

NW BOCES FAQ

Section 1: The Difference Between Graduate Credit and Recertification Credit

What is the difference between Graduate Credit (aka: Grad Credit, Colorado Mesa University Credit, Mesa Credit, CMU Credit) and Recertification Credit (aka: Recert Credit, CEUs, Continuing Education Units, Inservice Credit)? With so many monikers, no wonder it is confusing sometimes. At NW BOCES we will try to remain consistent and use the terms Graduate Credit and Recertification Credit.

Graduate Credit counts toward step increases and pay raises. It also counts toward recertification. Recertification Credit only counts toward recertification.

For both types of credit: 7.5 hours = 0.5 credits; 15 hours = 1 credit; etc.

For Graduate credit: 0.5 credits costs \$22.50; 1.0 credit costs \$45; etc.

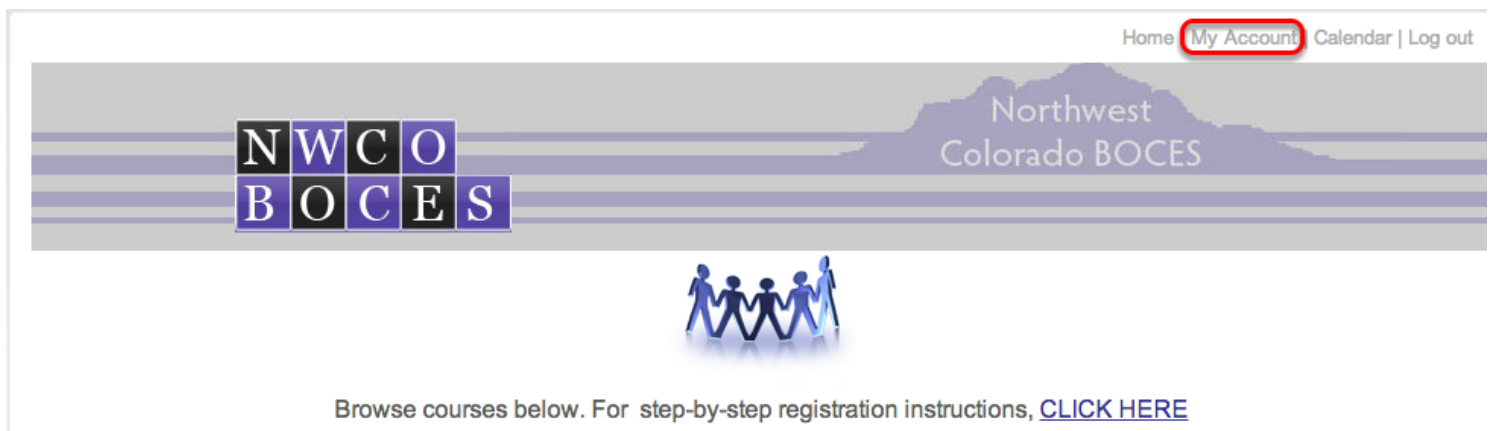
For Recertification credit there is no additional cost.

We typically set up Graduate Credit through Colorado Mesa University for any workshop or event that meets the time requirements. This link will take you to the page where you can register for Graduate Credit:

https://secure.touchnet.com/C21035_ustores/web/store_main.jsp?STOREID=56&SINGLESTORE=tru

Registering for Graduate Credit using the link above, registers you for the credit but does not register you for the course. You will need to follow the Registration Instructions on this site to register for the course itself. Typically, the Graduate Credit link will be available a few weeks before the course starts and will close at the end of the first day of the class.

Section 2: How to Access and Print Your Transcript



The screenshot shows the top portion of the NW BOCES website. At the top right, there are navigation links: "Home", "My Account" (which is highlighted with a red box), "Calendar", and "Log out". Below this is a banner with the NW BOCES logo on the left and the text "Northwest Colorado BOCES" on the right. In the center of the banner is an icon of five stylized human figures holding hands. Below the banner, there is a text prompt: "Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)".

First you will want to login, or if you are already logged in, click on "My Account" towards the top of the page

Student Information

First Name: Sandi
Last Name: Benda
Personal Email:
Username: sandi@gosignmeup.com
Password: *****
School E-mail Address: sandi@gosignmeup.com

Demographic


Mailing Address: 123 My Home Address St
City: Irvine
State: CA
Zip: 92618
Home or cell phone: 949-951-8701
School Phone: 949-951-8701
Gender:

Affiliation

District: Hayden
If other, please list:
School: Hayden Multiple Schools
School 2: 0
School 3: -1
If other, please list:
Position: Audiologist
If other, please list:

Courses

← Enrolled Waiting Past **Transcripted** Cancelled Multiple Enr. →

 Print

#	Name	Start Date	Paid	Action
2566	Testing a Course	03-01-2014	\$0.00	Select...
2524	The Neuropsychology of Writte...	03-04-2014	\$0.00	✓ Select... Print Receipt View Coursework

Total Paid: \$0.00

This is your student dashboard. Under courses you can choose the "Transcripted" courses which will show you all of your transcribed courses. You have a few options to view the courses individually in the drop-downs next to the courses. If you want to print your transcript, press the "Print" icon in this area.



Continuing Education Transcript

Benda, Sandi


Print Date:3/14/2014

Instructor	Completion Date	Credit	Grade	Attendance
Course No.: ABC123				
Course Name: Testing a Course				
3/1/2014				
Course No.: 062714				
Course Name: The Neuropsychology of Written Language Disorder				
Steven Feifer	3/4/2014	Graduate Credit: 0.5		
				Total Graduate Credit: 0.5


That will bring up a PDF version of your transcript that you can print out from your browser.

