



CHECKPOINT LEARNING

Checkpoint Learning combines the suite of Thomson Reuters continuing education products into one application. This means single login to access Checkpoint Learning courses and copies of your certificates of completion.

Log in to your Checkpoint Learning Account

IRS
Department of the Treasury
Internal Revenue Service

Welcome to the Internal Revenue Service Checkpoint Learning home. Our unique partnership with IRS brings you high quality CPE courses in auditing, accounting, taxation, management, ethics and more. Please login to order your course.

[Click Here](#) For Section 508 information and accessibility.

For training and support, click [here](#).

If you forgot your login, click [here](#).

Checkpoint Learning Login

User Name:

Password:

Organization Id:
(Org. Admins Only)

[Forgot Login?](#)

To log in to your Checkpoint Learning account, do the following:

1. Click the following link (or copy and paste this URL into your web browser):

<https://checkpointlearning.thomsonreuters.com/Vender/LandingPage/LOGINIRS>

The **Checkpoint Learning Login** for IRS Professionals page is displayed.

For support, go to <http://support.checkpoint.thomsonreuters.com>, or call 1.800.431.9025 (option 9).

2. Type the following login information:

- **Username** – Enter your entire IRS email address.
- **Password** – Enter your provided password.

3. Click **Go** to access the **Homeroom** tab.

Navigating Your Checkpoint Learning Account

Checkpoint Learning is an Internet-accessible platform that allows you to launch courses, view your history, and store documentation within a single account.

The screenshot displays the Homeroom interface for user Colleen H. Warren. The main menu at the top includes tabs for Homeroom, Activity History, Learning, Settings, and Resources. The interface is powered by Required. The user's name is shown as Colleen H. Warren. The main content area is divided into two sections: "In Progress" and "Thomson Reuters University On Demand Learning (Courses Available)".

In Progress

Title	Sponsor	Format	NASBA Field of Study/Credits	% Complete	Launch
Accounting and Auditing Real Estate Transactions	MicroMash	Online (Self-Study)	Accounting: 7.0	2	Launch
Accounting for Derivatives and Hedging Activities	MicroMash	Online (Self-Study)	Accounting: 6.0	9	Launch
Effective Writing for Accountants	MicroMash	Online (Self-Study)	Personal Development: 8.0	6	Launch

[More...](#)

Thomson Reuters University On Demand Learning (Courses Available)

Title	Sponsor	Expiration Date	NASBA Field of Study/Credits	Get My Course
Accounting and Auditing Real Estate Transactions	MicroMash	08/02/2012	Accounting: 7.0	Get My Course
Accounting for Derivatives and Hedging Activities	MicroMash	08/02/2012	Accounting: 6.0	Get My Course
Accounting for Liabilities	MicroMash	08/02/2012	Accounting: 9.0	Get My Course

[Click here for the complete list of courses you can...](#)

The Main Menu tabs are located across the top of the page. The following tabs are the most relevant:

Homeroom - The **Homeroom** tab is your landing page when you log in. It includes the following sections:

- **In-Progress** - Lists the Programs that you have launched but not yet completed. Click the **Launch** button to launch online formatted programs.
Note: You will find the downloaded formatted programs on your computer, but you will not have a Launch button on the **Homeroom** tab in the **In-Progress** section.
- **Thomson Reuters Tax & Accounting On Demand Learning (Courses Available)** – Lists the online programs available to you.
Note: Disable any pop-up blockers prior to clicking the **Launch** button for online courses (under the **Get My Course** column).

Click either heading to view the full list of in-progress programs or to see the full list of Thomson Reuters online courses.

Activity History – The **Activity History** tab displays your history, that is, a list of programs you have completed through your Checkpoint Learning account. This tab also stores your electronic Thomson Reuters

certificates of completion. You can also use your Checkpoint Learning account to enter history and documentation that you obtained externally.

Settings – On the **Settings** tab, you can change your password or enter personal information such as a phone number or a personal or firm email address. This information supplements the information that your Firm Administrator has already provided.

Launching Thomson Reuters Online Courses

To launch a Thomson Reuters online course, do the following:

1. Click the **Thomson Reuters University On Demand Learning (Courses Available)** heading on the **Homeroom** tab to display the **On Demand Learning (Courses Available)** page:

Thomson Reuters University On Demand Learning (Courses Available)				
Title	Sponsor	Expiration Date	NASBA Field of Study/Credits	Get My Course
Accounting and Auditing Real Estate Transactions	MicroMash	08/02/2012	Accounting: 7.0	
Accounting for Derivatives and Hedging Activities	MicroMash	08/02/2012	Accounting: 6.0	
Accounting for Liabilities	MicroMash	08/02/2012	Accounting: 9.0	

[Click here for the complete list of courses you own...](#)

2. Search for a course:
 - **Course Title** – Click a course title to view the program description, credit eligibility and NASBA field of study.
 - **Search My Courses** – Enter a topic or term and click the **Search** button to display your search results.

