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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-121 |
| **DATE**  August 8, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Enrolled Agent Tax Consultant

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship Program Sponsors and other Registered Apprenticeship partners of the following new apprenticeable occupation: Enrolled Agent Tax Consultant
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Enrolled Agent Tax Consultant will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Enrolled Agent Tax Consultant was submitted by Ms. Anisha Bailey, Chief Executive Officer, on behalf of Taxley.com, was processed by Hughes C. McLean and approved by the OA Administrator on June 26, 2023.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation Enrolled Agent Tax Consultant was submitted for an apprenticeability determination.

Enrolled Agent Tax Consultant

O\*NET-SOC CODE: 13-2082.00

RAPIDS CODE: 3058

Training Type: Hybrid-based

Enrolled Agent Tax Consultants perform the following duties:

* Will prepare tax returns, assess financial statements, and advise taxpayers on tax planning and compliance matters.
* Will also advise on proper business practices and represent taxpayers before the IRS, if tax audit, debt or compliance problems arise.
* When working on tax audit, debt and compliance problems, the consultant will work within the guidelines of the IRS's fresh start program, as well as provide additional resolution services as needed.

1. **Inquiries.** If you have any questions please contact Hughes C. McLean, Program Analyst, National Office of Apprenticeship at (202) 693-3026 or mclean.hughes.c@dol.gov.
2. **Attachments**

