Certified Retail Analyst Certification Registration Checklist

Please use this format to make sure you have completed all the necessary steps to begin the class.

- Submit the CRA Application with a copy of your transcripts to retail@nwacc.edu.
 - Your transcripts will be reviewed for the following prerequisites.
 - English Composition I
 - To test out of English Composition I, you will need to schedule the COMPASS exam with the NWACC Testing Center. To successfully meet these prerequisites, you will need to pass score a 90. You can also opt to take the CLEP test if you also wish to receive college credit for these courses.
 - If you do not succeed in testing out of English Composition I, you must enroll in this class through the main NWACC campus.

College Algebra

- To test out of College Algebra, you will need to schedule the COMPASS exam with the NWACC Testing Center. To successfully meet these prerequisites, you will need to score a 46 on the College Algebra. You can also opt to take the CLEP test if you also wish to receive college credit for these courses.
- If you do not succeed in testing out of College Algebra, you must enroll in this class through the main NWACC campus.

Intro to MS Office 2010

- To test out of the Intro to MS Office 2010, you will need to schedule the CISQ Challenge Exam with the NWACC Testing Center.
- If you do not succeed in testing out of CISQ Challenge Exam, you must enroll in this class through Corporate Learning by filling out the Class Registration form.

Advanced Excel and Access for Retail

- To be able to schedule the Advanced Excel and Access for Retail exam, you must pass this exam with a 90% or higher. You can also show a MS issued certification to opt out of the Intro to MS Office 2010.
- If you do not succeed in testing out of the Advanced Excel and Access for Retail, you
 must enroll in this class through Corporate Learning by filling out the Class Registration
 form.
- Submit the Class Registration form for any pre-requisite computer classes needed.
 - If you passed any of the waiver exams, your scores will need to be included with your registration form.
 - o If you chose to take the computer prerequisites classes, you will need to take both classes at the same time if you are going to participate in the Payment Plan option.
 - o If you are registering for any of the core classes, you must take them in order that they are listed under Course Descriptions. You can either take them one at a time or you can take Retail Supply Chain & Replenishment with Retail Link Data Management and you can take Retail Tools Integration with Retail Strategic Analysis. You must take Retail Analytical Techniques on its own.
- o In the "Payments" section, please check how you will pay for the class(es).
 - Check/Cash payments are due at the time of registration.
 - o Credit/Debit payments are made via directions sent to you on the confirmation email.
 - Payment plans are set up via directions sent to you on the confirmation email.