Career Educator Program (CEP) Cohort NA   Summer 2019 - Term 20193

All Online Career Educator Pathways	Begin and End Date of class	Cost	Course Number	<mark>Section Number</mark>
CEP0001 Technology and Industrial Certification	05/06/2019 to 06/03/2019 Instructor: Linda Robinson	$300	CEP0001	CEP0001.(10)
CEP0002 Teaching Methods	06/10/2019 to 07/08/2019 Instructor: Tresa Warner	$300	CEP0002	CEP0002.(8)
CEP0003 Curriculum Construction and Evaluation	07/15/2019 to 08/03/2019 Instructor: Tresa Warner	$300	CEP0003	CEP0003.(9)
CEP0004 Students with Special Needs	08/12/2019-9/09/2019 Instructor: Tresa Warner	$300	CEP0004	CEP0004.(8)

How to Register -- Career Educator Program (CEP)

1. Go to http://higherreach.polk.edu/modules/

2. Click on Teacher Education Program "View Catalog" tab.

3. Click on "Educator Preparation Institute"

4. After looking at the course I.D. and reading the course description to verify you have found your cohort group class, click on the course I.D. for the cohort group you are assigned to.

5. Click on the course I.D. After clicking on the course I.D., you will see a selection of classes available in the gray drop-down area. A. Verify the "Section Number" of your class (do this by looking at your schedule). B. Verify cohort group name of your class so you choose the correct class. C. Verify the begin date of your class

6. Click on the Section number you need. In the sample below, CEP0001 is the course number and (10) is the section number. You will see it as CEP0001.(10). Click on the Section number to choose the class.

7. On the next screen, you will choose "Add to Cart" and then "Check Out"

8. If you are an existing customer, you will need to login to proceed to the checkout screen.

9. If you are a new customer, you will get a screen to create a new customer account. Remember to record your login and password as you will need it to log in again in the future.

10. Complete the information.

11. After creating your account, you will be asked to log in using the login and password you chose; next, you will add your personal information.

12. You will see the class you chose listed with the amount due. Please check the "make payment" box and pay for your class. Fees are due at time of registration. **Congratulations! You have registered for class.**

After class is paid, you will have access to Canvas, the online area of the class. **Username** and **Password** will be emailed to you if you are a new student. Continuing students use current username and password.

Training Opportunities: Complete Canvas student orientation: canvas.polk.edu/courses/1662