

CTE DUAL CREDIT REGISTRATION

- ✗ 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 this class!
 - Must complete your class with “B” grade (3.0) or above
 - Pay \$50 fee

TO REGISTER YOUR CLASS(ES)

- ✗ Create an account in CTE SERS
 - CTE = Career & Technical Education
 - SERS = State Enrollment & Reporting System
 - www.CTESERS.org
- ✗ From 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
- ✗ From STUDENT home page, Click “*REGISTRATION*”
 - Click “*REGISTER FOR CLASSES*”
 - Be sure correct high school is displayed then click “search”
 - Place checkmark in box to left of class(es)

For more detailed instructions, visit:

PNWcollegedcredit.org/register/

REVIEW

- ✗ Review registered class(es) - Class, Teacher, & College
- ✗ Click “*SAVE & REGISTER*”

CONFIRM

- ✗ Check your email for a confirmation of your registration
- ✗ Save or Print the confirmation for your records

PAY \$50 CONSORTIUM FEE ONLINE

- ✗ Pay one, non-refundable, \$50 fee – per school year! (**Deadline is June 20th**)
- ✗ **Refunds are not given – regardless of if you make the grade nor if you pay more than once:**
- ✗ PNWcollegedcredit.org/PAY

NEXT STEPS!

- ✗ Teachers grade all students who registered for credit during the year, by June 30th
- ✗ Once your class(es) are registered, graded, & fee has been marked as paid in SERS, follow transcription instructions: www.pnwcollegedcredit.org/transcripts/