



Continuing Education Provider – Gather Your Registration Information

Before you begin your application, review the requirements for becoming an approved CE Provider.

NOTE: Advocation Strategies, Inc. has been approved by the IRS to implement the IRS Continuing Education Provider System.

To complete your application, you must have the following:

- Information about your organization (name, address, EIN)
- Contact information for a primary point of contact for your organization
- Supplemental materials

If you are an Accredited Educational Institution, Recognized for continuing education purposes by State licensing body or equivalent, or Approved by an IRS CE Accrediting organization.

- Accreditation, recognition or approval letter.

Any other professional organization, society or business recognized by the IRS as a provider of continuing education matters designed for enrolled agents, enrolled retirement plan agent or other tax return preparers.

- Program Material
- Program Syllabus
- Program Instructor Biography
- Program Exam (Self-Study Programs Only)
- Program Evaluation Form
- Program Certificate of Completion



Department of Treasury
IRS Continuing Education Processing Center
P.O. Box 1559
Sacramento, CA 95812

Information about CE programs you want to offer in the upcoming year.

Note: You do not have to enter all programs for the upcoming year at the time of registration, but you must submit at least one.

- Program Title
- Description
- Target audience (e.g. EA, ERPA, OTRP)
- Category (e.g. ethics, federal tax/tax related matters, etc.)
- Delivery Method (e.g. in-person, self-study, online)
- Number of CE hours received

Credit Card or bank account payment information to process your non-refundable \$565.00 application fee. You may mail a paper check or money order, but your application will not be completed until the payment has been received and processed. Mailed payments may take 6-8 weeks to process.

Note: You are not officially approved to offer programs until you receive either your 4866 Approval Letter or your 4866-R Renewal Letter.

If you need additional assistance, please contact the IRS Continuing Education Provider Information Line:

Primary Toll-Free: 1-888-316-7581

Toll number: +1 916-738-8001