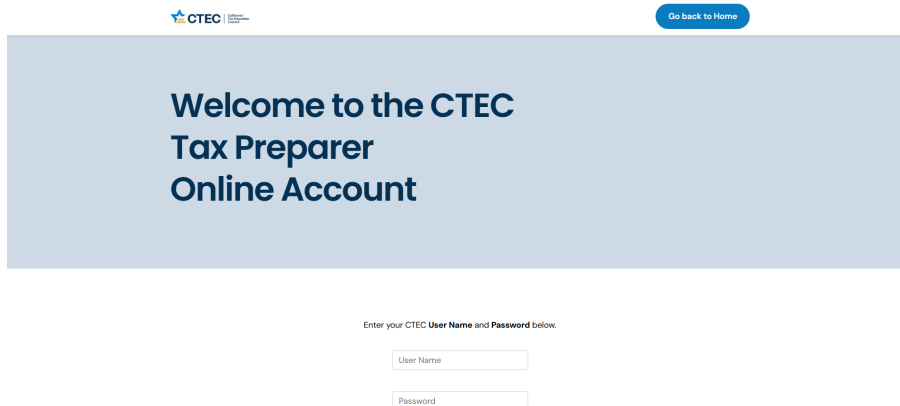# CTEC Registration Renewal Process with Screenshots

1. From the CTEC homepage, click "CRTP Login" OR go to preparer.ctec.org.

2. Login to "Tax Preparer Online Account" with your user name and password.

3. Once logged in, click menu option for "Registration Renewal."

CTEC Registration Renewal is Now Open! ***Click the Registration Renewal link below for more information/*** ✕

Your Information
View and update address, emails, phone, PTIN and other personal information on file with CTEC.

Your Bond
View and update your bond information or upload a new bond.

Registration Renewal
Registration Renewal information and dates, Listing of education available and education still needed for next renewal cycle and Link to renewal process.

Your Education
View a listing of all education that has been reported by CTEC Providers.

Completed Registrations
View a listing of all historical registrations you have completed and what education was used for each.

Paid Bond Claims
Report and manage any Paid Bond Claims you have had.

CTEC Logo Slicks
View and Download CTEC Logo Slicks.

Login and Security
Update User Name, Change your password or edit email address and cell phone number used for Multi-Factor Authentication Codes.

4. If the education has not yet been reported, this is what you will see:

Return to Main Menu

Education Still Needed For 2025/2026 Renewal Cycle!

Education Reported and Available for – 2025/2026 Renewal Cycle
NOTE: CTECs cycle year runs from 11/01 to 10/31 of each year. Any additional education completed after 11/01 that was not used towards your renewal will carry over to the next year.

Course Number Course Name	State Hours	Ethics Hours	Tax Update Hours	Tax Law Hours	Completion Date
Total Hours Required:	5	2	3	10	
Total Hours Taken:	0	0	0	0*	
Hours Still Needed:	5	2	3	10	

*Any remaining tax update hours will automatically be applied to tax law hours if needed.

5. If all of the education requirements have been completed and reported to your CTEC account, you will see "Education Requirements Have Been Met" at the bottom. A red button will pop up that says "Click Here to Renew Now for 2025/2026."

Return to Main Menu

Click Here to Renew Now for 2025/2026

Education Reported and Available for – 2025/2026 Renewal Cycle
NOTE: CTECs cycle year runs from 11/01 to 10/31 of each year. Any additional education completed after 11/01 that was not used towards your renewal will carry over to the next year.

Course Number Course Name	State Hours	Ethics Hours	Tax Update Hours	Tax Law Hours	Completion Date
	0	0	0	10	
	0	0	3	0	
	0	2	0	0	
	5	0	0	0	
Total Hours Required:	5	2	3	10	
Total Hours Taken:	5	2	3	10*	
EDUCATION REQUIREMENTS HAVE BEEN MET	0	0	0	0	

*Any remaining tax update hours will automatically be applied to tax law hours if needed.

6. The first page will show the "Code of Conduct." You will need to scroll down to the bottom, click the confirmation button to agree, and then continue registration renewal.

7. The next page will ask you to verify if you're personal information is correct. If everything is correct, click the confirmation button. If not, you can click "Update Your Information" to make changes.

Return to Main Menu

STEP 1 – VERIFY PERSONAL INFORMATION IS CORRECT

Review your information and click the "Update Your Information" button below if you need to make any changes. If your information is correct click "Information is Correct – Continue Renewal" to continue renewal process.

PTIN: Mailing Address
DBA(Doing Business As):
Bus. Phone:
Res. Phone: County:
Email:
Secondary Email: Physical Address
DOB:
                                                   County:
CTEC Renewal Notice:
CTEC Exclude From Mailing List:

Click the confirmation box below to continue registration.

I have filed or will be filing my personal and/ or business tax returns for the past three years with the appropriate agencies(IRS and FTB).

Update Your Information   Information is Correct – Continue Renewal

STEP 2 – VERIFY BOND INFORMATION IS CORRECT

STEP 3 – REGISTRATION RENEWAL PAYMENT

8. The next page will verify if you're bond information is correct. If the bond is expired, it will prompt you to upload a new bond.

Return to Main Menu

STEP 1 – VERIFY PERSONAL INFORMATION IS CORRECT

STEP 2 – VERIFY BOND INFORMATION IS CORRECT

Update your bond information below as needed and then click the "Update Your Bond Information" button. You must upload a new copy of your bond certificate when making changes to your bond information.
* required fields

Bond Company Name *   Bond Policy Number *

Bond Effective Date *   Bond Expiration Date *

Upload a New Bond File – This will replace the current bond file. *
Choose File   No file chosen

Cancel   Update Your Bond Information

Click here for instructions on how to scan and upload your Bond Certificate.

STEP 3 – REGISTRATION RENEWAL PAYMENT

9. If the bond is current, verify the bond is correct and continue…

Return to Main Menu

STEP 1 – VERIFY PERSONAL INFORMATION IS CORRECT

STEP 2 – VERIFY BOND INFORMATION IS CORRECT

Review your information and click the "Update Your Bond Information" button if you need to make any changes. If your information is correct click "Information is Correct – Continue Renewal" to continue renewal process.

Bond Company:
Bond Number:
Bond Effective Date:
Bond Expiration Date:

Bond File Uploaded:

Update Your Bond Information   Information is Correct – Continue Renewal

STEP 3 – REGISTRATION RENEWAL PAYMENT

10. The next page is the "Registration Renewal Payment." Enter your payment information and then submit payment to process the renewal.

11. If successful, you will receive a confirmation page for your records.