Corptax© Certified Professional
Provision Program Details

Training opportunities for Corptax software users

- Classroom events
- Online events
- Corptax 24/7 courses
- Onsite training
- Annual conference
- Certification program

corptax UNIVERSITY

v 1.13.16

Table of Contents

Provision

Let us help you go beyond compliance with our Provision Certification. Federal and State Compliance is a piece of the overall tax life cycle. With the utilization of the Corptax suite of Provision products, you can cover the year round analysis necessary for companies today.

The Corptax Certified Professional: Provision Program is designed to certify your Corptax knowledge and skills with respect to our Provision products. 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:

- Brief overview of full Corptax product line
- Completing the tax life cycle using Corptax
- Overview of Data Collection Methods
- Setting up and utilization of the Corptax Provision Products
    - Corptax Provision
    - Corptax State Provision
    - Corptax Tax Contingency
- Other topics including Interim Reporting and Rollover
- Provision related Tips and Troubleshooting

Note: Certifications use the newest generation of Corptax products.

What's in it for me?

- **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** by being acknowledged as a Corptax Certified Professional on corptax.com and gain approval to use the "Corptax Certified" logo on your business cards and in email signatures.
- **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?

- Successfully complete a knowledge exam to certify minimum skill sets in respective certification topic to ensure efficient and quality product usage.
- Successfully complete a case study to certify practical application of provision 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 by completing the annual certification renewal form and by paying the annual renewal fee.

Program Description

The Corptax Certified Professional: Provision Program is intended for an individual who has about two years of 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 training resources available from Corptax. It is recommended that the candidate also has invested time in studying the materials from available courses. See "Available Training" on the next page for available courses. You can find a list of all training offered for the year in the 2016 Schedule.

The candidate should be able to perform the tasks outlined in the exam objectives successfully. These include (but are not limited to) the tasks 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
- Define the provision process
- Identify and employ each of the Provision Workflow components:
    - Profiles
        - Workpaper setup
        - Workflow setup
    - Book and Adjustment items such as:
        - Use of workpapers
        - Importing amounts
        - Utilization of Automated Adjustments
        - Impact of Foreign and U.S. activity
        - Tax Attributes
        - Implications of Tax Contingency
    - Reporting in functional and U.S. dollar
        - Batch processing
        - Creation and application of rollups
        - Processing variance reports
- Demonstrate ability to complete the Tax Contingency reporting process
    - Setup and review of profiles
    - Workflow
    - Completion of the various Tax Contingency workpapers
    - Review and printing of reports
    - Importing and exporting of amounts
- Describe and perform the State Provision process
    - Setup and review of profiles
    - Worksheet setup
    - Data entry for:
        - Apportionment
        - Current period adjustments
        - Tax Attributes
    - Separate and Combined Return setup and review
    - Batch and report processing
- Define and complete the provision rollover process
    - Annual
    - Period to Period
- Identify and perform the interim reporting process
- Identify and apply common trouble shooting tools

Available Training

Certification training is not required. For participants who want additional pre-exam preparations, Corptax University recommends the following:

Certification Preparation Training

C-800 Certification Prep: Corptax Certified Professional: Provision

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 expenses (materials and learning laptops, if used) will be billed in addition to the certification fees.

In addition to the certification preparation training, we also recommend the following training offerings to further your skills/knowledge.

Online Training

6-701   Introduction to Corptax for Provision Only Users

6-750   Corptax Provision Federal Series - All Modules

6-760   Corptax Provision State Series - All Modules

6-720   Corptax Tax Contingency

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

About the Exam

The Corptax Certified Professional: Provision Exam is comprised of two parts with the following characteristics:

1. Knowledge exam:
   - Purpose: To certify minimum skill sets in a respective certification topic to ensure efficient and quality product usage.
   - Content: 40 multiple choice questions
   - Time allotted to complete the exam: 60 minutes
   - Passing Score: 75%
   - References: Hard copy materials/documentation may be referenced during the exam.
2. Case study exam:
   - Purpose: To certify practical application of compliance process.
   - 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.

Provision Program Details

Exam Outline

The Corptax Certified Professional: Provision 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
C-800-1 Intro to US Compliance	2%
C-800-3 Provision Setup	25%
C-800-4 Provision Amount Import	2%
C-800-5 Provision Adjustments	2%
C-800-6 Using Corptax Provision	27%
C-800-7 Corptax State Provision	17%
C-800-8 Using Corptax Tax Contingency	11%
C-800-9 Rollover	6%
C-800-10 Interim Reporting	8%
Total	100%

Case Study Exam:

Case Study Exam Section	Weighting
1. Create Entities, Editing Profiles and Workpaper Setup	9%
2. Creating and Assigning Packages	5%
3. Import Trial Balance Data	12%
4. Adjustment Setup and Post Automatic Adjustments	9%
5. Enter Federal/National Current Period Adjustments	20%
6. Enter Federal/National Tax Attributes and Return to Provision	9%
7. Enter Tax Contingency (FIN48) Adjustments	11%
8. Enter State Data	11%
9. Batch Processing and Printing	8%
10. Rollover	6%
Total	100%

Program Registration

Certification fees per participant are listed below.

Initial Certification Program Fee:

- Provision Certification: $595

Annual Renewal Fee (due February 28th):

- Provision Certification: $99

Additional Certifications:

- $100 for each additional certification
  Additional certifications include:
    - U.S. Compliance
    - International Compliance
    - Pass Through Compliance

Annual renewal fees are per certification topic. Participants who pay the annual renewal fees by February 28th will receive a coupon to attend future online training sessions equal to the amount of renewal fees paid. The coupon expires December 31st and is non-refundable and non-transferable.