



**RIO SALADO COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

# Enrolled Agent Certificate and Exam Preparation Program

## Become an IRS Certified Tax Preparer!

Rio Salado College now offers an Enrolled Agent Certificate of Completion and exam preparation program to help prepare students for a career in tax preparation.

Are you analytical, organized, and detail-oriented? Do you have a strong code of ethics and a desire to help clients with tax-related issues? If so, you may enjoy a career as an Enrolled Agent!

### What is an Enrolled Agent?

Enrolled Agents are tax experts who are federally authorized to represent taxpayers before the IRS. The Enrolled Agent credential is the highest awarded by the IRS. Individuals who obtain this status must adhere to strict ethical standards and complete 72 hours of continuing education courses every three years.

### Enrolled Agent Exam

To earn the Enrolled Agent credential, individuals must pass a national comprehensive Special Enrollment Exam (SEE). The SEE is an additional cost and is taken off campus with an IRS approved exam provider.

FAC\_EnrolledAgentCertificate\_FL\_1120



**MARICOPA**  
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.

## Career Outlook

Successful completion of this certificate may lead to employment in a variety of different occupations. Jobs include tax examiners and collectors, revenue agents and tax preparers. An entry-level enrolled agent can typically expect to earn an average of \$42,000 per year.\*\* The average enrolled agent salary in Phoenix, Arizona is \$58,555, within a range of \$23,000 to \$64,000 per year.\*\*\*

Specific pay depends on a variety of factors, such as the number of years of experience, type of experience and work location. Education requirements vary by occupation and further education or degrees may be required. Please visit with an academic advisor for additional information.

## Why Rio Salado College?

- Flexible Start Dates: You can start almost every Monday of the year - so you can begin class on your schedule.
- Accommodating Course Format: Classes are delivered online - allowing you to schedule time for classwork around your work and family commitments.
- Flexible Calendar: The courses are offered in a flexible format via 16, 14, or 8-week completion options, with 48 start dates. In most accounting courses students have the option to accelerate.
- Free Tutoring: At Rio, we offer free, online tutoring to offer you additional support.
- 24/7 Helpdesk: Need help? We have help available 24/7.
- Experienced Faculty: Our faculty are working professionals who know their content and want to assist you in successfully completing your courses!
- High-quality courses: provides students with hands-on experience through third-party applications (Gleim), and prepares students to sit for the the Special Enrollment Exam (SEE).
- SEE Exam Preparation: Course prepares students for the Special Enrollment Exam (SEE). Students take an exam after ACC121, ACC221, and ACC224. Special Enrollment Exams are approved by the Internal Revenue Service.

Source: \*\*[www.ais-cpa.com/enrolled-agent-ea-salary-guide](http://www.ais-cpa.com/enrolled-agent-ea-salary-guide)

\*\*\* [www.payscale.com/research/US/Job=EnrolledAgent/Salary/7e167fe2/Phoenix-AZ](http://www.payscale.com/research/US/Job=EnrolledAgent/Salary/7e167fe2/Phoenix-AZ)



Becoming an Enrolled Agent can expand your knowledge about tax preparation and set you apart in your industry. Find out how Rio Salado College can help you get started.

## Contact us today!

**Email:** Lily.Davidov@riosalado.edu  
**Phone:** 480-517-8214  
[riosalado.edu/enrolledagent](http://riosalado.edu/enrolledagent)

## Earn a Certificate of Completion in Enrolled Agent and Prepare for the Special Enrollment Exam

| COURSE  | DESCRIPTION  |
|---|--|
| <b>ACC111</b><br>Accounting Principles I (3 credits)<br>- OR -<br><b>ACC211</b><br>Financial Accounting (3 credits) | Fundamental theory of accounting principles and procedures. Introduction to theory and practice in the preparation and interpretation of general purpose financial statements.                           |
| <b>ACC121*</b><br>Income Tax Preparation (3 credits)  | Practical experience in preparing individual federal income tax returns using computer software.   |
| <b>ACC221*</b><br>Tax Accounting (3 credits)  | Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures.   |
| <b>ACC224*</b><br>Tax Practice Administration and Business Entity Analysis (3 credits)                              | Federal income tax representation, practices and procedures.<br><br>Prerequisites: A grade of C or better in ACC121.   |
| <b>CIS105</b><br>Survey of Computer Information Systems (3 credits)   | Overview of computer technology, concepts, terminology, and the role of computers in business and society.   |
| <b>RESTRICTED ELECTIVE</b><br>(2-3 credits)<br>Choose one of the courses listed to the right.                       | <ul style="list-style-type: none"> <li>• <b>ACC105*</b> Payroll, Sales and Property Taxes</li> <li>• <b>ACC112*</b> Accounting Principles II</li> <li>• <b>ACC115</b> Computerized Accounting</li> </ul> |
| <b>17-18 credits total</b>  |  |

**Program Notes:** Students must earn a grade of C or better in all courses in the program.

+ Indicates course has prerequisites and/or corequisites.

\* Course prepares students for the Special Enrollment Exam (SEE). Students take an exam after ACC121, ACC221, and ACC224. Special Enrollment Exams are approved by the Internal Revenue Service.



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