CONTINUING PROFESSIONAL EDUCATION DIARY

Name _____ Certificate Completion Date _____

Year _____

Beginning with the year after you qualify as a Chartered Tax Professional, you must complete 15 hours of Continuing Education (CE) each year to maintain your CTP® status. The CE requirement for a CTP® can be completed through The Income Tax School's online tax courses. The CE reporting period is by calendar year, January 1 through December 31.

Chartered Tax Professionals must complete a total of 15 hours each year in the following categories:

- 9 hours of Federal Tax Law
- 3 hours of Ethics
- 3 hours of Federal Tax Law Updates

Program Name and Sponsoring Organization	Dates of Study	Type of Hours	Hours Earned This Course	Cumulative Hours Earned this Cycle

CPE DIARY TOTAL THIS SHEET _____