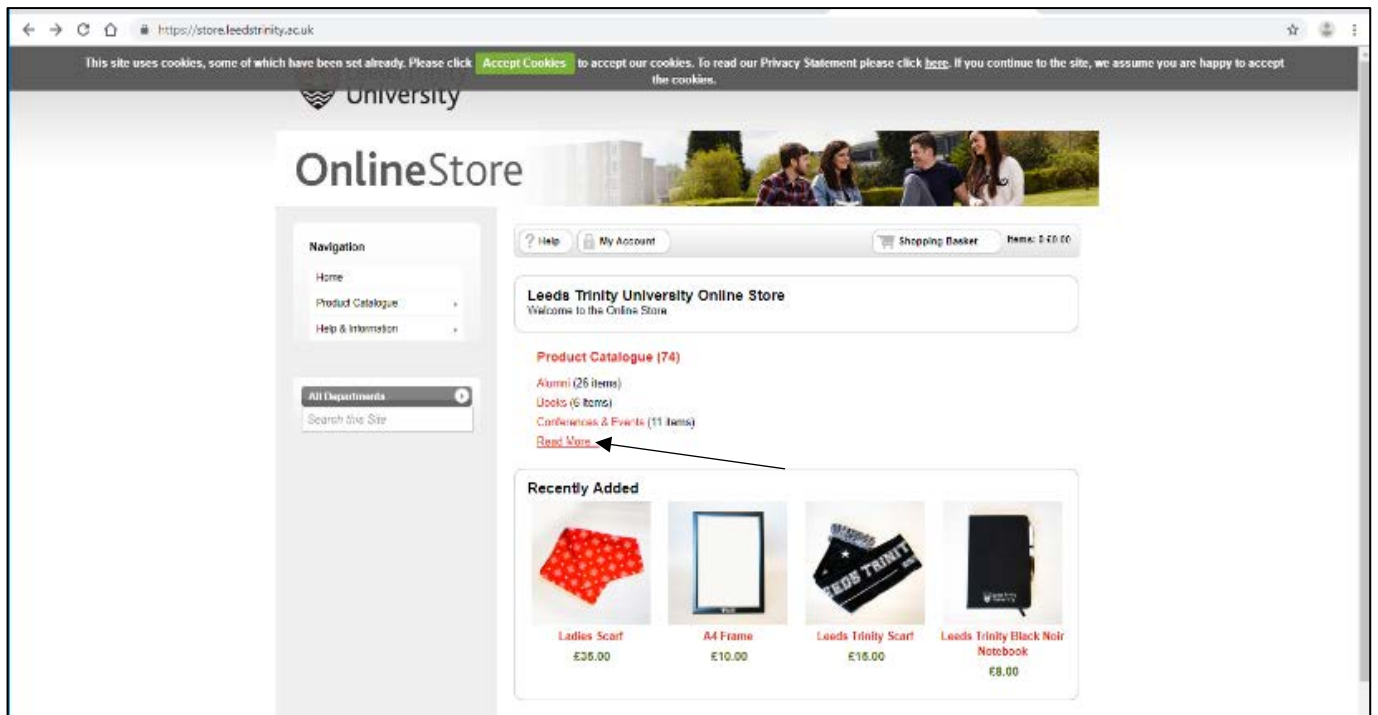


CCRS Application

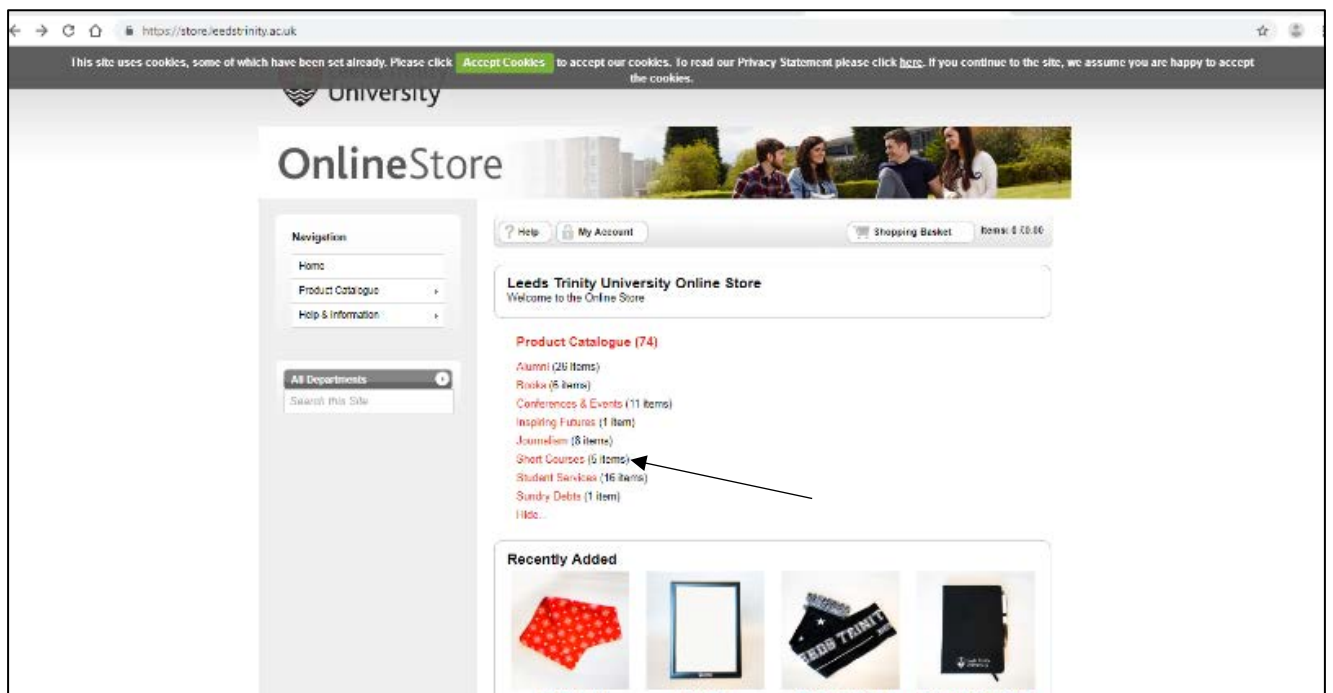
Step by Step guide

To apply for CCRS, follow these instructions on the online store:

