

Volunteer Training, Certification and Sign-up Steps

- Update your [CERVIS](#) profile
- Sign-up for Accounting Aid Training in [CERVIS](#)
- [Self Study training resources](#)
- Complete required certification steps
 - [ICHAT](#) (Michigan criminal history) release form
 - [IRS online certification tests/documents](#)
 - Standard of Conduct Test (all volunteers)
 - Intake Interview and Quality Review Test (all volunteers)
 - Basic Certification Or Advanced Certification (all volunteers)
 - Site coordinator test (optional)
 - Military, Puerto Rico, International Certification (optional)
 - Complete and electronically sign 13615 IRS Volunteer Agreement
 - Check the box to electronically sign after your testing is complete
 - Share the PDF as an attachment with volunteer@accountingaidsociety.org
- [Sign up](#) for a minimum of 30 hours at one site. Registration will open January 2023!

If you have questions or concerns please contact Kelly Lepper via email at volunteer@accountingaidsociety.org