

# CAREER & TECHNICAL EDUCATION (CTE) DUAL CREDIT

## SHORELINE COMMUNITY COLLEGE

Career and Technical Education (CTE) Dual Credit courses allow students to earn both high school and college credit by completing college-level CTE Courses. CTE classes integrate academics with technical skills to help students prepare for advanced education and careers.

### Benefits of CTE

- Tuition-free
- Earn college credit while still in high school
- Ease the transition to college
- Gain valuable skills and related work experience
- Establish connections with the business or industry of interest
- Graduate from college early

### Enrollment Procedure and Requirements

1. Be enrolled in the required high school CTE class
2. Register for the CTE Dual Credit articulated course while in the high school class. Students must [register online in SERS](#), the official CTE Dual Credit registration site for Washington State.
3. Complete the required skills as identified on the course outcome

If an exam or review of completed work is required, students must receive a passing score to earn college credit.





## APPLYING FOR CTE DUAL CREDIT

Go to the [SERS website](#) to sign up.

- **NEW USERS ONLY**, Follow the directions in **STEP 1, STEP 2, and STEP 3**.
- **RETURNING USERS**, Follow the directions in **STEP 2 and STEP 3**.

★ If you have previously created an account during a prior year or at another high school, and do not remember your login information – **DO NOT CREATE A NEW PROFILE** and move to **STEP 2**.

1. Ask your teacher to do a search for your name in the SERS system. They will be able to tell you your username after your information has been verified.
2. OR - Use your username and your birthdate (mm/dd/yyyy including the slashes) to access your account, your teacher can give you your CTE Dual Credit/Tech Prep ID number which you can use to log in.

### STEP 1: NEW USERS ONLY (PLEASE READ EACH STEP IN THE DIRECTIONS):

1. From the Student Log-in screen, click on **Create a New SERS Account**.
2. Create a username and password.
  - If the username is already taken, you will be asked to select another name. The other fields on the screen will become available once a valid username is entered.
  - Save time, trouble, and headaches ~ write this information down somewhere or store it in your phone as a contact.
3. Enter the additional basic information required - **Red dots indicate required fields**.
  - Email: **Please use an email address that can receive messages from SERS**. Preferably your personal email.
  - Gender and race: This information is collected and supplied to the State and impacts funding throughout K-12 and Higher Education.
  - Social security number: This will be linked to your EvCC transcript and is used as a secondary identifier on your college record. Federal Law prevents the college from using social security numbers as a primary identifier of student records. If you don't know your social security number, you can go back and edit your profile later to include it. DO NOT guess or use a parent's number.
  - Address and phone: self-explanatory, but please make sure it is complete, i.e. house number and street.
  - Parent Name: Line one is designated for the parent's first name, and line two is for the parent's last name. Only one parent's name is required.
  - Graduation Year: Anticipated date/year of graduation. This is a drop-down selection.
  - School District and High School: Both of these fields for the selection are drop-down menus and should be the current school the student attends.
  - Career Cluster: Use the drop-down menu to fill in this field. You are not locked into this career path.
  - Future Plans: Use the drop-down menu. This information is also supplied to the State on our end-of-year reports.
4. Make sure you click **"SUBMIT"**.



## STEP 2: SEARCHING FOR CLASSES

To search for classes:

1. Select **Register for Classes** from the **Registration** menu.
2. To begin your search, **SELECT ONLY YOUR HOME HIGH SCHOOL IN THE SEARCH FIELD.**
3. Click the **Search** button.

## STEP 3: REGISTERING FOR CLASSES

To register for classes:

1. Check the checkbox next to the class or classes you want after searching. **MAKE SURE TO SELECT ONLY YOUR TEACHERS NAME.**
2. When done, click the Register Classes button.
3. The Select Class Offerings & Complete Registration screen appears.

### Next Steps

Now that you have registered in SERS and finished taking CTE Dual Credit courses? The Enrollment Services office at Shoreline Community College will create college transcripts during each summer.

**To utilize your earned credits, follow these steps:**

1. **Log into SERS** to view your earned credits: [www.ctesers.org](http://www.ctesers.org)
  - Choose "Registration" tab
    - "View History" to view your credits
    - Forgot SERS Username? Go to [Recover Forgotten Username](#) page
    - Forgot your password? Go to [Password Recovery](#) page
    - Trouble? Contact Asako Esperum [aesperum@shoreline.edu](mailto:aesperum@shoreline.edu)
2. **Find your College Student ID number**
  - Choose "View/Update Profile" tab
  - Once assigned, College SID number (now called "ctcLink Account" ID) will be at the bottom of the page.
3. **Activate** your ctcLink Account ID at Shoreline: [ctcLink Account Activation](#)
4. **Log into ctcLink** to access your unofficial transcript: Follow steps [here](#)
  - Don't see your CTE credits reflected on the unofficial transcript?  
Contact Asako Esperum @ [aesperum@shoreline.edu](mailto:aesperum@shoreline.edu)



**5. Attending Shoreline Community College?**

- Contact Enrollment Services @ [enrollementservices@shoreline.edu](mailto:enrollementservices@shoreline.edu)
- 206-546-4611

**6. Attending a different College/University? Get an Official Transcript!**

- Order an official transcript from [Transcript Request](#) page
- Transcript request options are [Online](#), By mail, and in-person (FOSS 5000)
- Your college/university will determine if your credits could be transferred
- Questions? Contact Transcript Desk @ [transcripts@shoreline.edu](mailto:transcripts@shoreline.edu) - 206-546-4614

**Reminders...**

College Credit earned through CTE Dual Credit creates a permanent college transcript, and your high school class grades will become part of your college GPA

The college credits earned through CTE Dual Credit may not transfer to institutions outside of the State's community and technical college system