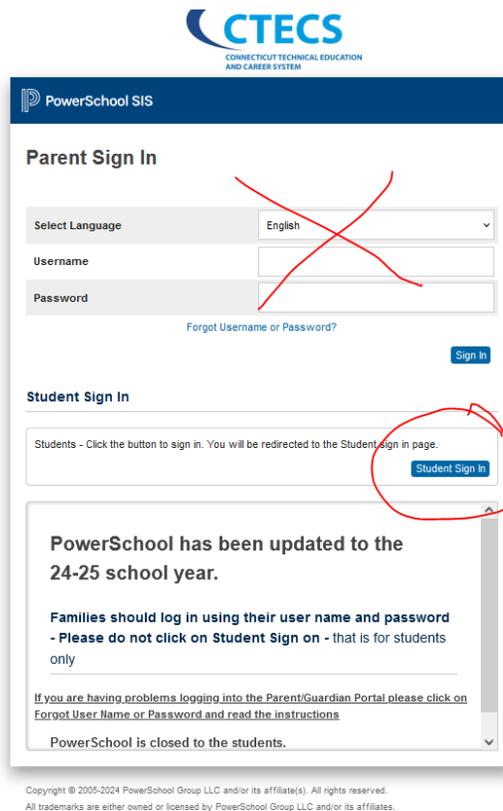
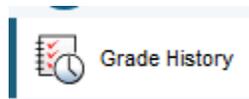


CTECS – Adult Education – New and Current Student Course Requests

1. Students will log into <https://ctecs.powerschool.com>
 - a. They need to click the student single sign on and enter or choose their cotech.org email and their email password
 - b. If they forgot their password it can be reset through Azure and they will have to log into <https://office.com> first with their email and email password
 - c. Then they can go to the Powerschool student portal



2. Once they are on PowerSchool they click on Grade History on the on the left-hand side of their screen so they can view what courses and grades they already received in PowerSchool



3. After they look at their previous classes and grades they need to click on Forms on the left-hand side of the screen



They need to click on their homeschool Course Request 1st

For example if a student is enrolled in Bristol Adult Education they will click on the Bristol Adult Learning Student Course Requests

Adult Education Course Requests

[Adult Education - Abbott Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Abbott Adult Learning - If you need to choose another school to take your course, click
Last Entry: 04/29/2024 4:48:25 PM

[Adult Education - Bristol Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Bristol Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Bullard Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Bullard Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Eli Whitney Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Eli Whitney Adult Learning - If you need to choose another school to take your course,

[Adult Education - Kaynor Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Kaynor Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Norwich Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Norwich Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Prince Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Prince Adult Learning - If you need to choose another school to take your course, click

4. They need to read all the information and answer all the questions

BEFORE YOU CHOOSE YOUR COURSES PLEASE CLICK ON GRADE HISTORY ON THE LEFT-HAND SIDE OF THE HOME PAGE OF YOUR POWERSCHOOL PORTAL TO VIEW WHAT YOU ALREADY H/TAKEN

Information about the number of courses you are allowed to take in a semester

By taking fewer classes, you can manage your workload better More time for extracurricular activities and personal commitments

YOU CANNOT TAKE MORE THAN 1 CLASS PER DAY.

Please use the chart below to decide how many courses to take and how

If you have questions, please contact your school's supervisor for more information

In-Person Courses	Hybrid Courses	Async Courses
4	0	2
3	1	2
2	2	2
1	3	2
0	4	2
0	0	5

Click on the Licensed Trades below for the correct courses to take

Electrical
Heating/Cooling
Plumbing
Sheet Metal
Barbering

Non-Licensed Trades

CTECS is fully approved to provide related instruction training in all non-licensed, manufacturing related areas. Manufacturing Related Instruction Programs are flexible, both online and instructor-led to offer possible approach to interactive learning.
Manufacturing programs are offered at Bristol Technical Education Center and Kaynor Technical High

Course Registration Instructions

Please click here to check the Adult Education Website to make sure you are choosing the correct courses depending on your trade!

Click here for all the Adult Education Learning Sites and the Supervisor list

Make sure you choose the correct course, you will be charged accordingly for the course. Below are the differences in the way to take the course:

1. Async (Fully Online at the student's own pace)

Apprentice, License and Trade Information

Please choose Apprentice or Extension *

Please choose only one!

