

# CHECKPOINT LEARNING FOR IRS FREQUENTLY ASKED QUESTIONS

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## IRS Migration from MicroMash and PASS Online Legacy Platforms to Checkpoint Learning

**1. Q: When will IRS employees begin ordering courses on Checkpoint Learning?**

**A: November 7, 2011** is the date Checkpoint Learning will go live for IRS. IRS employees may begin placing orders on that date.

**2. Q: What happens if I have courses in progress on the old MicroMash or PASS Online systems?**

**A:** IRS learners should **complete any in-progress courses no later than October, 31, 2011.** Thomson Reuters is not able to move course history for in-progress courses from the old systems to Checkpoint Learning because they are two completely different platforms.

Thomson Reuters can make unfinished courses previously approved in the old MicroMash or PASS Online systems available in the new Checkpoint Learning platform upon request. You must notify your IRS Training Coordinator which course or courses you need access to in Checkpoint Learning, providing your name, the name of the course, and the date the course was approved. In such cases, you will need to start the course from the beginning in Checkpoint Learning because course history cannot be moved from the old systems to the new one.

**3. Q: If I don't complete a MicroMash or PASS Online course that is bookmarked in the old systems, why do I need to start the course again from the beginning in the new platform, Checkpoint Learning?**

**A:** The change to Checkpoint Learning is a new platform for MicroMash and PASS Online courses. As a result, there is no way to transfer progress from an old course into a new course on a different platform.

**4. Q: Will our learning history of completed MicroMash courses carry over to the new Checkpoint Learning platform?**

**A:** No. You will need to print out and store any certificates of completions you do not already have for your learning history from the old MicroMash site. Thomson Reuters will keep a database of completions, and you can request a certificate copy, if needed. We will not have the ability to move learning history from the old platform to the new platform.

## IRS Login to Checkpoint Learning

**5. Q: How do I access the IRS Checkpoint Learning login page?**

**A:** The first time you login to Checkpoint Learning, you must complete a short registration form. This records your name and IRS email address in the Checkpoint Learning system and enables us to create your personal homeroom that will track courses you order. After your initial registration, you will go to the

IRS Login Page each time you want to access Checkpoint Learning.

**IRS Self Registration Page: Use to access the 508 Access Site. (NOT ACTIVE UNTIL 11/7/ 2011)**

<https://cpe.checkpointlearning.thomsonreuters.com/irs?com.reqwired.site.action=IRSRegistration>

**IRS Login Page: Use this link to access the 508 Access Site. (NOT ACTIVE UNTIL 11/7/2011)**

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

**508 Access Site: Use this link order courses, cancel course requests, and request a course launch link.**

<https://cpe.checkpointlearning.thomsonreuters.com/IRS508?com.reqwired.site.action=IRS508>

**6. Q: I previously ordered a Checkpoint Learning course and paid for it on my own using my home email address. Can I use that same account to order courses that will be paid for by IRS?**

**A:** No. To qualify for courses paid by the IRS under the Thomson Reuters contract, you must use an account set up with your IRS email address. If you have a previously established Checkpoint Learning independent professional account under your home email address, please notify your IRS Training Coordinator and request that we move any previous Checkpoint Learning history to your new IRS Checkpoint Learning account.

## Ordering Courses and Navigating Checkpoint Learning

**7. Q: Where do I find my courses in-progress on Checkpoint Learning?**

**A:** The course launch link that you were emailed when your course was approved has your course progress.

**8. Q: How do I access my courses?**

**A:** The course launch link that you were emailed when your course was approved provides the launch links for all the courses that you have ordered and have been approved.

**9. Q: Where can I go for help?**

**A:** There will be several helpful guides located on the support page.

## Online Courses

**10. Q: Can I access a course from a personal computer other than an IRS computer?**

**A:** If you are taking the online version, you can access the course from any computer. As you save your progress, you can access the course from any Internet-connected computer.

**11. Q: How long does it take to receive 508 versions of courses?**

**A:** It generally takes about 4 weeks for you to receive 508 version courses. Because we are continually updating courses and due to the short shelf life, we create 508 course versions on demand as they are needed.

