



**STUDENT STEPS
FOR EARNING COLLEGE CREDIT**

NEW THIS YEAR ~ EARN COLLEGE CREDIT FREE OF CHARGE!

1. Enroll in the articulated high school class(es) offering college credit at your high school.
2. Inform your teacher of your intent to earn college credit for the class.
3. Register online at www.techprepwa.org/wa/newtec for the class(es) in which you enrolled. *You will need your TP1 ID# for further registrations.*
4. Print two copies of the online registration form. Keep one copy for your records; submit the other copy to your high school teacher with a parent or guardian signature and your signature.
5. Complete the competencies outlined by your teacher – earning a “B” (3.0) grade or better.
6. Using your TP1 student identification number, check the website to verify a grade has been posted by your high school teacher. *Credit cannot be awarded until a grade has been posted to the website.*
7. Your high school teacher will submit registration forms for all students earning a “B” (3.0) grade or better to the NEWTEC representative at:

Community Colleges of Spokane
Tech Prep Director, MS 1002
PO Box 6000
Spokane WA 99217-6000

8. Once your college course has been transcribed, you will receive your student ID number and an unofficial copy of your transcript in the mail.

For more information contact a NEWTEC representative at Community Colleges of Spokane:
Telephone: (509) 434-5164 or E-mail: newtec@ccs.spokane.edu

Note: Tech Prep credits are program specific at Community Colleges of Spokane, and are generally not transferable to four-year institutions.