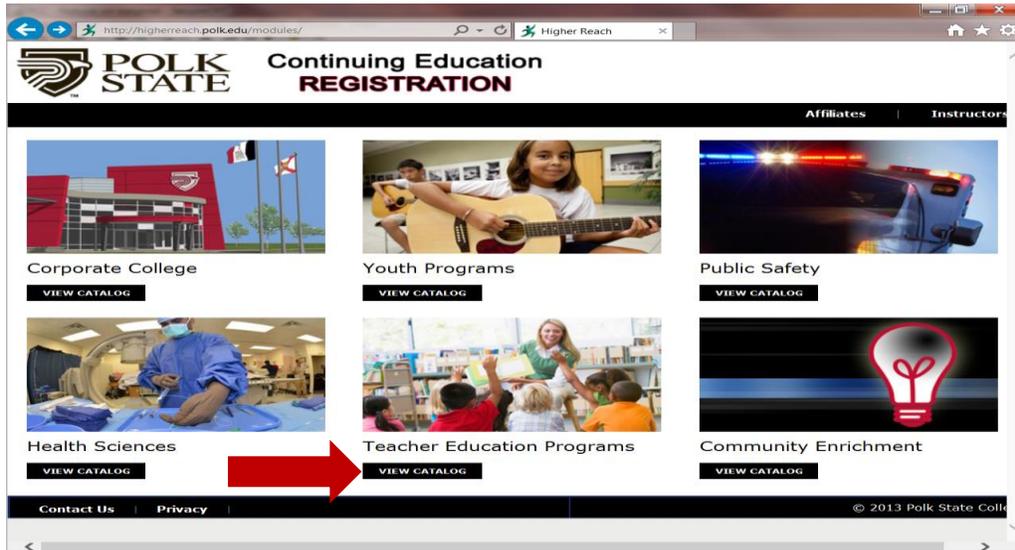
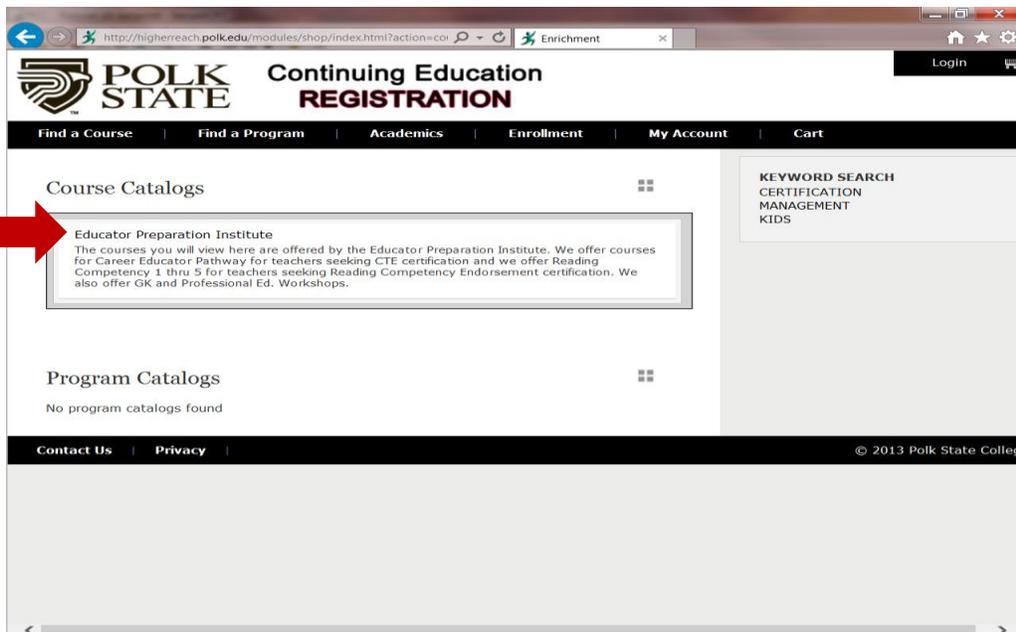


To Register Career Educator Pathway courses (CEP) use the instructions below:

1. Click on <http://higherreach.polk.edu/modules/> link.
2. Click on Teacher Education Program “View Catalog” tab.



3. Click on “Educator Preparation Institute” link.



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. (See sample below)

The screenshot shows the Polk State Continuing Education Registration website. The page title is "Educator Preparation Institute". Below the title is a table with the following data:

Course	Description
CEP0001	Technology and Industrial Certification (NEW GROUP B) Career Educators will begin Career Educator Pathways with the Technology and Industrial Certification course.
CEP0002	Teaching Methods for the Career and Technical Classrooms (GROUP B) The Teaching Methods courses is designed for Career and Technical teachers currently employed with a school district.
EPR0001	Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F) Teachers will develop substantive understanding of six components of reading as a process: comprehension, fluency, phonological awareness, phonics, fluency, and vocabulary.
EPR0002	Reading Endorsement Competency 2-Application of Research-Based Instructional Strategies (CONTINUING GROUP E) Teachers will scaffold student learning by applying the principles of research-based instruction and integrating the six components of reading. Teachers will engage in the systematic problem solving process.
EPR0003	Reading Endorsement Competency 3- Foundations of Assessment (CONTINUING GROUP E) Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem solving process.
EPR0005	Reading Endorsement Competency 5- Demonstration of Accomplishment (CONTINUING GROUP D) Teachers will, through a culminating practicum, demonstrate knowledge of the components of reading, as well as assessments and data analysis, to implement a comprehensive research-based reading plan of instruction for all students. Teachers will engage in the systematic problem solving process.

