

## MTEL Registration Guidelines

This is a step-by-step process on how to register for MTEL examinations.

There are several things to know before starting:

- a) The registration requires you to pay before you can select the date and site of your examination. **You can and should check ahead of time for date and site availability.** Directions for checking date and site availability can be found on the “Registration Checklist” mentioned in step 2 below.
- b) These directions specifically address registering for the MTEL Communication and Literacy Skills Reading and Writing subtests but can be generalized for use in registering for other MTEL examinations.
- c) **You are encouraged to register as early as possible as dates and sites can fill up**

### How to Register:

- 1) Go to **www.mtel.nesinc.com**
- 2) Under “before you register” (in side bar on left) choose the registration checklist
- 3) Review checklist items to prepare for registration
  - a. Be sure to have all the necessary items/information available to register
- 4) Choose “register now” from menu at the top of the page (3<sup>rd</sup> from left)
- 5) Read this first page carefully and choose “next” to move on.
- 6) Log in/Create account page.
- 7) On the “account home page” choose “register to test.”
- 8) Select “computer-based testing” and choose “next”
- 9) Read the disclaimer and choose “next”
- 10) Review your personal information and choose “next”
- 11) Read and check the box before choosing “next”
- 12) Read and check all boxes that apply (the top two are required) before choosing “next”
- 13) Select your test and choose “next”
  - a. Communication and Literacy Skills – Reading Subtest
  - b. Communication and Literacy Skills – Writing Subtest
- 14) Indicate whether or not you would like to receive test results via e-mail and choose “next”
- 15) Select appropriate language and license and then choose “next”.
- 16) Select appropriate license category and choose “next”
- 17) Select highest level of education and choose “next”
- 18) Select correctly for years since receiving undergraduate degree and choose “next”
- 19) Indicate the undergraduate institution granting degree and choose “next”
- 20) Select the appropriate major and choose “next”
- 21) Select the institution for your advanced degree and choose “next”
- 22) Select “in-state” if attending Fitchburg State University and choose “next”
- 23) Indicate your current status with regards to a teacher preparation program and choose “next”
- 24) Select appropriate institution of higher education and indicate whether or not you would like digits from your social security number passed onto the institution of choice and then choose “next”
- 25) Select alternate institutions to receive your testing results if necessary and then choose “next”
- 26) Make your payment
- 27) **After making your payment you will be prompted with selecting your test date and site based on the current availability**