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](http://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 (3rd 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**