

Rosters for Classroom Proctored Tax Preparer Classes

When planning group learning for online Tax Preparer Training, the following guidelines must be followed. These guidelines will ensure that each tax preparer attending a classroom session receives credit.

Guidelines:

1. Sessions must be monitored by a proctor.
2. Attendance must be recorded on a roster.
3. Proctors must enter their name, date, time, facility, and room on roster.
4. Participants that leave the classroom must be **crossed off** the roster and **marked as incomplete**.
5. Proctors must allow adequate time for participants to review the knowledge check questions in each course.
6. The roster must include the tax preparer's Online Services ID (not their NYTPRIN), email address, first name, and last name. If anyone does not have an Online Services ID, they should call the Contact Center at (518) 485-7884 to obtain one.
7. Either before or immediately after the training session, tax preparers must log on to their Online Services account, go to the Tax Preparer landing page and then click on the SLMS button. ***Without this step being completed, the Department will not be able to give credit for attendance at the group learning.***
8. The roster is a large spreadsheet with the class names listed across the tops of the columns. It should be printed on ledger size (11x17) paper in order to fit properly.
9. Participants must place an **"X"** in the box corresponding to **each** class attended and must remain in class **for the entire time** to receive credit.
10. The proctor must mark off each class not given that day, as shown on the Example PDF.
11. Any participant that is not present for the entire tax preparer class must be marked incomplete by the proctor by marking a dash **"–"** in the box corresponding to the class name. A sample is provided in the Example Excel document.

12. A participant who misses a class may take it online.
13. At the end of the day, the participant must sign the roster attesting to their attendance.
14. **Proctors must sign the attestation** on the first page of the roster after each session attesting that the class information is complete and accurate.
15. After the session is complete, the proctor must type all information from the roster into the Excel spreadsheet. The paper copy of the roster must be scanned to PDF.
16. Email the completed electronic Excel spreadsheet and the scanned copy of the signed roster to: PreparerEducationReg@tax.ny.gov