



## Career & Technical Education (CTE) Dual Credit Request Form

### How to Request for your CTE Dual Credit:

- The minimum grade required to earn CTE Dual Credit is a **“C” or better**.
- Email request form and official high school transcript to [studentrecords@cptc.edu](mailto:studentrecords@cptc.edu).
- You will receive an email confirmation once your class(es) have been transcribed.

Once transcribed, you may view your unofficial transcript or request an official transcript online at [www.cptc.edu/mycc](http://www.cptc.edu/mycc).

There is no fee to get your CTE dual credit classes transcribed at Clover Park Technical College; however, there is a \$10 fee to request for an official transcript.

Additional Information on CTE Dual Credit: <http://www.pc3dualcredit.org>

Full Name:	_____	_____	_____
	Last	First	MI
Mailing Address:	_____		_____
	Street or P.O. Box		Apt./Unit #
	_____	_____	_____
	City	State	Zip
Preferred Phone:	_____	Alternate Phone:	_____
Date of Birth:	_____	Social Security #:	_____
Email Address:	_____		
Home High School:	_____	Home School District:	_____
Last Name on High School Transcript:	_____		
<b>By signing, I authorize Clover Park Technical College to transcribe all CTE Dual Credit classes that I am eligible for.</b>			
Student Signature:	_____	Date:	_____

