

## **SERC Member Number**

### **What is my SERC Member number?**

The SERC Member number is required for online registration. If you have previously participated in a SERC professional development training or family learning opportunity, you have been assigned a SERC Member Number. It contains no more than 5 digits and always shows on your acceptance letter(s). If your SERC Member number is less than 5 digits, you do not need to fill "0" before it.

### **Could I apply workshops online if I do not have a SERC Member number?**

No. You need to have a member first in order to register online. Applicants new to SERC can contact a SERC Staff member to request assignment of a SERC Member number or submit their application through Mail or Fax. The Member number may be left blank on your paper application form.

### **What if I forget my SERC Member number?**

If you are a past participant in a SERC activity, your Member number is available to you by calling or e-mailing a SERC Staff member. You may submit an application to an activity through Mail or fax and leave the member number blank. However, taking the time to obtain and verify your SERC member number prior to submitting an application form ensures you of accurate and faster processing of your application.

### **What if I have more than one SERC Member number?**

If you have two SERC Member numbers, please call or e-mail Linda Zorovich, SERC Data Systems Administrator, at (860) 632-1485, ext. 229, [zorovich@ctserc.org](mailto:zorovich@ctserc.org), to help us research the records and eliminate the duplicate record that has been created in error. This will assure that your member record is complete and accurate and prevent unnecessary duplicate mailings. Educators who have more than one SERC Member number may be at risk of receiving an incomplete transcript of CEUs needed for continuation of their SDE Professional Educator Certificate.

### **Why is my SERC Member number important to online registration for an activity?**

Past participants in SERC professional development activities will use their member number to create an online user account. Member information is then verified and ensures the online user of accurate and faster processing of applications. Online users can monitor the status of their workshop applications and print confirmation of enrollment letters. To reconfirm or obtain a SERC member number, contact a SERC Staff member at (860) 632-1485 for assistance.

### **Is my SERC Member number and SERC Library card number the same?**

No. A SERC Library card is issued to visitors to the SERC Library who wish to borrow materials. The number on the Library card should not be confused with the SERC member number assigned to participants in SERC professional development activities.