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: PNWcollegecredit.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: PNWcollegecredit.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