



Member Portal Guide

NEW: If you are joining, choose JOIN/RENEW from the acteonline.org home screen.



RENEW: If you are renewing your membership (and you are still within your 90-day grace period), select LOGIN to go into your membership profile from the acteonline.org home screen.



REJOIN: If you are renewing but your membership has lapsed (past the 90-day grace period), you must contact Member Services to reinstate your membership. memberservices@acteonline.org

When joining ACTE -

There are three categories of membership available through the online membership form:

1. **International** – outside of the US and its territories; also, not part of an ACTE region. \$60
2. **Professional** – individuals actively employed or concerned with career and technical education. \$80
3. **Student** – additional questions open when this category is chosen. This category is for full-time students who are not employed full-time in the education system. Free

Retired membership is available by contacting ACTE. \$31

To qualify for Retired membership, you must:

- Be a current Professional ACTE member for at least a year
- Have retired from active full-time or part-time employment

If the criteria is met and you wish to convert or renew your current Professional Membership to a Retired Membership, please contact our Member Services team at memberservices@acteonline.org to start the process.

Demographic Data

This information is collected to better serve our members.

Next, we need a few more details.

[Edit source form](#)

Category Detail Information:

International: Individuals concerned with career and technical education who reside outside of the United States, its territories and protectorates and who are in a country that is not part of an ACTE region.

Professional: Individuals actively employed in or concerned with career and technical education.

Student: Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor or administrator.

*Category

*Which of the following best describes your role?

- (None)
- International Member
- Professional Member
- Student Member

Required questions are marked with a *.

*Selecting **Retired or not currently employed** does not qualify you for the Retired membership rate.*

*Which of the following best describes your role? Please choose all that apply.

- K-12 instructor
- Postsecondary/adult instructor
- School counselor or advisor
- Other career development/WBL professional
- Program/institution/district administrator
- State or regional education agency staff
- Teacher educator (e.g. professor, instructional coach)
- Pre-service teacher
- Education association/CTSO representative
- Employer or industry association representative
- Retired or not currently employed
- Other (Please specify)

*Which of the following best describes the setting you work in? Please choose all that apply.

- Middle school
- High school
- Area technical center or other shared-time center
- Community or technical college
- Four-year college or university
- School district or local education agency
- State or regional education agency staff
- Education association/CTSO representative
- Employer or industry association
- Retired or not currently employed
- Other (Please specify)

If a non-unified state is chosen, the option opens to choose to join only ACTE or ACTE and the state association. (Affiliated state associations can be unified or non-unified. Members in unified states are required to belong to both the state and national ACTE; members in non-unified states can belong to the state or national ACTE but are not required to belong to both organizations. Unified states receive additional benefits from the national ACTE office.)

If your state is not listed please select the first option, "STATE NOT LISTED" from the dropdown menu to join ACTE
Oklahoma members must join or renew using the [OK ACTE Online Membership Application](#)
 Residents of the following locales should choose **Guam** from the below dropdown:

- Commonwealth of the Northern Mariana Islands
- Republic of Palau
- Federated States of Micronesia
- Republic of the Marshall Islands
- American Samoa

*State

*UnifiedChoice

What is your date of birth?

*Which of the following best describes your gender identity? Required Field

*Which of the following best describes your race and/or ethnicity? Required Field

Which of the following credentials have you earned? Please choose all that apply.

- Industry certification or licensure in your CTE program area
- Teaching certification or licensure
- Postsecondary certificate
- Associate degree
- Bachelor's degree
- Master's degree
- Doctor of education (EdD) or education specialist (EdS) degree
- PhD or professional degree (e.g. MD, JD)
- Other (Please specify)

If you are now or have in the past been a CTE instructor, how did you first become a CTE instructor?

What year did you begin working in CTE?

The question about the Career Cluster is not the same as choosing an ACTE division or section to join. This is on a separate page on the membership application.

Which of the following best describes the Career Cluster(s) you work with? Please choose all that apply or 'All of the above.'

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics
- All of the above
- Other (Please specify)

There is a required question about Techniques subscription as to receiving this by print or as an online document.

If you would like to opt out of receiving the print edition of Techniques in the mail, please note your subscription preference below. As a member, we let you know by email each time a new edition becomes available online -- you'll never miss an issue!

