



BAKERRIPLEY NEIGHBORHOOD TAX CENTERS

2024 Tax Season Training Schedule

NEW VOLUNTEER TWO-DAY TRAINING

MEMORIAL ASSISTANCE MINISTRIES

1625 BLALOCK ROAD,
HOUSTON, TX 77080

	DATE		TIME
SESSION			
PART 1	SATURDAY	12/9/2023	9:00 AM-5:00 PM
PART 2	SUNDAY	12/10/2023	9:00 AM-5:00 PM
SESSION			
PART 1	TUESDAY	12/12/2023	9:00 AM-5:00 PM
PART 2	WEDNESDAY	12/13/2023	9:00 AM-5:00 PM
SESSION			
PART 1	SATURDAY	12/16/2023	9:00 AM-5:00 PM
PART 2	SUNDAY	12/17/2023	9:00 AM-5:00 PM
SESSION			
PART 1	SATURDAY	1/6/2024	9:00 AM-5:00 PM
PART 2	SUNDAY	1/7/2024	9:00 AM-5:00 PM
SESSION			
PART 1	MONDAY	1/8/2024	9:00 AM-5:00 PM
PART 2	TUESDAY	1/9/2024	9:00 AM-5:00 PM

TWO-DAY TRAINING

WHO: For volunteers who have not volunteered with BakerRipley Neighborhood Tax Centers continuously for the past two/three years

WHAT:

- Two 8-hour classes from 9:00 AM- 5:00 PM each day
- Essential tax law and BRNTC procedures
- TaxSlayer software and hands-on tax preparation
- You must sign up for two parts. (Two days)

NEW VOLUNTEER THREE-DAY EVENING TRAINING

MEMORIAL ASSISTANCE MINISTRIES

1625 BLALOCK ROAD,
HOUSTON, TX 77080

	DATE		TIME
SESSION			
PART 1	MONDAY	12/18/2023	6:00 PM-10:00 PM
PART 2	TUESDAY	12/19/2023	6:00 PM-10:00 PM
PART 3	WEDNESDAY	12/20/2023	6:00 PM-10:00 PM
SESSION			
PART 1	MONDAY	1/3/2024	6:00 PM-10:00 PM
PART 2	TUESDAY	1/4/2024	6:00 PM-10:00 PM
PART 3	WEDNESDAY	1/5/2024	6:00 PM-10:00 PM

THREE-DAY EVENING TRAINING

WHO: For volunteers who have Not volunteered with BakerRipley Neighborhood Tax Centers continuously for the past two/three years

WHAT:

- Three 4-hour classes from 6:00 PM-10:00 PM each day
- Essential tax law and BRNTC procedures
- TaxSlayer software and hands-on tax preparation
- You must sign up for all three parts. (Three days)

RETURNING VOLUNTEER TRAINING

MEMORIAL ASSISTANCE MINISTRIES

1625 BLALOCK ROAD,
HOUSTON, TX 77080

	DATE		TIME
SESSION 1	THURSDAY	12/14/2023	9:00 AM-5:00 PM
SESSION 2	FRIDAY	12/15/2023	9:00 AM-5:00 PM
SESSION 3	THURSDAY	12/21/2023	9:00 AM-5:00 PM

BAKERRIPLEY GULFTON SHARPSTOWN CAMPUS

6655 ROOKIN ST.
HOUSTON, TX 77074

	DATE		TIME
SESSION 1	SATURDAY	12/2/2023	9:00 AM-5:00 PM
SESSION 2	SUNDAY	12/3/2023	9:00 AM-5:00 PM
SESSION 3	SATURDAY	1/6/2024	9:00 AM-5:00 PM
SESSION 4	SUNDAY	1/7/2024	9:00 AM-5:00 PM

RETURNING VOLUNTEER TRAINING

WHO: This class is only for volunteers who have volunteered with BakerRipley Neighborhood Tax Centers continuously for the past two/three years.

WHAT:

- One 8-hour class from 9:00 AM- 5:00 PM
- Essential tax law and BRNTC procedures
- TaxSlayer software and hands-on tax preparation

INTAKE SPECIALIST TRAINING

BAKERRIPLEY GULFTON SHARPSTOWN CAMPUS

6500 ROOKIN ST., SUITE C-101
HOUSTON, TX 77074

	DATE		TIME
SESSION 1	SATURDAY	1/13/2024	9:00 AM-1:00 PM
SESSION 2	SATURDAY	1/20/2024	9:00 AM-1:00 PM

INTAKE SPECIALIST TRAINING

WHO: For new and returning volunteers.

WHAT:

- One 4-hour class from 9:00 AM- 1:00 PM
- Customer Service and common scenarios
- BRNTC procedures and VITA scope



NEIGHBORHOOD TAX CENTERS

2024 Tax Season Training Information

Important websites:

BakerRipley Volunteer Website: <http://volunteer.bakerripley.org> (Make sure to choose Tax Centers as the type of opportunity)

- Training Registration and Volunteer opportunities Registration
 - New volunteers- You will need to create a new account
 - Returning Volunteers- if you don't remember your log-in information, click forgot password/username

Link & Learn: <http://www.linklearncertification.com>

- Certification instructions and tests are found here
 - New Volunteers - You will need to create a new account
 - Returning Volunteers - if you don't remember your log-in information, click forgot password/username

Practice Lab: <https://vita.taxslayerpro.com/IRSTraining>

- Learning tools and TaxSlayer software
- Enter Password: TRAINPROWEB
 - New Volunteers - You will need to create a new account
 - Returning Volunteers - If you don't remember your login information, click forgot password/username

All Volunteers are **REQUIRED** to create a Practice Lab account before attending the in-person training.

Contact Information:

- For questions on training requirements or the volunteer process, email taxes@BakerRipley.org
- For help with the Certification Exam, contact our trainers at ntctraininghelp@gmail.com

JOIN OUR VOLUNTEER TEAM!
REGISTER HERE!

