

# 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.**

August 26, September 30,  
October 28, November 18  
\$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. 930704 CES2 1541	Thursday, August 26, 2010 Fee: \$20.00	9:00am–11:00am Location: VT 450
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## ↓ Registration Opens August 2, 2010 ↓

Section No. 940705 CES2 1541	Thursday, September 30, 2010 Fee: \$20.00	9:00am–11:00am Location: VT 450
Section No. 940741 CES2 1541	Thursday, October 28, 2010 Fee: \$20.00	9:00am–11:00am Location: VT 450
Section No. 940707 CES2 1541	Thursday, November 18, 2010 Fee: \$20.00	9:00am–11:00am 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 more information, please call Continuing Education and Professional Development at 734-462-4448, email [continueed@schoolcraft.edu](mailto:continueed@schoolcraft.edu), or visit our web site [www.schoolcraft.edu](http://www.schoolcraft.edu).

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.