No print -- please remove me from the Techniques mailing list. I'll read it online at acteonline.org/techniques.
Receive in print -- I would like to receive Techniques in the mail.

*Your Techniques Subscription Preference

If you are unable to proceed after clicking Next, please scroll up and ensure that you have answered all required questions.

Licensed to Association for Career and Technical Education

Division/Section Selection

The next screen shows the ACTE/State Divisions and Sections. State Divisions/Sections are cross walked to the ACTE Divisions/Sections. If there is a state division or section, this will show the state name. If there is no state division or section, the ACTE name will show. ACTE membership includes one Division or Section. If additional national (ACTE) Divisions or Sections are selected, there is a \$10 charge. State Division Dues are determined by the state association and/or the state affiliate.

Example of a state with state divisions/sections:

South Carolina Chapter - Divisions and Sections

[Click here](#) to see descriptions of the below divisions.

Your National ACTE membership includes membership in one division. Additional *National* divisions may be added for \$10 each. ACTE Division names may vary from state division names. Associated state division costs are calculated and can not be changed.

After choosing your selections and clicking "Next," you will see a listing of your charges.

- | | |
|--------------------------|---|
| Divisions | <input type="checkbox"/> ACTE Administration Division |
| | <input type="checkbox"/> ACTE Postsecondary Adult and Career Education |
| | <input type="checkbox"/> ACTE Work-Based Learning Division |
| | <input type="checkbox"/> Counseling and Career Development Division |
| | <input type="checkbox"/> South Carolina Agricultural Education Division |
| | <input type="checkbox"/> South Carolina Business Education Division |
| | <input type="checkbox"/> South Carolina Engineering and Technology Education Division |
| | <input type="checkbox"/> South Carolina Family & Consumer Sciences Ed Division |
| | <input type="checkbox"/> South Carolina Health Science Education Division |
| | <input type="checkbox"/> South Carolina Trade and Industrial Ed Division |
| New and Related Services | <input type="checkbox"/> ACTE CTE Research Section |
| | <input type="checkbox"/> South Carolina Career Academy Section |
| | <input type="checkbox"/> South Carolina CTE for All Section |
| | <input type="checkbox"/> South Carolina Instructional Materials Section |
| | <input type="checkbox"/> South Carolina Integration of Academics and CTE Section |
| | <input type="checkbox"/> South Carolina JROTC Section |
| | <input type="checkbox"/> South Carolina Law and Public Safety |
| | <input type="checkbox"/> South Carolina Others Section |
| | <input type="checkbox"/> South Carolina Professional Development Section |
| | <input type="checkbox"/> South Carolina Public Information Section |
| | <input type="checkbox"/> South Carolina Support Staff Section |
| | <input type="checkbox"/> South Carolina Tech Prep Section |
| Additional Options | <input type="checkbox"/> Career and Technical Education Equity Council |
| | <input type="checkbox"/> NATFACS Membership |
| | <input type="checkbox"/> NCLA Membership |

Example of a state without state divisions/sections:

California Chapter - Divisions and Sections

[Click here](#) to see descriptions of the below divisions.

Your National ACTE membership includes membership in one division. Additional *National* divisions may be added for \$10 each. ACTE Division names may vary from state division names. Associated state division costs are calculated and can not be changed.

After choosing your selections and clicking "Next," you will see a listing of your charges.

Divisions

- ACTE Administration Division
- ACTE Agricultural Education Division
- ACTE Business Education Division
- ACTE Counseling and Career Development Division
- ACTE Engineering and Technology Education Division
- ACTE Family and Consumer Sciences Ed Division
- ACTE Health Science Education Division
- ACTE Postsecondary Adult and Career Education
- ACTE Trade and Industrial Education Division
- ACTE Work-Based Learning Division

New and Related Services

- ACTE Career Academy Section
- ACTE CTE for All Section
- ACTE CTE Research Section
- ACTE CTE Scholars
- ACTE Instructional Management & Materials
- ACTE Integration of Academics, Career, and Tech Education
- ACTE JROTC Section
- ACTE Law and Public Safety
- ACTE Makers of Policy/Public Information
- ACTE Other and Related Section
- ACTE Support Staff Section
- ACTE Tech Prep Section

Additional Options

- Career and Technical Education Equity Council
- NATFACS Membership
- NCLA Membership

The following screen will show the dues amounts for the state chapter and the divisions/sections. The Optional Sections list the ACTE and state divisions/sections that were chosen. Remember if a state division is chosen on the application the coordinating ACTE division is also listed.

