

Corptax[®] Certified Professional

U.S. Compliance Program Details

Training opportunities for
Corptax software users

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

This document is highly confidential and proprietary information of Corptax, Inc.

Unauthorized copying, distribution, or dissemination of the information contained herein is a violation of the company's policies and proprietary rights.

© 2016 Corptax, Inc. All Rights Reserved.

The contents of this publication may not be reproduced in any form, by any means, in part or in whole, without the written permission of Corptax, Inc., 1751 Lake Cook Road, Suite 100, Deerfield, IL 60015.

Corptax is a registered trademark of Corptax, Inc.

Microsoft, Windows, and/or other Microsoft products referenced herein are either trademarks or registered trademarks of Microsoft Corporation.

Other products and company names referenced herein may be the trademarks of their respective owners.

v 7.20.16

Table of Contents

U.S. Compliance	4
What's in it for me?	4
What do I have to do to be certified?	4
How do I maintain my certification?	4
Program Description	5
Available Training	7
Certification Preparation Training	7
Classroom	7
Online Training	7
About the Exam	8
Exam Outline	8
Program Registration	10

U.S. Compliance Program Details

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
- Federal and State considerations
- Mixed return processing
- C Corporation and e-filing 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 the 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 by completing the annual certification renewal form and by paying the annual renewal fee.

U.S. Compliance Program Details

Program Description

The Corptax Certified Professional: U.S. Compliance 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 page 7 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
- Identify, create, and maintain the Corptax profiles
 - Impact of key profiles on the amount record
 - Identify key descriptive fields for return preparation
- 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 lookups
 - 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)
- 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

U.S. Compliance Program Details

- Entering amounts from the Form window
- Printing
- Creating and processing batches for printing and posting
- 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
 - Constant
- Interpret the calculation view to follow the flow of return/report calculation
- 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
 - Fed / State Program
 - Define and proper use of Link / Unlink
 - Create Federal Proforma

U.S. Compliance Program Details

Available Training

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

Certification Preparation Training

C-500 Certification Prep: Corptax Certified Professional: 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 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.

Classroom

- 3-600 Corptax U.S. Compliance - Basic Federal and State
- 3-620 Corptax e-File Processing

Online Training

- 6-115 Introduction to Corptax U.S. Compliance
- 6-100 Corptax U.S. Compliance Basic Federal Series - All Modules
- 6-110 Corptax U.S. Compliance Basic State Series - All Modules
- 6-200 Corptax Amount Import
- 6-108 Corptax U.S. Compliance: Federal Considerations
- 6-814 Corptax e-File Processing
- 6-815 State e-Filing Using Corptax
- 6-817 Advanced Corptax e-File
- 6-118 Corptax U.S. Compliance: State Considerations
- 6-820 Corptax Mixed Returns Using Corptax

For more information, please review the full list of session descriptions, dates, and offerings in the [course catalog](#).

U.S. Compliance Program Details

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.

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	11%
3-600 3 CUSC Fed/State: Amount Import	11%
3-600 4 CUSC Fed/State: Entering and Reviewing Data	11%
3-600 5 CUSC Fed/State: Auto Adjustments	8%
3-600 6 CUSC Fed/State: Reviewing Reports	5%
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	7%
6-108 CUSC Federal Considerations	7%
6-118 CUSC State Considerations	7%
6-815 State e-Filing Using Corptax	5%
Total	100%

U.S. Compliance Program Details

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	25%
10. Prepare a Consolidated Federal Return	8%
11. Prepare a Combined State Return	7%
12. E-File the Federal and State Return	17%
Total	100%

U.S. Compliance Program Details

Program Registration

Certification fees per participant are listed below.

Initial Certification Program Fee:

- U.S. Compliance Certification: \$595

Annual Renewal Fee (due February 28th):

- U.S. Compliance Certification: \$99

Additional Certifications:

- \$100 for each additional certification

Additional certifications include:

- International Compliance
- Pass Through Compliance
- Provision

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.