

Corptax® Certified Professional

U.S. Compliance Program Details



Table of Contents

General Program Information

What’s in it for you?	2
What do I have to do to be certified?	2
How do I maintain my certification?.....	2
Program description.....	3

Training Information

Available training	5
Classroom.....	5
Online Training.....	5

Exam Information

About the exam	5
Knowledge Exam	5
Case Study Exam	5
Exam online.....	6
Knowledge Exam	6
Case Study Exam	6

Registration Information

Program registration.....	7
---------------------------	---

U.S. Compliance

C Corporation Federal and State Compliance

Are you looking for a way to identify yourself as a Corptax expert or improve your current Corptax product usage for Federal and State Compliance? Corptax has developed just what you need.

The Corptax Certified Professional: U.S. Compliance Program is designed to certify your Corptax knowledge and skills with respect to Federal and State Compliance. As the product usage varies by licensees, our certification programs are designed to cover core product usage along with Corptax recommended best practices.

Areas covered in this certification program include:

- Basic Federal and State Compliance
- Electronic filing of Federal and State returns
- Intermediate Federal and State considerations
- Mixed return processing
- C Corporation and e-filing Tips and Troubleshooting

Note: Certifications utilize the newest generation of Corptax products
(does not include Corptax FS/CS, CORPInternational or other legacy products).

What's in it for you?

- **Stand out** from the crowd with certified Corptax skills for personal and professional growth.
- **Join an exclusive community** of Corptax Certified Professionals
- **Be recognized** for your accomplishments with approved use of "Corptax Certified" logo to use on business cards and in email signatures and acknowledgement of completion on corptax.com (upon completion of certification program).
- **Earn continuing professional education** (CPE) credits for classroom and online training sessions completed as part of the certification.

What do I have to do to be certified?

- Successful completion of knowledge exam to certify minimum skill sets in respective certification topic to ensure efficient and quality product usage.
- Successful completion of case study to certify practical application of compliance process.

How do I maintain my certification?

- We strongly encourage all certified professionals to attend product training to maintain and continually improve their Corptax skill set. However, the only requirement to maintain your certification is the completion of the annual certification renewal form and payment of annual renewal fees.

Program Description

The Corptax Certified Professional: U.S. Compliance Program is intended for an individual who has compliance and product experience, including practical application of the skills and concepts noted in the exam outline below. The candidate is not required to complete training prior to the exam however; there are several certification preparation options available from Corptax. It is recommended that the candidate also has invested time in studying the materials from the available courses.

The candidate should be able to perform the tasks outlined in the exam objectives successfully. These include (but are not limited to) the features listed below.

The candidate should be able to:

- Describe the Corptax process and information flow
- Navigate the user interface including:
 - › Impact of setting of views/themes
 - › Utilization of grid functionality (defaults, panels, and filtering)
 - › Access online support and help
- Identify, create, and maintain the Corptax profiles
 - › Impact of key profiles on the amount record
 - › Identify key descriptive fields for return preparation and matching
- Create and process the components needed to successfully import amounts to the database
 - › Creating a connector
 - Use of derived columns
 - Use of data filters
- › Building a package
 - Assignment of destination for package data
 - Proper application of the process type (balance replace, etc)
 - › Work with the account, jurisdiction, and entity maps
 - Purpose of setting reversals
 - Use of wildcards
 - › Processing a package
 - › Reviewing the results and reports
- Enter and review trial balance, apportionment, and state modification data
 - › Use of data and amount selectors to limit data in work area
 - › Creation and use of queries (amount entry and general)
 - › Posting adjusting entries via Enter Amounts
- Utilize the Automated Adjustment Workpapers
 - › Access, review, filtering of workpapers
 - › Purpose and proper use of each workpaper type
 - › Impact of manual entry
 - › Posting of adjustments to database
 - › Methods to review results (reports and query)
- Create, navigate and update Federal/State returns and reports
 - › Setup of returns/reports including settings in detail view
 - › Use of data selector
 - › Use of report selector
 - › Form navigation tools (viewing, tickmarks, special field identifiers)
 - › Utilization of tax return instructions and diagnostics
 - › Entering amounts from the Form window

- › Printing
- › Entering off-trial balance data
- › Setup and review of consolidated and single entity returns
- › Setting and impact of calculation options
- › Posting process for calculated amounts to the database
- › Setup and import data to Supplemental Statements
- › Describe the relationship between calcs and dataspecs
- › Identify the amount source
 - Detail/Audit
 - Global
 - Constan
- › Interpret the calculation view to follow the flow of return/report calculation
- › Importing of collateral
- Create and process the Federal/State returns for electronic filing
 - › Identify and setup the key profile/descriptive components
 - Filer Type
 - Name Control
 - › Describe and perform the e-File process flow
 - Create the entity structure
 - Use of folders
 - Create the modernized e-File (MEF) files
 - Creating the filing group
 - Validating entities
 - Identify and address errors
 - Review and interpretation of error logs
 - Creating electronic file return attachments
 - Form aggregation
 - Creating and downloading the package
 - › Identify the variables for mixed return processing
 - When does the process apply
 - Impact on the entity structure(s)
 - Required elements to change/include in the e-file process flow
 - Required order of loading MEF's
 - › Identify the variables for State electronic filing
 - Variables to change/include in the e-file process flow
 - Define perfection period
 - Fed / State Program
 - › Define and proper use of Link / Unlink
 - › Create Federal Proforma

