

CTE DUAL CREDIT REGISTRATION

WANT TO EARN COLLEGE CREDIT?

- ✦ Is your CTE class eligible for CTE Dual Credit? If so, you could earn college credit in addition to your high school credit – for the work you’re already doing in class!
 - Register your eligible class in CTE SERS
 - Complete your class with “B” grade (3.0) or above
 - Pay \$50 annual fee

For more detailed instructions, visit:
PNWcollegedcredit.org/register/

REGISTER YOUR CLASS(ES)

- ✦ Create an account in [CTE SERS](#)
 - CTE = Career & Technical Education
 - SERS = State Enrollment & Reporting System
- ✦ On [CTE SERS home page](#), Choose “**STUDENTS**”
 - New student? Click “**CREATE NEW SERS ACCOUNT**”
 - Returning student? Login with your user name & password
 - **Forgot login?** Enter your email address to be sent a reset link
 - If this doesn’t work, or you are not sure which email was used, your teacher, career specialist, or our staff can reset your account
- ✦ On [STUDENT home page](#), Click “**REGISTRATION**”
 - Click “**REGISTER FOR CLASSES**”
 - Be sure high school or skill center where you are taking class is shown
 - **Do NOT fill in any other drop-down field (all classes, teachers, colleges)**
 - Click “**SEARCH**”
 - Place checkmark in box to left of class(es), then click “**REGISTER CLASSES**”
- ✦ **Review & Confirm**
 - Review class & choose teacher (if applicable), then click “**SAVE & REGISTER**”
- ✦ **Check your Email for confirmation of your Registration**
 - Print and/or Save the webpage or email confirmation for your records
 - Confirmation includes your CTE SERS ID number (TPX-XX-XXXX)
 - You will need your CTE SERS ID# to make your payment online!

PAY \$50 CONSORTIUM FEE

- ✦ ONLINE: PNWcollegedcredit.org/PAY
- ✦ Pay one \$50 fee – per school year – **Deadline is June 20th!**

Refunds are not given – even if you do not earn college credit