1. Visit <https://store.leadstrinity.ac.uk/>
2. Click on read more



3. Click on short courses



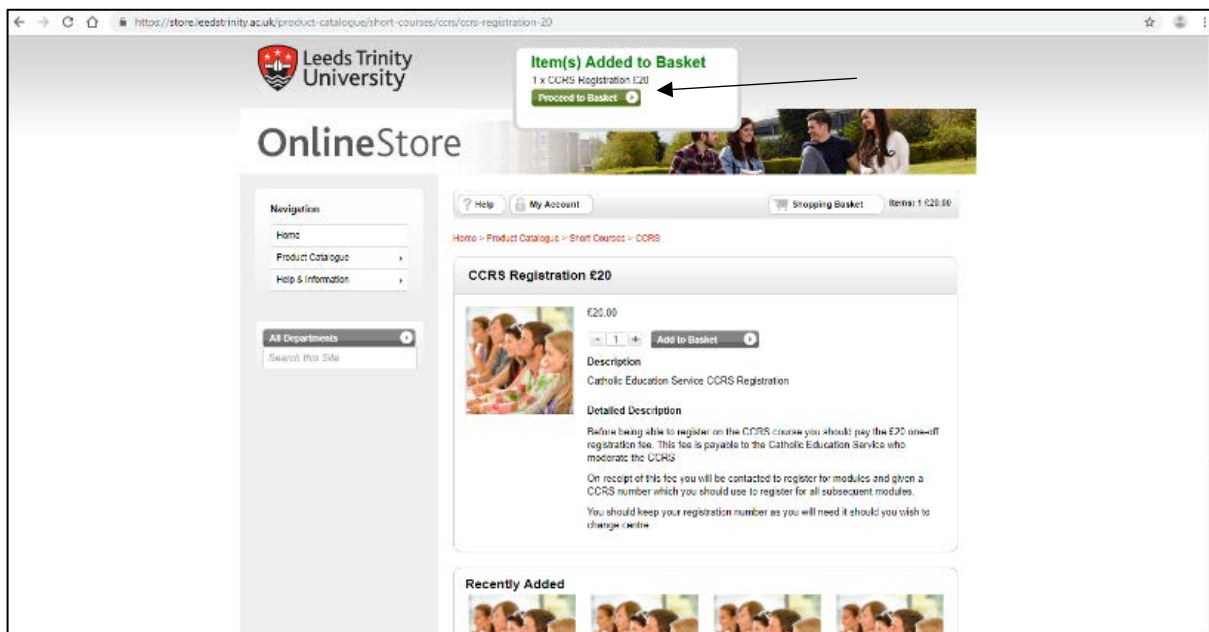
4. Click on CCRS Registration

The screenshot shows the 'OnlineStore' interface. On the left is a navigation sidebar with 'Home', 'Product Catalogue', and 'Help & Information'. Below it is a search bar for 'All Departments'. The main content area has a breadcrumb trail: 'Home > Product Catalogue > Short Courses'. Under 'Short Courses', there are two categories: 'CCRS (2)' and 'HLTA (3)'. Under 'CCRS (2)', the 'CCRS Registration £20' product is highlighted with a red arrow. Below this is a 'Recently Added' section with four product cards: 'HLTA Entry Test - Numeracy & Literacy £40', 'HLTA Entry Test - Literacy £25', 'HLTA Entry Test - Numeracy £25', and 'CCRS Registration £20'.

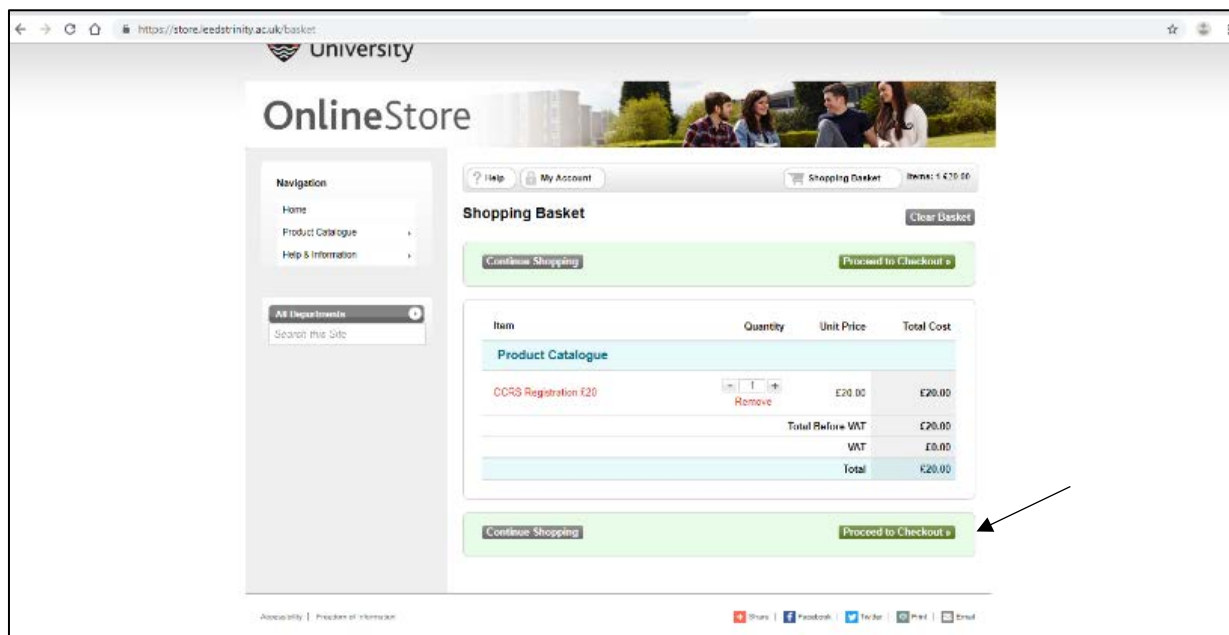
5. Click on add to basket

The screenshot shows the product detail page for 'CCRS Registration £20'. The breadcrumb trail is 'Home > Product Catalogue > Short Courses > CCRS'. The product title is 'CCRS Registration £20' with a price of '£20.00'. There is a quantity selector set to '1' and an 'Add to basket' button, which is highlighted with a red arrow. Below the title is a 'Description' section: 'Catholic Education Service CCRS Registration'. A 'Detailed Description' section follows: 'Before being able to register on the CCRS course you should pay the £20 one off registration fee. This fee is payable to the Catholic Education Service who moderates the CCRS. On receipt of this fee you will be contacted to register for modules and given a CCRS number which you should use to register for all subsequent modules. You should keep your registration number as you will need it should you wish to change centre.' At the bottom is a 'Recently Added' section with the same four product cards as in the previous screenshot.

