



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

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Registration Checklist

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**To contact us**

Phone 1-888-316-7581

Hours 8 am – 6pm ET

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## 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



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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