How-to Post CTE Dual Credits

*To be eligible to post dual credits on a college transcript, you must have completed the following:*

* *registered on SERS (*[*www.ctesers.org*](http://www.ctesers.org)*) and completed your dual-credit class within the current school year*
* *earned a ‘C’ grade or better (grades earned prior to 2019/20 school year must earn a ‘B’ grade or better)*

**Bates Technical College**

1. E-mail postcollegecredit@pc3connect.org with the following information:
	1. Legal first and last name
	2. Date of Birth
	3. High School
	4. Official high school transcript (used for verification purposes)
2. Bates representative will send an email to requestor with information on how to go about ordering an official transcript. For follow-up contact Student Records Clerk at (253) 680-7164.

**Clover Park Technical College**

1. Download and complete Dual Credit Request form located on the PC3 website ([www.pc3connect.org/dualcredit/studentparent.html](http://www.pc3connect.org/dualcredit/studentparent.html))
2. Email the dual credit request form and Official high school transcript to postcollegecredit@pc3connect.org
3. CPTC representative will send an email to requestor with information on how to go about ordering an official transcript. Allow 5 to 7 business days to complete the transcription process. For follow-up contact Student Records Clerk at (253) 589-5638

**Pierce College District**

1. Submit an admissions application (<http://www.pierce.ctc.edu/apply-admission>) *Note: this is required to generate a student ID # for transcription purposes. If you currently a running start student, you may skip this step and reference your student ID # on the Dual Credit Request form.*
2. Submit an OFFICIAL high school transcript with authorized signature from your high school and have it sent to evaluations@pierce.ctc.edu OR order an official transcript through [www.parchment.com](http://www.parchment.com).
3. Download and complete Dual Credit Request form located on the PC3 website ([www.pc3connect.org/dualcredit/studentparent.html](http://www.pc3connect.org/dualcredit/studentparent.html))
4. Complete the Dual Credit Request application and sign it by hand, scan, and email the application to the email to: evaluations@pierce.ctc.edu. If you don’t have a scanner, a good picture with your phone would be fine.
5. Once your CTE Dual Credits are posted, you can request an official transcript following the instructions on this link: <https://www.pierce.ctc.edu/transcripts>. If you have questions regarding the process, contact Manny Razo at mrazo@pierce.ctc.edu.