Thomson Reuters University On Demand Learning (Courses Available) (Records: 1 thru 30 of 30) Export to Excel				
Title	Sponsor	Expiration Date	NASBA Field of Study/Credits	Get My Course
Accounting and Auditing Real Estate Transactions	MicroMash	08/02/2012	Accounting: 7.0	
Accounting for Derivatives and Hedging Activities	MicroMash	08/02/2012	Accounting: 6.0	
Accounting for Liabilities	MicroMash	08/02/2012	Accounting: 9.0	
Alternative Minimum Tax	MicroMash	08/02/2012	Taxes: 6.0	
Business Combinations, Goodwill, and Other Intangible Assets	MicroMash	08/02/2012	Accounting: 4.0	
Effective Writing for Accountants	MicroMash	08/02/2012	Personal Development: 8.0	
Entity Comparisons	MicroMash	08/02/2012	Taxes: 2.0	
Fundamentals of International Tax I: Subpart F and CFCs	MicroMash	08/02/2012	Taxes: 3.0	
Fundamentals of International Tax II: Foreign Tax Credit and the FPHCo	MicroMash	08/02/2012	Taxes: 5.0	
How to Write a Business Plan	MicroMash	08/02/2012	Business Management and Organization: 5.0	
Individual Income Tax: Earned Income	MicroMash	08/02/2012	Taxes: 7.0	

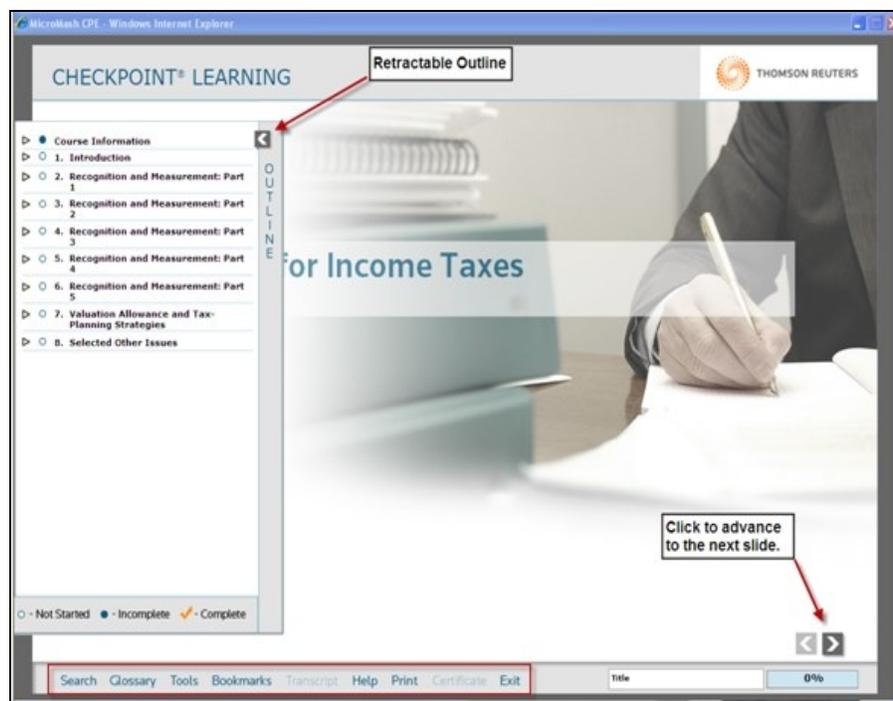
3. To launch an online course, click the **Launch the Course Online** icon, which will display the course in a new window.

Note: Disable any pop-up blockers prior to launching a course.

Navigating Thomson Reuters Online Courses (including Download Format)

Thomson Reuters courses display in their own window and have the following elements:

- **Retractable Outline** – By expanding the outline you can jump to a particular chapter, or view which chapters you have already completed.
- **Search** – Enables you to search for a word, concept, or term.
- **Glossary** – Displays the key terms used within the course.
- **Tools** – Displays a calculator tool or other applicable course-related tools.
- **Bookmarks** – Enables you to bookmark a specific section within the course. You can review bookmarked sections before, during and after you have completed the course.
- **Transcript** – Displays any dialogue within a course.
- **Help** – Enables the Help tool within the course.
- **Print** – Enables you to print any or all sections of the course, including the Glossary.
- **Certificate** – Displays the certificate of completion you earned by completing the course with a passing grade of 80 percent or better.
- **Exit** – Enables you to stop the course and exit. You can launch the course again and start where you left off.



Locating your History and Certificates of Completion

For each course you complete, your Checkpoint Learning account will maintain electronic certificates of completion in the **Activity History** section. Click **Certificates & Documents** to view or print electronic copies of your certificate.



The screenshot shows a web interface with a top navigation bar containing 'Homeroom', 'Activity History', 'Settings', and 'Resources'. The 'Activity History' tab is active. Below the navigation bar, the user is identified as 'User: Chris Horne'. The main content area is titled 'Activity History' and contains a table of activities. The table has columns for 'Completion Date', 'Title', 'Sponsor', 'Format', and 'Action'. The table contains three records. A red box highlights the 'Certificates & Documents' link in the left sidebar and the table content.

