny (for those new to advanced)
- ☐ Thursday, January 15, 6:00 PM – 9:00 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 18, 6-8:30PM via Zoom
- ☐ Sunday, Jan 18, 9AM- 12PM at CCAC Allegheny

Testing Sessions:

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 10 2:00 PM - 5:00 PM at CCAC Allegheny
- ☐ Friday, January 16 2:00 PM - 5:00 PM at CCAC Allegheny
- ☐ Saturday, January 17 2:00 PM - 5:00 PM at CCAC Allegheny
- ☐ Saturday, January 17 2:00 PM - 5:00 PM at CCAC Boyce
- ☐ Sunday, January 18 2:00 PM - 5:00 PM at CCAC Allegheny
- ☐ Sunday, January 25 2:00 PM - 5:00 PM at CCAC Allegheny

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Virtual testing sessions via Zoom

- ☐ Friday, January 9 from 6:00 PM - 9:00 PM
- ☐ Sunday, January 11 from 6:00 PM - 9:00 PM
- ☐ Monday, January 12 from 6:00 PM - 9:00 PM
- ☐ Wednesday, January 14 from 6:00 PM – 9:00 PM
- ☐ Thursday, January 15 from 6:00 PM - 9:00 PM
- ☐ Friday, January 16 from 6:00 PM - 9:00 PM
- ☐ Saturday, January 17 from 12:00 PM – 3:00 PM
- ☐ Sunday, January 18 from 6:00 PM – 9:00 PM
- ☐ Tuesday, January 20 from 6:00 PM - 9:00 PM
- ☐ Sunday, January 25 from 6:00 PM - 9:00 PM

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