A red arrow points to the course ID "EPR0001" in the table.

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.

- Verify the "Section Number" of your class (do this by looking at your schedule).
- Verify cohort group name of your class so you choose the correct class.
- Verify the begin date of your class

The screenshot shows the Polk State Continuing Education Registration website. The page title is "Educator Preparation Institute". Below the title is a table with the following data:

Course	Description
CEP0001	Technology and Industrial Certification (NEW GROUP B) Career Educators will begin Career Educator Pathways with the Technology and Industrial Certification course.
CEP0002	Teaching Methods for the Career and Technical Classrooms (GROUP B) The Teaching Methods courses is designed for Career and Technical teachers currently employed with a school district.
EPR0001	Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F) Teachers will develop substantive understanding of six components of reading as a process: comprehension, fluency, phonological awareness, phonics, fluency, and vocabulary.

Below the course catalog is a table with the following data:

Section	Start Date	Time	Location	Cost	Availability	Action
EPR0001.(1)	Sep 11, 2013	12:00 AM		\$ 250.00	25	

A red arrow points to the course ID "EPR0001" in the course catalog table, and another red arrow points to the section number "EPR0001.(1)" in the section table.

6. Click on the Section number you need. In the sample below, EPR0001 is the course number and (1) is the section number. So you will see it as EPR0001. (1). Click on the Section number to choose the class.

POLK STATE Continuing Education REGISTRATION

Find a Course | Find a Program | Academics | Enrollment | My Account | Cart

COURSE CATALOG
Educator Preparation Institute

Course	Description
CEP0001	Technology and Industrial Certification (NEW GROUP B) Career Educators will begin Career Educator Pathways with the Technology and Industrial Certification course.
CEP0002	Teaching Methods for the Career and Technical Classrooms (GROUP B) The Teaching Methods course is designed for Career and Technical teachers currently employed with a school district.
EPR0001	Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F) Teachers will develop substantive understanding of six components of reading as a process: comprehension, oral language, phonological awareness, phonics, fluency, and vocabulary.

Section	Start Date	Time	Location	Cost	Availability	Action
EPR0001.(1)	Sep 11, 2013	12:00 AM		\$ 250.00	25	
EPR0002						
EPR0003						
EPR0005						

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

POLK STATE Continuing Education REGISTRATION

Find a Course | Find a Program | Academics | Enrollment | My Account | Cart

REGISTRATION
EPR0001 - Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F)

Description
Teachers will develop substantive understanding of six components of reading as a process: comprehension, oral language, phonological awareness, phonics, fluency, and vocabulary.

EPR0001.(1) \$ 250.00 **ADD TO CART**

Seats Available: 25 Quantity: 1 **BUY FOR OTHERS**

Section Description
Teachers will understand and teach reading as an ongoing strategic process resulting in students comprehending diverse text.

Dates: Sep 11, 2013 - Oct 6, 2013 Time: 12:00 AM **FULL SCHEDULE**

Cost Information
Tuition: \$ 250.00

Additional Information
Final Enrollment: Sep 10, 2013
MORE

INQUIRE

SHOPPING CART

Quantity	Item
1	EPR0001.(1) READING ENDORSEMENT COMPETENCY 1- FOUNDATIONS OF READING INSTRUCTION (NEW GROUP F) Registration

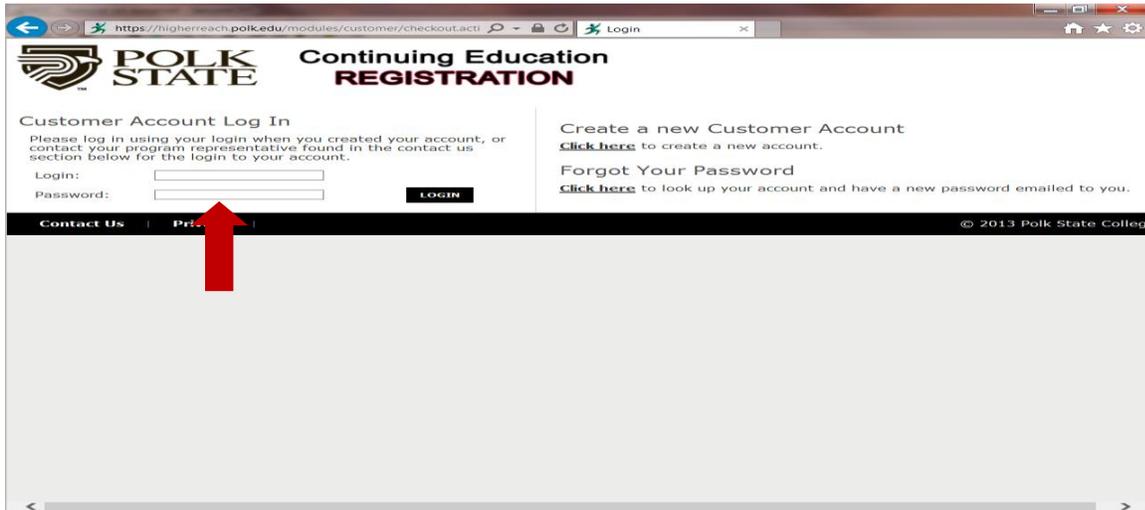
VIEW CART **CHECK OUT**

RECENTLY VIEWED
Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F)