Membership Term: 12/01/2023 - 11/29/2024

Dues Payments

Item	Unit Price	Quantity	Balance
ACTE Membership Dues	80.00	1	80.00

Chapter Membership Fees

Item	Unit Price	Quantity	Balance
WA-Washington Assn for Career & Technical Education	75.00	1	75.00

Optional Sections

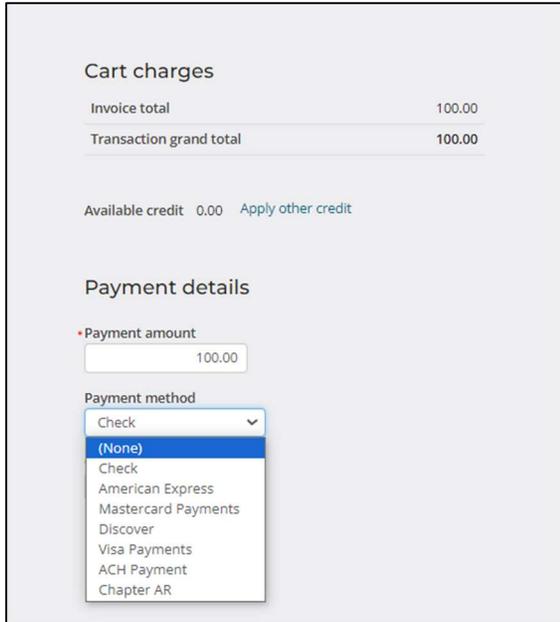
Item	Unit Price	Quantity	Balance
Washington Administration Division-WACTA	75.00	1	75.00
ACTE Administration Division	0.00	1	0.00
ACTE Postsecondary Adult and Career Education	10.00	1	10.00
ACTE JROTC Section	10.00	1	10.00

Balance Subtotal 250.00

[Make Changes](#) [Print](#) [Proceed to Checkout](#)

There is an option **Make Changes** to return to this screen to change selections before checking out.

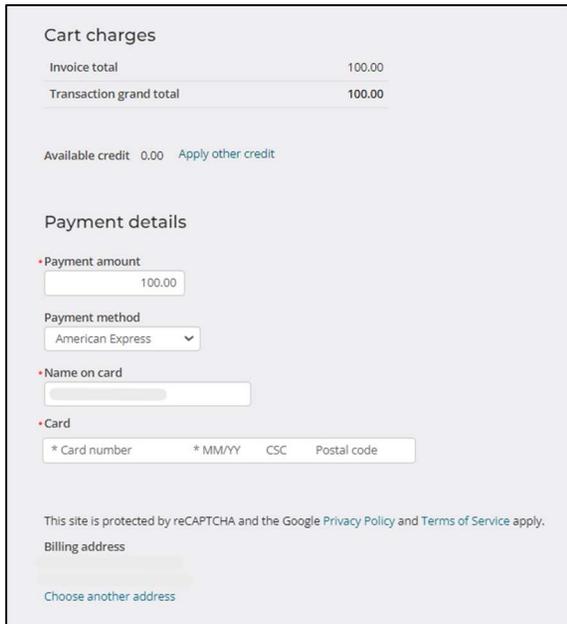
When you are ready to pay, the total cart charges show the amount due. You have several options to pay the charges from the drop down.



The screenshot shows a payment interface with the following elements:

- Cart charges:**
 - Invoice total: 100.00
 - Transaction grand total: 100.00
- Available credit: 0.00 [Apply other credit](#)
- Payment details:**
 - Payment amount: 100.00
 - Payment method dropdown menu with options: Check, (None), Check, American Express, Mastercard Payments, Discover, Visa Payments, ACH Payment, Chapter AR.

If you choose to pay by credit card, you will get a window to enter your card information.



