

RTRP Test Study Course Instructions

The IRS has specified the seven domain areas being covered on the RTRP Competency Test. The course is divided into domain areas and each domain consists of Study Guides, Study Quizzes, and a Practice Test.

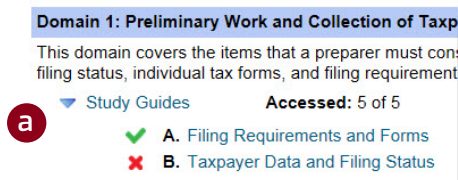
You may take the course in any order you wish, and each component may be taken as many times as needed to get comfortable with the materials.

Here is our suggested study method:

1. VIEW THE **STUDY GUIDES** FOR THE DOMAIN.

- a. Starting with Domain 1, click **Study Guides**. Domain 1 has five study guides (A-E). Click to open each of the Study Guides.

Accessing a Study Guide gives you a green check mark.



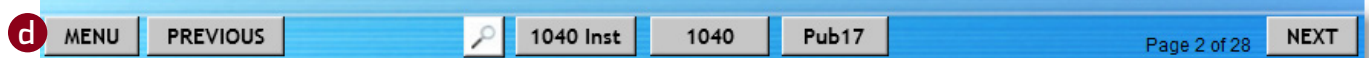
Domain 1: Preliminary Work and Collection of Taxpayer Data

This domain covers the items that a preparer must consider during filing status, individual tax forms, and filing requirements.

Study Guides Accessed: 5 of 5

- ✓ A. Filing Requirements and Forms
- ✗ B. Taxpayer Data and Filing Status

- b. On the first page of the Study Guide is a menu. Click a menu item to go to that topic. To view the guide from the beginning, click **Next**.
- c. Each page has navigation buttons. Click **Next** to go to the next page, click **Previous** to go back to the previous page, and click **Menu** to return to the menu page.
- d. Each page of the Study Guide provides links to the same reference materials provided on the RTRP test. Click either **1040 Inst** (1040 instructions), **1040** (Form 1040), or **Pub 17** (Publication 17) to open these items. Click the magnifying glass on each page to see where the information is located in an IRS reference document.



MENU PREVIOUS 1040 Inst 1040 Pub17 Page 2 of 28 NEXT

- e. When you've finished the content and example portion of the Study Guide, you are presented with Skill Check questions. Answer the questions or look up the answers using the reference materials.

Domain 1: Preliminary Work and Collection of Taxpayer Data

This domain covers the items that a preparer must consider during filing status, individual tax forms, and filing requirements.

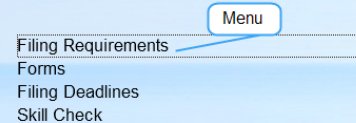
- Study Guides Accessed: 5 of 5
- ✗ A. Filing Requirements and Forms
 - ✗ B. Taxpayer Data and Filing Status
 - ✗ C. Exemptions and Dependents
 - ✗ D. Overview of Preliminary Tax Data
 - ✗ E. Return Review Process

DOMAIN 1 - Preliminary Work and Collection of Taxpayer Data

A. Filing Requirements and Forms

This study guide covers the filing requirements for most taxpayers, depending on the taxpayer's filing status. Form types and requirements are also discussed, along with filing deadlines.

- Click **NEXT** to get started, or click to choose a topic from the menu below.



Menu

- Filing Requirements
- Forms
- Filing Deadlines
- Skill Check

NOTE

When you take the IRS test, the references provided will not have a search feature, so get accustomed to navigating these references and finding content without searching.

2. TAKE THE STUDY QUIZ FOR THE DOMAIN.

- Click to open the Study Quiz for the domain. The 20 question Study Quiz is made up of questions from the entire domain.
- Use the links to access the reference materials if you do not know or are uncertain of the answer and need to look it up.
- Click **Previous** to go back to review or change answers. No answer is final until you score your quiz.
- At the end of the quiz, click **Score Quiz**. Your score is displayed, along with feedback based on your score.

Domain 1: Preliminary Work
This domain covers the items filing status, individual tax for

Study Guides

- ✓ A. Filing Rec
- ✓ B. Taxpayer
- ✓ C. Exemption
- ✓ D. Overview
- ✓ E. Return R

Study Quiz

STUDY QUIZ Domain 1

To view your score, click **Score Quiz**.