Section 3: How to Reprint a Certificate

Home **My Account** Calendar | Log out




Northwest Colorado BOCES



Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Search

 Empty

First you will want to login, or if you are already logged in, click on "My Account" towards the top of the page

Student Information

First Name: Sandi
 Last Name: Benda
 Personal Email:
 Username: sandi@gosignmeup.com
 Password: *****
 School E-mail Address: sandi@gosignmeup.com

Demographic

Mailing Address: 123 My Home Address St
 City: Irvine
 State: CA
 Zip: 92618
 Home or cell phone: 949-951-8701
 School Phone: 949-951-8701
 Gender:

Affiliation

District: Hayden
 If other, please list:
 School: Hayden Multiple Schools
 School 2: 0
 School 3: -1
 If other, please list:
 Position: Audiologist
 If other, please list:

Courses

Enrolled | Waiting | Past | Transcribed | Cancelled | Multiple |

Print






#	Name	Start Date	Paid	Action
No courses to show				

Total Paid: \$0.00

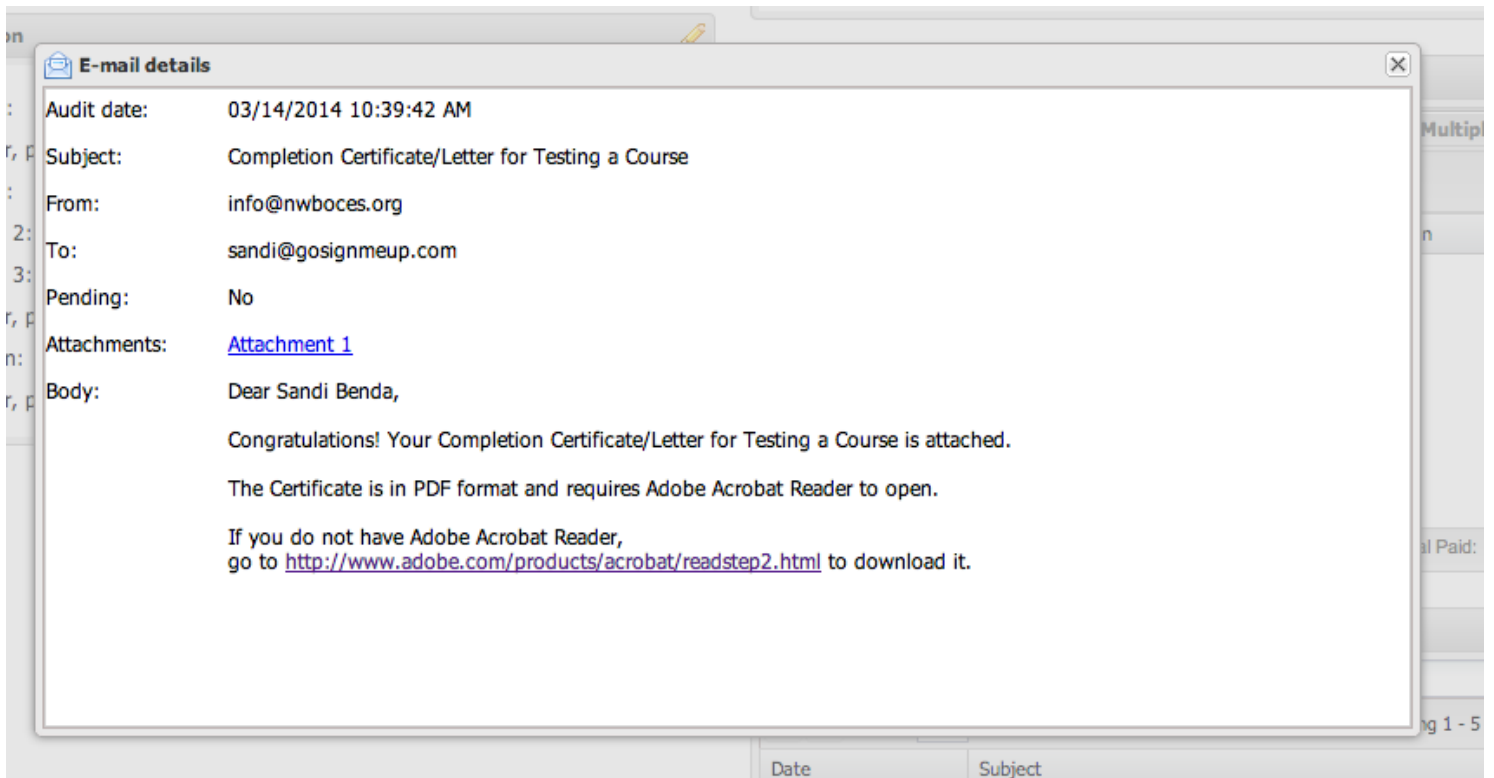
Received Email

Search

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Date	Subject	
03/14/2014 10:39 AM	Completion Certificate/Letter for Testing a Course	
03/14/2014 10:37 AM	Enrollment Confirmation	
03/04/2014 10:00 AM	Cancellation Notice	
03/04/2014 09:57 AM	Cancellation Notice	
03/04/2014 09:23 AM	Enrollment Confirmation	

This is your dashboard. One of the widgets is the "Received Email" this shows all the emails you received. At one point you should have received your certificate. When you find that email here, simply click the mail icon to open up the details of that email.



That will open up a pop-up of the email that was sent to you. You can see the message and click on the attachment that was sent, which was the certificate. Simply click the attachment.

Northwest Colorado Board of Cooperative Educational Services

Certificate of Completion
is presented to

Sandi Benda

for completing the training

Testing a Course

3/1/2014 - 3/1/2014

Graduate Credits: 0
0



Instructor

Amy Bollinger
Executive Director

Then your certificate should pop-up. You can print this from your browser.