Corptax Certified Professional: U.S. Compliance Program Details

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U.S. Compliance

C Corporation Federal and State Compliance

Are you looking for a way to identify yourself as a CSC 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 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 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 requirements to maintain your certification is completing the annual certification renewal form and paying the annual renewal fee.

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 before the exam; however, Corptax offers several training resources. University recommends that the candidate also studies the materials from available courses. *See page 7* for available training. You can find a list of all training offered for the year in the [*University 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:
  - Set views/themes
  - Use grid functionality (defaults, panels, and filtering)
  - Access online support and Corptax Help
- Identify, create, and maintain the Corptax profiles, including:
  - Know the 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
  - Create a connector
    - Use derived columns
    - Use data filters
  - Build a package
    - Assign destination for package data
    - Apply the proper import type (balance replace, etc.)
  - Work with the account, jurisdiction, and entity lookups
    - Set reversals
    - Use wildcards
  - Process a package
  - Review the results and reports
- Enter and review trial balance, apportionment, and state modification data
  - Use data and amount selectors to limit data in work area
  - Create and use queries (amount entry and general)
  - Post adjusting entries via Enter Amounts
- Use the Automated Adjustment Workpapers
  - Access, review, and filter workpapers
  - Know purpose and proper use of each workpaper type
  - Understand impact of manual entry
  - Post adjustments to database
  - Know methods to review results (reports and query)
- Create, navigate, and update federal/state returns and reports
  - Set up returns/reports, including settings in detail view
  - Use data selector
  - Use report selector
  - Use form navigation tools (viewing, tick marks, and special field identifiers)
  - Use tax return instructions and diagnostics
  - Enter amounts from the Form window
  - Print
  - Create and process batches for printing and posting
  - Enter off-trial balance data
  - Set up and review consolidated and single entity returns
  - Set up and understand impact of calculation options
  - Understand posting process for calculated amounts to the database
  - Set up 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 set up the key profile/descriptive components
        - Filer Type
        - Name Control
    - Describe and perform the e-file process flow
        - Create the entity structure
        - Use folders
        - Create the modernized e-file (MeF) files
        - Create the filing group
        - Validate entities
        - Identify and address errors
        - Review and interpret error logs
        - Create electronic file return attachments
        - Use form aggregation
        - Create and download 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 MEFs
    - Identify the variables for State electronic filing
        - Variables to change/include in the e-file process flow
        - Federal/State Program
            - Define and proper use of Link/Unlink
            - Create Federal Proforma

Available Training

Certification training is not required. For participants who want additional pre-exam preparations, we recommend the following.

Certification Preparation Training

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

Certification Preparation Training is scheduled at our University Centers or a mutually agreeable location with the participant and University. If held at an 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 and knowledge.

Classroom

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

Online Training

6-115	Introduction to Corptax U.S. Compliance
6-100	Corptax U.S. Compliance—Basic Federal Series
6-110	Corptax U.S. Compliance—Basic State Series
6-200	Corptax Amount Import
6-108	Corptax U.S. Compliance—Federal Considerations
6-814	Corptax e-File Processing
6-815	State e-File Using Corptax
6-817	Advanced Corptax e-File
6-118	Corptax U.S. Compliance—State Considerations

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

About the Exam

The Corptax Certified Professional: U.S. Compliance 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 University
   - 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%**

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%**

Program Registration

Certification fees per participant are listed below:

- Initial Certification Program Fee: $595
- Annual Renewal Fee (due February 28): $99
- $100 for each additional certification, including:
  - International Compliance
  - Pass Through Compliance
  - Provision
  - Accounting for Income Taxes

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

Email your feedback to the writers: *techcomm@corptax.com*.
To access the Training Center, log in to *Customer Connect* and click **Training**, **Training Opportunities**.