SCORE QUIZ

- To view the questions you missed, click **Quiz Summary**:

QUIZ SUMMARY

- The Quiz Summary lists the questions you missed because you either answered incorrectly or left the question blank.
- Each question is displayed with the name of the Study Guide. If you find that you missed multiple questions from one or more of the Study Guides, you may want to go back and review those guides.
- To print the Quiz Summary, click **Print Quiz Summary**.
- To go back and answer a question you left blank, click [Attempt](#).
- To go back and answer a question you missed, click [Try Again](#).
- When you return to a page and choose your answer, click **Quiz Summary** to return to the Quiz Summary page.
- When you are finished answering the questions, score your test again. Click **Return to Score Page** from the Quiz Summary page.

Taxpayer Data and Filing Status
Which of the following taxpayers is not considered unmarried?
Your answer: "D. A taxpayer with an annulled marriage"
Incorrect
[Try Again](#)

Exemptions and Dependents
True or False: To meet the Gross Income test for a qualifying relative, the gross income must be less than \$3,700.
Your answer: (not answered)
[Attempt](#)

- Take and retake the Study Quiz as many times as you want. Your **Last Score** and **Highest Score** are recorded for you. Each time you take the quiz, you are presented with a different set of questions pooled from a comprehensive question bank.
- When you achieve a passing score, move on to the next domain.

Domain 1: Preliminary Work and Collection of Taxpayer Data
This domain covers the items that a preparer must consider during the first step filing status, individual tax forms, and filing requirements.

Study Guides Accessed: 4 of 5

Study Quiz **Last Score: 50.0** Highest Score: 50.0

Knowledge of one or more of the topics in this domain guides again.

Domain 5: Completion of the Filing Process
This domain discusses the steps necessary to complete the filing process, including forms, electronic filing procedures, estimated payments, and refund and payment.

Study Guides Accessed: 3 of 3

Study Quiz **Last Score: 95.0** Highest Score: 95.0

Good. You have a good understanding of the content.

3. COMPLETE STEPS 1 AND 2 FOR EACH OF THE DOMAINS.

4. TAKE THE PRACTICE TEST.

- Click **Practice Test** to begin the test. The test consists of 100 questions from each of the seven domain areas.
- To get started, click **Begin Test**.
- You have 2.5 hours to take the actual IRS test. The Practice Test displays a timer in the top right corner. We allow you as much time as you need to take this test, but make note of your time throughout the test and try to keep it less than 2.5 hours.
- If you do not know the answer to a question, use the reference links on the page to look up the answers.

Practice Test : Evaluation : CPE Certificate

a

Practice Test

NOTE: When you take the IRS test, the references provided will not have a search feature, so get accustomed to navigating these references and finding content without searching.

- Click **Previous** to review and change any answers before submitting your score.
- When you are finished with the test, click **Score Test**.
 - You are presented with a score of PASSED or NOT PASSED. This is determined by calculating how well you did in each domain.
 - Your **Performance Levels** are displayed for each domain. When you take the actual RTRP test, the IRS will provide you feedback about your performance in each domain based on Performance Level (see chart below). You pass the Practice Test when you achieve a Level 3 for each of the domains. Go back and review the domains for which you receive a Level 1 and Level 2. To see the questions missed, click **View and Print Missed Questions** from the score page.

Performance Levels

Level 1 - Considerably below the minimally accepted score

Level 2 - Marginally below the accepted score

Level 3 - At or above the minimally accepted score

To complete the test, click **Score Test**.

SCORE TEST PASSED

Performance Levels

Level 1 - Considerably below the minimally accepted score
 Level 2 - Marginally below the accepted score
 Level 3 - At or above the minimally accepted score

Domain 1	Level 3
Domain 2	Level 3
Domain 3	Level 3
Domain 4	Level 3
Domain 5	Level 3
Domain 6	Level 3
Domain 7	Level 3

- Take and retake the Practice Test as many times as needed to score a Level 3 for each domain. Each time you take the test, you are presented with a different set of questions pooled from a comprehensive question bank.
- When you receive a score of PASSED you can complete the Evaluation and print your CPE certificate for 10 hours of credit.

Practice Test : Evaluation : CPE Certificate

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Practice Test

PASSED

Evaluation



CPE Certificate

Print

