

# CCH® Learning Center Quick Reference Card

**CCH Curriculums:** CCH offers 14 different curriculums. You can search courses by curriculum and view which competencies they help you meet.

**New Training:** Lists training courses that have been added or updated in the last 10 days.

**My Library:** View/search the entire library of CCH CPE courses under Training Library. You can print a transcript of completed courses and view your certificates under **My History**.

**Home:** Click here to view your courses in progress.

**My Profile:** Update your address, or add your PTIN or other ID number under **My Attributes**.

**My Subscription:** View details of your subscription start and end dates.

**CPE Assistant:** If you subscribe to CPE Assistant, you will see this tab displayed. Clicking here launches the program and allows you to view your credits against your requirements.

**Program:** If your Administrator has created a specific group of courses, you can filter search results by those.

**Library:** Filter search results by the library you have purchased, e.g., Core Library.

**Topic:** Filter search results by subject matter.

**Curriculum:** You can filter your search results to find courses.

**Course titles** with green icons are available to enroll. Simply click the course title to read the full description and then enroll in the course.

Welcome to CCH Learning Center and Testing Center — Your Source for Online Professional Development.

Training Library

Filter By:

Program:

Library:

Topic:

Curriculum:

Level:

Format:

Field of Study:

Training:

Key Word:

Training	Program	Level	Format	Topic	Credits
1040 Preparation and Planning 1: Fundamentals (2012 Edition)		Basic	Online Self-Study	Individual Taxation	3.00
1040 Preparation and Planning 2: Gross Income (2012 Edition)		Basic	Online Self-Study	Individual Taxation	4.00
1040 Preparation and Planning 3: Deductions (2012 Edition)		Basic	Online Self-Study	Individual Taxation	4.00
1040 Preparation and Planning 4: Tax Computations and Credits (2012 Edition)		Basic	Online Self-Study	Individual Taxation	4.00

**Field of Study:** Filter by the different NASBA fields of study.

**Format:** Filter by the type of course.

**Level:** Filter by degree of difficulty, or level of a course.

## NOTE:

This is the screen you will see upon logging into CCH Learning Center. You can begin filtering using the various drop-downs and narrow your search with the name of the course and/or keyword. Click the filter button on the right to see the search results based on your parameters.

## CCH® Learning Center Course Navigation

**Help:** Provides FAQs and easy access to Customer Support.

**Menu:** Displays the Table of Contents. Helps you navigate the site and mark the pages you have already visited, indicated with a checkmark.

The screenshot shows the CCH Learning Center interface. At the top, there are navigation buttons: Help, Search, Glossary, Notepad, Print View, and Exit Course. Below these is a 'Menu' section with a list of course topics, each with a checkmark indicating it has been visited. The main content area displays the lesson 'Capital Gain or Loss (Line 4, Page 1 of Form 1041)'. A red box highlights a 'Pitfall' section: 'Do not substitute the 1040 Schedule D; it is not the same as the Schedule D of Form 1041.' The page footer includes contact information for CCH Customer Service and a page number of 17 of 109.

**Print View:** You can view course material in PDF format.  
**TIP:** Use this feature to read the course off-line, then log in and take the final exam.

**Search:** Helps you quickly find topics covered in the course.

The screenshot shows the search results page for the word 'deduction'. The search bar contains the word 'deduction' and the results per page are set to 10. The search results list several items, including 'Income Distribution Deduction (Line 10, Page 1 of Form 1041)' and 'Estate Tax Deduction'. The first result is highlighted.

The screenshot shows the Glossary page with definitions for several tax terms: 'Above-the-Line Deductions', 'Accelerated Cost Recovery System', 'Accelerated Death Benefits', 'Accelerated Share Repurchase', and 'Accountability'. Each term is followed by a brief definition.

**Glossary:** Contains a generic list of terms that can be accessed from any course.

### Need Help?

Visit [CCHGroup.com/LearningCenter](http://CCHGroup.com/LearningCenter) to view a training demo.

Support.CCH.com • Research Support 800-344-3734

 CCH  
a Wolters Kluwer business

4025 W. Peterson Avenue  
Chicago, IL 60646-6085  
888-CCH-REPS  
CCHGroup.com

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