The screenshot shows a payment interface with the following elements:

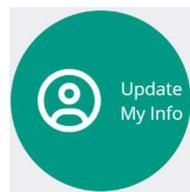
- Cart charges:**
 - Invoice total: 100.00
 - Transaction grand total: 100.00
- Available credit: 0.00 [Apply other credit](#)
- Payment details:**
 - Payment amount: 100.00
 - Payment method dropdown menu with 'American Express' selected.
 - Name on card: [input field]
 - Card: [input fields for * Card number, * MM/YY, CSC, Postal code]
- Footer: This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Billing address: [input field] [Choose another address](#)

If you are paying your membership by check, send to

ACTE
P.O. Box 718621
Philadelphia, PA 19171-8621

Renewing your Membership

If you are renewing your membership, logging in will bring up your ACTE member portal page:



Update My Info – you can change your name, address, school, etc. You can also add in your demographic data (My Demographics option). Edits are done by choosing the pencil in the upper right corner of the screen.

Profile	My Participation	My Demographics
Kelli Diemer Director of Membership ACTE National Mobile [Redacted]	Contact Information	Organization Relationship
ACTE ID NUMBER Member Status [Redacted] Paid through [Redacted]	Prefix First Name: Kelli Middle Name Last Name: Diemer Title: Director of Membership Suffix Email Work Phone Fax ACTE ID Number Join Date	Company Id: 263076 Company: ACTE National

Under the My Demographics option, you can update your data by choosing the pencil in the upper right-hand corner.

Profile My Participation **My Demographics**

• Which of the following best describes your gender identity? Female

• Which of the following best describes your race and/or ethnicity? (Select) Required

Which of the following credentials have you earned? Please choose all that apply.

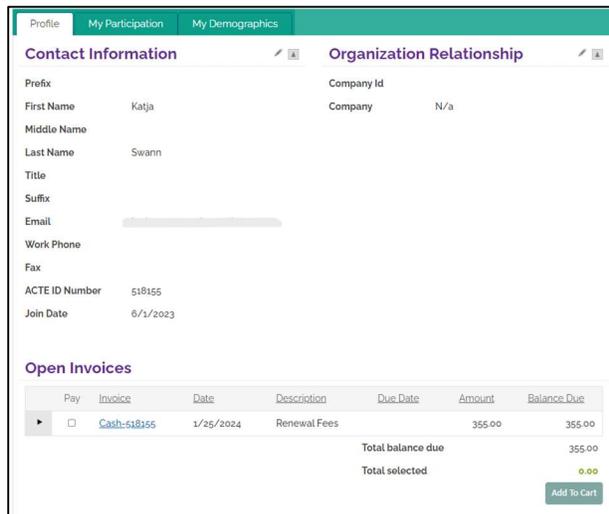
- Check all
- Industry certification or licensure in your CTE program area
- Teaching certification or licensure
- Postsecondary certificate

If "Please Specify," describe here

Once logged into your profile, you can renew online.



When renewing, an invoice will be posted on your account. To pay, select **Add to Cart**.



ACTE Membership Card

Membership cards are available on your ACTE profile page.





Purchase ACTE Publications – opens the ShopACTE site.



Members-Only Webinars – opens the CTE Learn site. Please check the Partner Portals for your state specific CTE Learn Portal.

The screenshot shows the ACTE Online Learning Network website. The top navigation bar includes links for Pricing, Login, Help, and Go to ACTE. Below this is a secondary menu with options: Credit Courses, Free Resources, Free Webinars, CareerPrepped, College Credit, and Partner Portals (highlighted with a red box). The main content area is split into two columns. The left column is titled 'CTE Learn New Users' and contains a 'Register' button. The right column is titled 'CTE Learn Registered Users' and contains a login form with fields for 'Username/Email Address' and 'Password', a 'Login' button, and a 'Forgot Password?' link.



Techniques Archive – opens the Techniques archive site.

The screenshot displays the Techniques Archive website. It features a grid of journal covers. The top section is for the year 2024, with a cover for 'Advocacy & Outreach' (January 2024, Vol. 99-No. 1). The bottom section is for the year 2023, featuring three covers: 'Cross-disciplinary Collaboration' (November/December 2023, Vol. 98-No. 8), 'A How-to Guide' (October 2023, Vol. 98-No. 7), and 'VISION in the Spotlight' (September 2023, Vol. 98-No. 6).