How to Register for Free Digital Training at CCV-Rutland
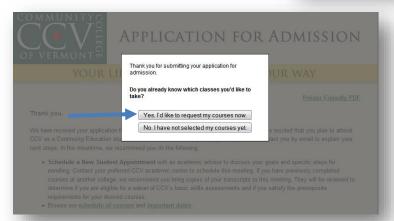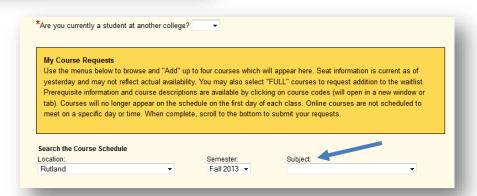
1. Apply online to CCV as a Continuing Education student at
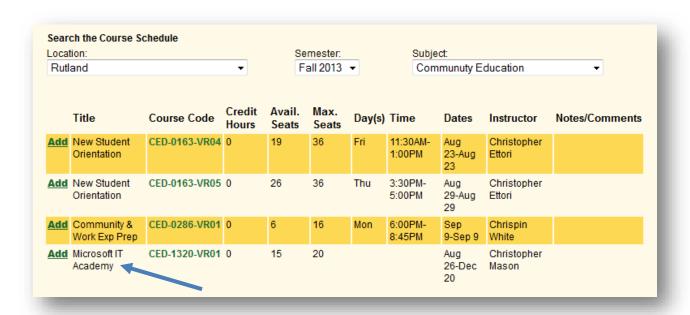https://apply.ccv.edu/ce/

2. At the end of the application process, you will be asked to choose your class. Select, "Yes, I'd like to request my courses now."

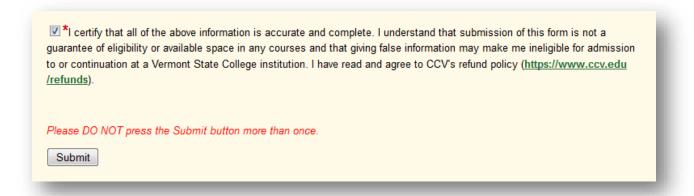**3.** Select "Community Education" from the dropdown box under the heading titled "Subject."

4. Find the title, "Microsoft IT Academy" and click "Add."

Search the Course Schedule

Location: Rutland   Semester: Fall 2013   Subject: Communuty Education

	Title	Course Code	Credit Hours	Avail. Seats	Max. Seats	Day(s)	Time	Dates	Instructor	Notes/Comments
Add	New Student Orientation	CED-0163-VR04	0	19	36	Fri	11:30AM-1:00PM	Aug 23-Aug 23	Christopher Ettori	
Add	New Student Orientation	CED-0163-VR05	0	26	36	Thu	3:30PM-5:00PM	Aug 29-Aug 29	Christopher Ettori	
Add	Community & Work Exp Prep	CED-0286-VR01	0	6	16	Mon	6:00PM-8:45PM	Sep 9-Sep 9	Chrispin White	
Add	Microsoft IT Academy	CED-1320-VR01	0	15	20			Aug 26-Dec 20	Christopher Mason	

5. Finish the application by clicking the checkbox and clicking submit.

☑ *I certify that all of the above information is accurate and complete. I understand that submission of this form is not a guarantee of eligibility or available space in any courses and that giving false information may make me ineligible for admission to or continuation at a Vermont State College institution. I have read and agree to CCV's refund policy (https://www.ccv.edu/refunds).

Please DO NOT press the Submit button more than once.

Submit

6. At this point your application has been sent to the appropriate person at CCV-Rutland. They will contact you (either by phone or email) within 24-48 hours to register you for the class and to schedule an appointment.

7. Your appointment might be one-on-one with an advisor or a workshop in which we will help you through the rest of the process.