Instructions for Link and Learn: IRS Certification Test:

**Link and Learn Instructions**

BEFORE using Link and Learn make sure your web browser allows pop-ups or it may not work properly.
To see link and learn, use Internet Explorer or Google Chrome.

Go to [https://www.linklearnertirement.com/](https://www.linklearnertirement.com/). You will see the following screen. Everything you need to complete the training and take the test can be found on this page, specifically the Quick Links Section.

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**Basic and Advanced Training Courses**

*Note:* You may do the training course if you want or need to. This will teach or review the tax law and provide many exercises/questions to answer. You can jump to any topic in the course to review a specific topic.

1. Under the Quick Links section, click on Link & Learn Taxes Lessons.
2. A new window will open and the following screen will be displayed.
3. Click on the Certification Paths tab and answer the questions. You will need to complete only the test for the Certification you want. Basic or Advanced. You will need to also pass Volunteer Standard of Conduct and Intake/Interview exams.

4. Review the necessary modules and use TaxSlayer Training Site to prepare a practice returns.

5. **IRS Certification Tests**

1. Go to [https://www.linklearncertification.com/](https://www.linklearncertification.com/) and click on Create Account and fill out the required information.

2. To Create and Account:

   - Pick what certification path you would like and then complete the training and test.
   - The test follows along with Pub 6744 but uses both test and re-test questions.

   If returning sign on with password from last year or create a new account.
3. After registering, you will be taken to the following page.

4. Complete the following 3 exams: (HSA exam is optional and NOT required)
   - Volunteer Standards of Conduct Exam
   - Intake/Interview Exam
   - Basic OR Advanced Exam

4. Once you’ve completed all three exams, you will need to print your Volunteer Agreement NOT your certificate. Check the box to electronically sign your agreement. Then click the link and a new window will open with your agreement.
5. Give your printed agreement to the Test Monitor or bring to NYS Review Class. It will have your name, address, and all your test scores on it. C.A.S.H. has to keep this form on file for IRS audits.

**Helpful hints and tips:**

- You may want to complete both the test and retest questions in the booklet before you do the online version of the test because the questions will go back and forth online.

- Read the questions very carefully. Questions come from the test and retest in the Test booklet and will be worded differently. For example, a test question might be true/false, and the retest question is fill in the blank.

- After entering your answers, you can review them before submitting the test and make any necessary changes.

- After getting your results, you will also receive a list of each question, marked correct or incorrect, so if you have not passed, or if you wish to understand what you missed, you can note the ones to check.

- You can leave at any time and come back to work some more on a test.