



Wolters Kluwer

Tax Ethics and Circular 230 Course Instructions

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Instructions to Participants

To assist the participant with navigating the learning process through to successful completion, this course has been produced with the following elements:

Overview of Topics / Table of Contents: In this electronic format you'll find a slide menu on the left side of the screen. This serves as your overview of topics for the program. You may navigate to any topic by clicking on the slide name.

Definition of Key Terms / Glossary: You'll find key terms defined for this program in the course information on the following page(s).

Index / Key Word Search: You can find information quickly in the PDF materials (slide handout plus any additional handouts) by using the search function built into your Adobe Reader.

Review Questions: Questions that test your understanding of the material are placed throughout the course. You'll see explanatory feedback pop up for each incorrect answer, and reinforcement feedback for the correct answer for every review question.

Final Exam: The final exam measures if you have gained the knowledge, skills, or abilities outlined in the learning objectives. You may submit your final exam at the end of the course. Exams are graded instantly. A minimum score of 70% is required to receive the certificate of completion. **You have one year from date of purchase to complete the course.**

Course Evaluation: Once you have successfully passed your online exam, please complete our online course evaluation. Your feedback helps Wolters Kluwer maintain its high quality standards!

About This Course

This section provides information that is important for understanding the course, such as course level and prerequisites. Please consider this information when filling out your evaluation after completing the course.

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Course Description

A variety of rules place ethical constraints on the advice that tax practitioners can give clients. This course covers statutory, regulatory and ethical standards governing those who practice in the tax field, emphasizing current issues in the application of the rules of professional conduct, Circular 230 (governing those admitted to practice before the Internal Revenue Service), and provisions of the Internal Revenue Code and the Treasury Regulations governing return preparers.

Learning Objectives

Upon successful completion of this course, participants should be able to:

- Recognize who is a preparer for the preparer penalty rules and what penalties may apply to tax return preparers
- Describe the requirements of Circular 230 and what is a covered opinion
- Identify intersection of state professional conduct rules and IRS Office of Professional Responsibility rules
- Identify common ethical pitfalls arising in tax practice
- Identify an ethical obligation of a practitioner to the government
- Identify the subpart of Circular 230 that regulates the duties and restrictions relating to practice before the IRS

NASBA Field of Study

Regulatory Ethics. Some state boards may count credits under different categories—check with your state board for more information.

Course Level

Basic. Program knowledge level most beneficial to CPAs new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area.

Prerequisites

None.

Advance Preparation

None.

Course Expiration

AICPA and NASBA Standards require all Self-Study courses to be completed and the final exam submitted within 1 year from the date of purchase as shown on your invoice. No extensions are allowed under AICPA/NASBA rules.

Key Terms

- **Circular 230:** Establishes the rules governing those who practice before the U.S. Internal Revenue Service, including attorneys, certified public accountants, and enrolled agents.
- **Competence:** Having the appropriate level of knowledge, skill, thoroughness, and preparation necessary for the matter for which the practitioner is engaged.
- **Conflict of Interest:** When the representation of one client will be directly adverse to another client.
- **IRS:** The revenue service of the United States federal government.
- **Office of Public Responsibility:** Responsible for matters related to practitioner conduct and the authority to practice before the IRS.
- **Practitioner :** A person actively engaged in an art, discipline, or profession, especially medicine.