## Course Content and Test Questions

### 12. Q: Now that the MicroMash and PASS Online courses look different, will they be more difficult?

**A:** MicroMash and PASS Online courses will continue to meet the high standards of CPE accreditation set by NASBA QAS rules, while providing solid quality content in an effective and efficient manner. We always work to balance a rigorous topical understanding with a practical application to ensure courses provide CPE credit and give professionals continuing education that will enhance professional growth. While they may look more professional, they are not more difficult.

### 13. Q: Why is it important to ask questions at different levels of Bloom's Taxonomy?

**A:** When writing questions, we incorporate a particular system known as Bloom's Taxonomy. This taxonomy is characterized by six types of questions designed to avoid repetitious questions that only assess comprehension and retention and encourage critical thinking skills and problem solving.

### 14. Q: Why is it important to have interactivity in courses?

**A:** Educators since Thomas Dewey have recognized the importance of "learning by doing". Interactivity keeps people engaged and involved in courses and this will keep their attention focused on the content, answering questions, solving problems and learning how to apply what they learn to their everyday jobs.

### 15. Q: Why don't all of your courses contain media elements?

**A:** Not all content needs media. We prefer to use it judiciously – when it helps to explain a difficult concept, lead learners through an exercise, highlight a new or important topic, or demonstrate an activity.

### 16. Q: Why do your course lengths vary?

**A:** Our course lengths vary due to the content and learning objectives of each course. The authors who create our courses carefully determine the information that is critical to convey for each course. They factor in the time it will take to use job aids, complete exercises and tests, and step through examples. Then all of our courses are pilot tested according to NASBA guidelines to carefully track the correct amount of CPE for the course length.

### 17. Q: Why don't your courses have final exams?

**A:** Each chapter has its own final exam. This process makes it a little less stressful on the learner by not having to take all of the exam questions at one time.

### 18. Q: When taking a course test, will we now be able to see the correct answer for a question?

**A:** You will be able to see correct answers to sample questions within each chapter. NASBA (The National Boards of State Accountancy) regulations **prohibit** the awarding of CPE credit if chapter test questions reveal the answers.

## Printing

### 19. Q: If a course is taken online, do I have the ability to print course materials in Checkpoint Learning?

**A:** Yes! You can print an entire course or just certain sections. Improved printing is a great benefit of Checkpoint Learning.

### 20. Q: Why can't I print out the test questions for a course?

**A:** We would like to maintain the confidentiality of the tests to keep a fair and even playing field for all

Have other questions? Send to:  
[ruth.apelt@thomsonreuters.com](mailto:ruth.apelt@thomsonreuters.com)

learners. If you have a medical reason why you need to have your test printed out, please contact our Customer Support group and we will accommodate your needs.

## CPE Certification

### **21. Q: Do all Checkpoint Learning courses offer CPE credit?**

**A:** Yes. Our courses meet CPE requirements in all 50 states, with over 50 courses that fulfill the CE requirement for the CFP certification. We also offer over 40 courses that meet the mandatory CPA Ethics requirements in most states, plus ethics for CFP Certificants and Enrolled Agents.

### **22. Q: Why do I only have access to a Checkpoint Learning online course for one year?**

**A:** NASBA rules only allow professionals 365 days to complete a course for Continuing Professional Education (CPE) credit.

### **23. Q: If I don't complete a MicroMash course within one year, will the IRS be notified?**

**A:** No. The IRS expects that all professionals will complete requested and assigned courses within the 365 days the course is available. Upon completion, certificates in Checkpoint Learning will be available for retrieval.

## 508 Compliance

### **24. Q: How do I obtain a 508 Compliant account when I already have a NON 508 Compliant Checkpoint Learning account?**

**A:** Send an email to [rg.cpetechsupport@thomsonreuters.com](mailto:rg.cpetechsupport@thomsonreuters.com), or dial 1.800.431.9025 (option #4, then #2).

### **25. Q: I already have Checkpoint Learning account. How do I access 508 compliant courses through my existing Checkpoint Learning account?**

**A:** At this time, all 508 compliant courses must be accessed through the 508 Access Site.