Completion Date	Title	Sponsor	Format	Action
06/22/2011	Underwater basketweaving	AICPA	Live Seminar	 
06/02/2011	State Society Event	My State Society	Live Seminar	 
05/22/2011	AICPA Update	PASS Online	Live Seminar	 

Support

For questions about the course list or coordinators:

Valencia Carter

Program Manager

Cell: 973-921-4119

Email: valencia.carter@irs.gov

For questions about technical issues or certificates:

Customer Support

Thomson Reuters

Phone: 1-800-431-9025 (option 9)

Email: rg.cpetechsupport@thomsonreuters.com

Glossary

A

Account Profile

Checkpoint Learning employee data record that contains the employee's professional account settings, attributes, groups, CE tracking modules (such as regulators), coaches, and owner of the account.

Accreditation

The process of applying appropriate credit hours and applicable subject areas toward a particular program or activity.

Activity Profile

Checkpoint Learning activity data details that include activity title, description, sponsor, format (such as live, self-study, teaching, publication), credit hours, completion date, and accreditation.

AICPA

American Institute of Certified Public Accountants. The AICPA is the professional organization for CPA members in the U.S. Sets ethical and auditing standards for public and private companies, nonprofit organizations, and governments. Develops and administers the CPA exam and licensure.

c

CE

Continuing Education. Generally, after licensure, regulators require CE so that licensees maintain professional competence and expertise in the field.

CE Tracking

An application within Checkpoint Learning that tracks activities/courses against regulators' continuing education (CE) requirements.

Certificate

A document that verifies course completion. Generally presented to those completing a course, this document usually states the title of the course, location, date completed, applicable subject areas, credit amounts, participant name, and sponsor name.

CFP

Certified Financial Professional

CLE

Continuing Legal Education. CLE is the equivalent of CE (or CPE) but applicable to registered attorneys/lawyers.

Competency

A particular skill needed to perform a specific financial or accounting role/task in a job, organization, or profession.

Conference/Live Seminar

A learning activity or event that the individual professional or firm professional attends in person that is presented by a live teacher/lecturer.

Course Activity

An in-house (or external) class that is posted to the Live Learning calendar by the Firm's Administrator. These course activities have particular start/end dates and start/end times.

Course Catalog

Checkpoint Learning's search engine that lets you search for either your own company's courses or Thomson Reuters courses by title, description, delivery format, media format, and vendor.

Course Profile

Checkpoint Learning's basic course information that includes title, course code, status, description, field of study/subject area, format, learning level, prerequisites, credit hours, and technical requirements.

CPA

Certified Public Accountant

CPE

Continued Professional Education. CPE is often used interchangeably with CE.

CPL

Checkpoint Learning (CPL) is Thomson Reuter's comprehensive, web-based application built to support all aspects of a company's learning needs.

D

Download Course

A course that is installed on your hard drive and accessed through the Checkpoint Learning Offline Player, allowing you to work through the course without being connected to the Internet.

F

FA

A Firm Administrator (FA) is an individual who manages the Checkpoint Learning application for an organization or company. The FA controls access, manages professional accounts, manages activities/courses, manages and assigns learning plans, customizes account settings, and runs reports as needed.

FP

A Firm Professional (FP) is an individual who uses Checkpoint Learning as part of a larger organization or company.

I

IP

An Independent Professional (IP) is an individual who uses Checkpoint Learning without being part of a larger organization or company.

L

Learning Plan

A collection of courses that a Firm Administrator assigns to employees and which must be completed by a specified date.

LMS

Learning Management System

N

NASBA

The National Association for the State Board of Accountancy (NASBA) is dedicated to enhancing the country's 55 State Boards with high-quality, effective programs and setting standards for these program developments. NASBA Registry/QAS sponsors must adhere to NASBA standards when developing and delivering training to accountants. Thomson Reuters is a NASBA Registry and NASBA QAS sponsor.

O

On-Demand Course

A course that can be launched at anytime from anywhere you have Internet access. In Checkpoint Learning, you can launch courses from the Homeroom tab

or Learning tab.

Online Course

A course that you launch and take in an online format.

Online Grading

Self-study, print-based course exams that you can complete online and receive real-time test results.

P**PCAOB**

The Public Company Accounting Oversight Board (PCAOB) is a private-sector, nonprofit corporation created by Congress to oversee the audits of public companies to protect the interests of investors and to prevent fraud.

Q**QAS**

Quality Assurance Service (QAS) is a NASBA certification that is applied to eLearning courses that have the highest level of quality in development and presentation.

R**Registrant**

Someone who is registered for a course activity.

Regulator

An organization or licensing body that develops, maintains, and enforces rules/regulations for a particular license. Generally, a regulator's rules and regulations include continuing education requirements.

S**Sponsor**

A person/organization who develops and supplies continuing education courses/activities to licensees. Often, sponsors are required to register with state boards and/or NASBA before being approved to deliver their education programs.

State Board

An organization that sets the standards and rules for what it takes for accounting professionals to practice in the state.

w

Webinar

A seminar, class, or event conducted over the Internet with a live, remote presenter.