

Required Training for Localities: 2024

This year, all certified users of IRMS will need to complete 2 required online training courses in the Virginia Learning Center (VLC).

- ▶ The **Virginia Tax Ethics** and **Safeguarding Tax Information** courses will be assigned and available on November 1
- ▶ You will receive an email with detailed instructions, as well as follow-up reminders
- ▶ **You must complete both courses by December 31**
- ▶ If you do not complete the required training by the deadline of December 31, we will suspend your IRMS access
- ▶ To prepare, **ensure your VLC account is active** and reset your password if necessary
- ▶ If needed, work with your technology staff to ensure <https://covlc.virginia.gov>, covlchelpdesk@dhrm.virginia.gov, and vlcadmin@tax.virginia.gov are marked as safe so you can access the site and receive email reminders

Date	Action
Between now and Nov. 1	Use the attached instructions to ensure your VLC account is active
Fri., Nov. 1	Virginia Tax assigns 2 courses: Ethics and Safeguarding Tax Information
Tues., Dec. 31	Deadline for completing both courses
Wed., Jan. 1	Access suspended for certified users who have not completed both required courses