- Apprentice
 Extension

Choose your License *

Choose your Trade *

Tuition Information

If you are a registered apprentice with a valid state apprentice ID card listing your current employer and are taking a state apprentice program class:

- Tuition: \$325 per in-person course; \$345 for online course*
- Non-refundable Registration and Technology Fee: \$50

If you are a registered apprentice taking a course outside of your state apprentice program or are not a registered apprentice:

- Tuition: \$350 in-person course; \$370 for online course*
- Non-refundable Registration and Technology Fee: \$50

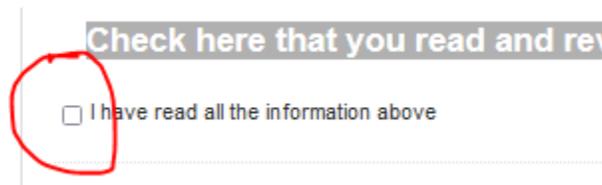
Certified bank checks or money orders are accepted. No personal checks, cash or credit cards will be accepted. Please make certified bank check or money orders payable to: Treasurer, State of Connecticut.

*A \$20 Tech Tutor fee applies to online classes. The Tech Tutor provides onboarding for new students and emergency technology support during classes.

Check here that you read and reviewed all information about CTTECH Adult Education above *

I have read all the information above

Once they do the top part THEY MUST CHECK THE BOX UNDER: Check here that you read and reviewed all information about CTTECH Adult Education above



5. When they check that box the course requests will be viewable and they can choose the course
 - a. THEY MUST CLICK LIST ON THE RIGHT HAND SIDE TO SHOW THE COURSE REQUESTS

Semester 1 24-25 Course request list

Click on List on the right to bring up the course list

Please choose your course or courses from the list below. The day you see is the first day of class.

Aug 25, 2024 – Aug 23, 2025

Filter Expand

Day Week Month List Today <

September 23, 2024

6. They click on the course they want to choose and then click register They do not have to choose a provider it is already there as Staff

Event Detail
Sign-up for event.

Date & Time:

Start: **End:**

Sign-Up:

Provider:

Registered: 0 of 18

Notes:

7. After they click Register they can submit the form immediately or I'll Submit later if they want to choose another course



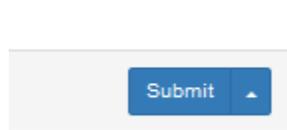
Event Registration

This event is available right now. However, you must submit the form to complete registration and reserve your spot.

8. If they choose I'll submit later than can now choose another course they may want to take

September 23, 2024	
6:00pm - 9:00pm	● Basic Telecommunications - Monday In-Person
6:00pm - 9:00pm	● Basic Telecommunications - Monday Online
6:00pm - 9:00pm	● Blueprint Reading - Monday In-Person (Pending Registration)
6:00pm - 9:00pm	● Blueprint Reading - Monday Online
6:00pm - 9:00pm	● Fixtures, Appliances and Installation - Monday In-Person
6:00pm - 9:00pm	● Fixtures, Appliances and Installation - Monday Online
6:00pm - 9:00pm	● Plumbing Code I - Monday In-Person
6:00pm - 9:00pm	● Plumbing Code I - Monday Online
6:00pm - 9:00pm	● Refrigeration Fundamentals - Monday In-Person
6:00pm - 9:00pm	● Refrigeration Fundamentals - Monday Online
6:00pm - 9:00pm	● Welding I - Monday In-Person
6:00pm - 9:00pm	● Welding I - Monday Online
September 24, 2024	
6:00pm - 9:00pm	● Basic Alarm Technology - Tuesday In-Person (Pending Registration)
6:00pm - 9:00pm	● Basic Alarm Technology - Tuesday Online
6:00pm - 9:00pm	● Electrical Fundamentals - Tuesday In-Person
6:00pm - 9:00pm	● Electrical Fundamentals - Tuesday Online
6:00pm - 9:00pm	● International Mechanical Code - Tuesday In-Person

9. The color stays yellow until they click Submit at the bottom of the page



10. The bubbles will turn green once the student clicks submit

11. If bubbles are red, that means the class is full

12. Students can go back and drop a class by going back into the form and click on the course they want to drop and click drop and click submit at the bottom of the page

Staff, Bristol Adult Ed (BRALC)
Registered: 0 of 7

Notes:

Drop ▾

Car

13. Students can request courses from other Adult Ed schools by going to the top of the page and click any of the school tabs.



They will have to enter all the same information from the top of the page, as each school is separate on PowerSchool