

Frequently Asked Questions – for Faculty & District Users

How do I log on to the Tech Prep online registration system to enter my grades?

Teachers: www.techprepwa.org/wa/netpc/teacher.php.

District Users: www.techprepwa.org/wa/netpc/district.php.

This screen will ask for your user ID and password.

What is my user ID?

Your user ID is usually your first initial and last name*, up to 8 characters, all in lower case. The temporary password is *netptest*. If you don't know your password, please contact our office techprep@bellevuecollege.edu.
*Unless there is a similar name already in our system or you have access to two screens, ex: you are a teacher and a district user.

Which of my students are registered for Tech Prep?

To see the roster of your currently registered students, click on "Roster" and select "Incomplete Students."

I teach a year-long Tech Prep class. I have a student who got a C in the 1st semester and an A in the 2nd semester. Can I average the 2 semesters for the grades?

No, our official policy, which is consistent with other Tech Prep consortiums, is that a student must earn a B grade or higher in *each semester* of a year-long articulation in order to receive college credit. This satisfies the state and federal requirements for maintaining a minimum standard for awarding college credit.

Important Points

- ☆ Please advise student's to **register carefully**: use their legal name (from their birth certificate), actual mailing address, and to make sure their date of birth is entered correctly. Only those items marked with an asterisk (*) are required. This information is used on their college transcript.
- ☆ The TP ID number is an automatically generated student number from our online system. It is NOT their high school student or college ID number. Remind students to print their registration form for their records or to copy this ID number. They will need their TP ID number and their date of birth in order to log-on to the system again.
- ☆ Students who are taking a year-long class over two school years can register at any point while still in the class.
- ☆ To make changes or to request information about student registration records, call the College Credit and Careers Network (C3N) office at 425-564-6158 or e-mail techprep@bellevuecollege.edu.
- ☆ Additional information about College Tech Prep, C3N, necessary forms, marketing materials and instructions are all available on our NEW website. Check it out: www.collegecreditcareersnetwork.org
- ☆ Tips for helping your students transfer credit are available on our website.
- ☆ **IMPORTANT: Please remind your student that by enrolling in this program they are creating a real college transcript that will become a part of their permanent college record and a permanent part of their future college GPA.**

Tips for Teachers and Career Specialists

In order to encourage all eligible students to receive college credit and to avoid potential problems that arise when parents and students are not informed about the opportunity to earn college credit, we recommend the following:

1. Add a statement to your class syllabus that is sent home (preferably) at the beginning of the year for parents to sign and return to you. Also add a statement to your students' quarterly grade/progress report.
SAMPLE STATEMENT: This class offers **COLLEGE CREDIT** through the Tech Prep program. Contact your teacher or Career Specialist for more information on how your student can earn college credit while taking this high school class!
2. On curriculum nights, post a sign in your classroom AND distribute College Tech Prep literature with your other handouts. Contact us if you need additional flyers or other literature.
3. Designate a highly visible place in your classroom and career center to display/promote college credit through Tech Prep.