



CAREER & TECHNICAL EDUCATION (CTE) DUAL CREDIT

WHAT IS CTE DUAL-CREDIT

Each year, more than 2,000 students earn college credits through the Everett Community College's CTE Dual Credit program. You could do the same! CTE Dual Credit is a cooperative effort between K-12 schools and EvCC that allows students to earn college credits in approved high school courses.

HOW DOES CTE DUAL CREDIT WORK?

The class must be designated as dual credit. Students must earn the indicated passing grade or higher in each high school class of an articulation to be eligible to earn college credit. Other requirements may apply. There is no guarantee that these credits will transfer to any other community college, or four-year college or university. To learn more, visit [EvCC Dual Credit](#).

When your class concluded, your teacher will enter your grade. **Remember you must obtain a "C" or better to obtain college credit.**

Your college credits become part of your Everett Community College record/transcript. The college transcribes CTE Dual Credit classes once a year. This will occur in late August. If you need those credits on your transcript earlier, please email cte@everettcc.edu.

PROGRAM FEE

Beginning in 2019-2020, Everett Community College's (EvCC) CTE (Career and Technical Education) Dual Credit program started charging \$50 per student, per year.

PLEASE NOTE THAT THIS FEE WILL BE PAID BY EVERETT PUBLIC SCHOOLS.

WHY SIGN UP FOR CTE DUAL CREDIT?

After you graduate from high school and register for classes at EvCC, you will already have college credits. Some of these credits may apply to a degree or certificate you choose to pursue. These credits are earned while you are in your high school course. Everett Public Schools is paying the \$50 fee this year. You save money on tuition, books and no travel.

Don't worry if you plan to take some time off after graduation, you may decide to work, travel or enlist in the military, the credits will be waiting for you.

Should I wait until after I graduate high school to have these credits transcribed?

That is up to you and your educational and/or career goals. There is a credit and time limit before benefits are exhausted once you are enrolled in college. Talk to your teacher or high school counselor.

HOW TO REGISTER FOR THE CTE DUAL CREDIT COLLEGE CREDIT:

STEP 1: APPLY TO EVCC

Go to the [Everett Community College \(EvCC\) website](https://apply.ctc.edu/user) to REGISTER as a EvCC Student.

Complete the EvCC Registration Process: <https://apply.ctc.edu/user>

- Select **Everett Community College** as your intended college.
- Select **First Year** student.
- Select **Transitional Studies** as the intended program.
- Select the **CURRENT** term.
- Select **Undecided-Trans Studies** as the intended plan. There is no sub-plan.

STEP 2: REGISTER IN SERS

Go to the [SERS website](#) to sign up. **NEW USERS ONLY**, follow the steps below.

☆ If you have previously created an account during a prior year or at another high school, and do not remember your log in information – **DO NOT CREATE A NEW PROFILE.**

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

NEW USERS ONLY - PLEASE READ EACH STEP IN THE DIRECTIONS:

Create a NEW PROFILE:

1. Create a username and password (Save time, trouble and headaches ~ write this information down somewhere or store it in your phone as a contact)
2. Gender and race: This information is collected and supplied to the State and impacts funding throughout K-12 and Higher Education.
3. 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.
4. Address and phone: self-explanatory, but please make sure it is complete, i.e. house number and street.
5. Parent Name: Line one is designated for the parent's first name, line two is for parent's last name. Only one parent name is required.
6. Graduation Year: Anticipated date/year of graduation. This is a drop-down selection.
7. 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
8. Career Cluster: Use the drop-down menu to fill in this field. You are not locked into this career path.
9. Future Plans: Use the drop-down menu. This information is also supplied to the State on our end of year reports.
10. Make sure you click **"SUBMIT"**.

REGISTERING FOR CLASSES

1. Log into the CTE Dual Credit [SERS website](#)
2. Look for “Student’s Click Here”
3. “Register for Classes”
4. Use the drop-down menu for your high school, and drop down your teacher name, and their class(es) should appear.
5. Once you locate the correct class AND teacher, check the box next to that selection.
6. Click the “Register” button in the upper left corner.
7. The final step is “Save & Register”

You are done. Congratulations you have begun a journey and a jumpstart to your college career.

Everett Public Schools courses which qualify for CTE Dual-Credit