Available Training

Certification training is not required. For those participants that want additional pre-exam preparations, Corptax University recommends the following course preparation for this exam:

Certification Preparation Training:

C-500	Certification Prep: Corptax Certified Prof.: U.S. Compliance
--------------	--

Certification Preparation Training is scheduled at our Corptax University Centers or a mutually agreeable location with the participant and Corptax. If held at alternate location, out of pocket costs such as instructor travel and shipping (materials and learning laptops, if utilized) expenses will be billable in addition to the certification fees.

And/or a combination of classroom and online training offerings to further your skills/knowledge:

Classroom:

3-600	Corptax U.S. Compliance - Basic Federal and State
3-610	Hands-on Electronic Filing Using Corptax

Online Training:

6-100	Corptax U.S. Compliance Basic Federal Series - All Modules
6-108	Corptax U.S. Compliance: Federal Considerations
6-110	Corptax U.S. Compliance Basic State Series - All Modules
6-115	Introduction to Corptax U.S. Compliance
6-118	Corptax U.S. Compliance: State Considerations
6-200	Corptax Amount Import
6-811	Electronic Filing Using Corptax
6-815	State e-Filing Using Corptax
6-820	Mixed Returns Using Corptax

For more information, please review the full list of session descriptions, dates, and offerings.

About the Exam

The Corptax Certified Professional: U.S. Compliance Exam is comprised of two parts with the following characteristics:

1. Knowledge exam:

- Content: 60 multiple choice questions
- Time allotted to complete the exam: 90 minutes
- Passing Score: 75%
- References: Hard copy materials/documentation may be referenced during the exam.
- Purpose: To certify minimum skill sets in respective certification topic to ensure efficient and quality product usage.

2. Case study exam:

- Content: Multi-part case study exam executed on a learning environment provided by Corptax.
- Time allotted to complete the exam: Up to 4 hours
- Passing Score: 75%
- References: Hard copy and online materials/documentation may be referenced during the exam.
- Purpose: To certify practical application of compliance process.

Exam Outline

The Corptax Certified Professional: U.S. Compliance Exam measures a candidate's knowledge and skills related to the objectives listed below. A candidate should have hands-on experience with Corptax products and have demonstrated application of each of the following features and functions.

Knowledge Exam:

Knowledge Exam Topic	Weighting
3-600 1 CUSC Fed/State: Overview	5%
3-600 2 CUSC Fed/State: Setup	10%
3-600 3 CUSC Fed/State: Amount Import	10%
3-600 4 CUSC Fed/State: Entering and Reviewing Data	8%
3-600 5 CUSC Fed/State: Auto Adjustments	8%
3-600 6 CUSC Fed/State: Reviewing Reports	3%
3-600 7 CUSC Fed/State: Basic Return Navigation	8%
3-600 8 CUSC Fed/State: Federal Return Preparation	8%
3-600 9 CUSC Fed/State: State Return Preparation	5%
3-610 CUSC Electronic Filing Using Corptax	8%
6-108 CUSC Federal Considerations	7%
6-118 CUSC State Considerations	7%
6-820 Mixed Returns Using Corptax	5%
6-820 State e-Filing Using Corptax	7%
Total	100%

Case Study Exam:

Case Study Exam Section	Weighting
1. Create a new entity and entity group	3%
2. Import trial balance data	17%
3. Populate apportionment data	3%
4. Create and enter adjustments	4%
5. Post automatic adjustments	5%
6. Enter off trial balance data	3%
7. Enter state modifications	4%
8. Review white paper reports	4%
9. Prepare a single entity federal & state return	24%
10. Prepare a consolidated federal return	8%
11. Prepare a combined state return	7%
12. e-File the federal and state return	18%
Total	100%

Program Registration

Certification fees per participant:

Initial Certification Program Fees:

- U.S. Compliance Certification: \$595

Annual Renewal Fees (due February 28th):

- U.S. Compliance Certification: \$99

Please note the tiered pricing is based on number of certification programs enrolled:

- 1 Certification Topic: \$595
- Plus \$100 for each additional Certification Topic

Additional topics include: International Compliance, Pass Through Compliance, and Provision Annual renewal fees are per certification topic. Participants making payment of annual renewal fees by February 28th will receive a coupon to attend for future online training sessions equal to the amount of renewal fees paid. Coupon will expire December 31st and is non-refundable and non-transferable.

©2011 Corptax, Inc. All rights reserved. All products and services mentioned in this document may be trademarks or registered trademarks of the companies with which they are associated.

This information does not constitute an offer or an express or implied contract. Corptax, Inc. reserves the right to modify this information in any manner, which may include but is not limited to changes to or cancellation of courses offered, fees, schedules and dates.