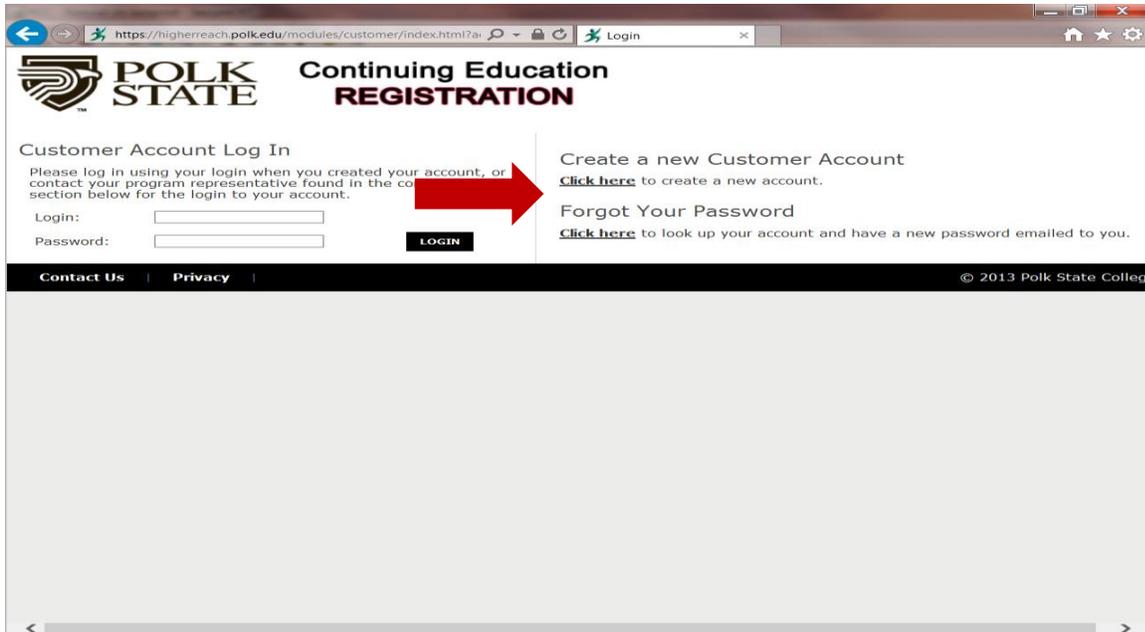
KEYWORD SEARCH
CERTIFICATION
MANAGEMENT
KIDS

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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 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 in the required fields:

The screenshot shows a web browser window with the URL <https://higherreach.polk.edu/modules/login/index.html?actor>. The page title is "Continuing Education REGISTRATION" and the Polk State logo is visible. The main heading is "Create a new Customer Account". The form includes the following fields:

- Student First Name
- Student Last Name
- Birthday (with a red arrow pointing to the input field and the format *(MM/dd/yyyy)*)
- Email
- Login Password
- Verify Password
- Secret Question
- Secret Answer

At the bottom of the form are two buttons: "CREATE" and "BACK". The footer contains "Contact Us | Privacy" and "© 2013 Polk State College".

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.

The screenshot shows a web browser window with the URL <https://higherreach.polk.edu/modules/customer/index.html?actor>. The page title is "Enrichment". The form includes the following fields and sections:

- * Student Last Name:
- Personal Information**
- Birthday: (*(MM/dd/yyyy)*)
- Gender:
- Social Security Number (Optional): (*(xxx-xx-xxxx)*)
- Ethnicity**
- Are you Hispanic/Latino?
- Select one or more of the following races:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - Not Reported
 - Non-Hispanic
- * **Billing Address**
- Address:
- City:
- State/Province:
- Postal Code:
- Country:

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.

The screenshot displays the 'PAYMENT CHECKOUT' page on the Polk State Continuing Education Registration website. The page header includes the Polk State logo and navigation links: 'Find a Course', 'Find a Program', 'Academics', 'Enrollment', 'My Account', and 'Cart'. The user is logged in as 'sher dav'.

Item	Quantity	Cost	Due Amount	Action
EPR0001.(1) Reading Endorsement Competency 1- Foundations of Reading Instruction (NEW GROUP F)-Registration	1	\$ 250.00	\$ 250.00	REMOVE

Total Due: \$ 250.00

Promo Code: APPLY

Payment Options: Credit Card Debit Card Bill Me Later Other

MAKE PAYMENT

When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

Congratulations! You have registered for class.