

# Registration Assistance

## Do you need assistance filling out your online government registrations?

PTAC clients who are looking for assistance completing their Central Contractor Registration (CCR), SBA's Small Business Dynamic Search, the State of Michigan Vendor Registration, or any other on-line registration are invited to attend this workshop!

Counselors will be available to help clients understand and complete the steps for online registrations. In addition, clients will have the opportunity to complete their registrations using our computer lab.

## What is CCR?

Both current and potential government vendors are required to register in CCR in order to be awarded contracts by the government. Vendors are required to complete the registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. Registration information may be obtained at the following web site: [www.ccr.gov/](http://www.ccr.gov/)

## Dynamic Small Business Search

If you are a small business and register in CCR your company information will automatically populate the SBA Small Business database. The database is a search engine for contracting officers, a marketing tool for small firms and a "link" to procurement opportunities and important information.

## State of Michigan Contract & Payment Express

Companies interested in doing business with the State of Michigan or receiving payment from the state are required to register at [Contract & Payment Express](#).<sup>1</sup>

9:00 – 11:00 a.m.

October 28, November 18, January 27,  
February 24, March 31, April 28  
\$20 per person

**Registration Required!**

See back for further information.

**Please note:** there are several pieces of information that you **MUST** bring with you to complete the above registrations. Please call the Business Development Center for a copy of the **Registration Assistance Checklist**.

<sup>1</sup> [http://www.michigan.gov/budget/0,1607,7-157-13404\\_37161-179392--,00.html](http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html)

## Schoolcraft College

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[www.schoolcraft.edu/bdc/gov\\_contracting.asp](http://www.schoolcraft.edu/bdc/gov_contracting.asp)

# Registration Assistance for Government Contractors

## ↓ Registration Currently Open ↓

Section No. 940707 CES2 1541	Thursday, November 18, 2010 Fee: \$20.00	9:00 am–11:00 am Location: VT 450
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## ↓ Registration Opens Monday, December 13, 2010 ↓

Section No. 910709 CES2 1541	Thursday, January 27, 2011 Fee: \$20.00	9:00 am–11:00 am Location: VT 450
Section No. 910712 CES2 1541	Thursday, February 24, 2011 Fee: \$20.00	9:00 am–11:00 am Location: VT 450
Section No. 910714 CES2 1541	Thursday, March 31, 2011 Fee: \$20.00	9:00 am–11:00 am Location: VT 450
Section No. 910715 CES2 1541	Thursday, April 28, 2011 Fee: \$20.00	9:00 am–11:00 am Location: VT 450

## Register Online!

- Click [here](https://webadvisor.schoolcraft.edu) to access WebAdvisor or enter the following URL in your browser window:  
<https://webadvisor.schoolcraft.edu>
- Click on Continuing Education (Non-Credit)
- Click on “Register and Pay for Continuing Education Classes”
- Choose the subject line: *Small Business/Entrepreneur*
- Insert appropriate CES **OR** Section Number for the date of the class you want to attend.
- Credit card payment is required when registering via the Web. Please have your credit card information at hand.
- If you experience problems registering, contact the Admissions and Enrollment Center at 734-462-4426 before proceeding.
- Online registration hours are

Monday–Friday	3 a.m. to 10 p.m.
Saturday	3 a.m. to 11 p.m.
Sunday	3 a.m. to 9 p.m.

***Registration for classes is currently open and continues until the day before the class first meets. Register early for best class selection!***

For event questions, please call the Business Development Center at 734-462-4438 or email [inforeq@schoolcraft.edu](mailto:inforeq@schoolcraft.edu). For registration questions, please call Continuing Education and Professional Development at 734-462-4448, email [CEPD@schoolcraft.edu](mailto:CEPD@schoolcraft.edu), or visit our website at [www.schoolcraft.edu/cepd](http://www.schoolcraft.edu/cepd).

Refunds are issued in accordance with college policy.

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.