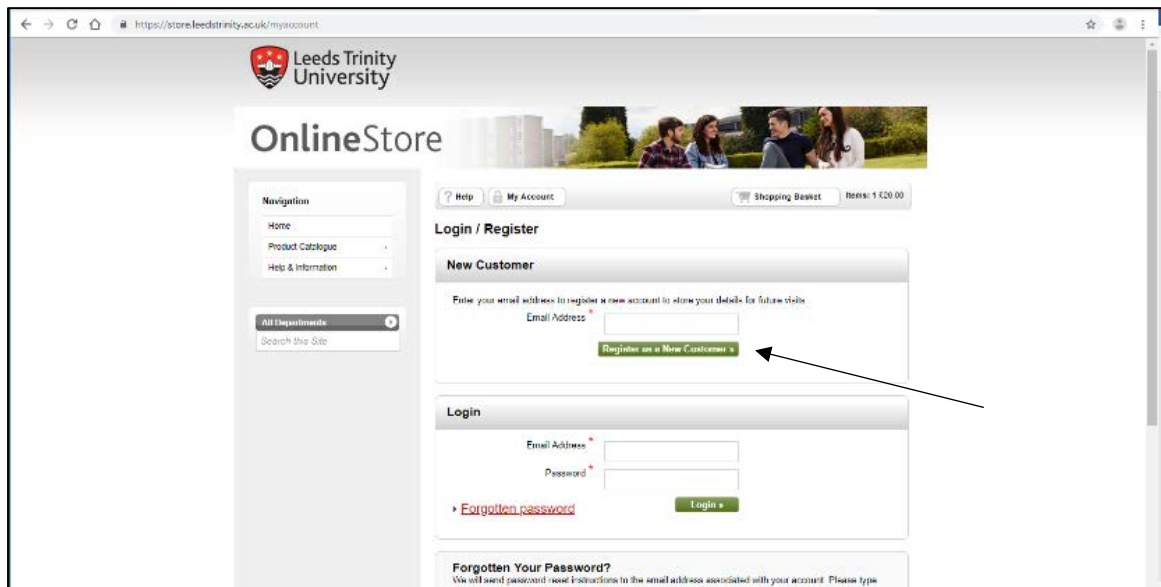
6. Click proceed to basket



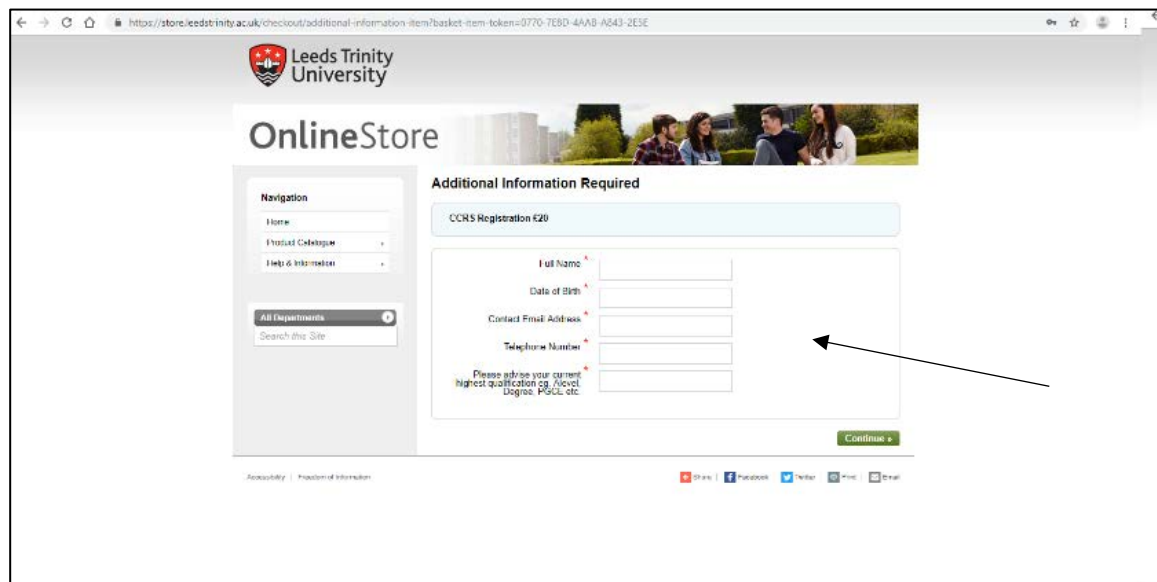
7. Click proceed to checkout



8. If you have purchased from the online store before, enter your username and password and log in, and skip to point 10 in this booklet. If you are new, register as a new customer (point 9)
9. Enter your email address and click register as a new customer and enter all the details it asks you for and proceed to point 10.

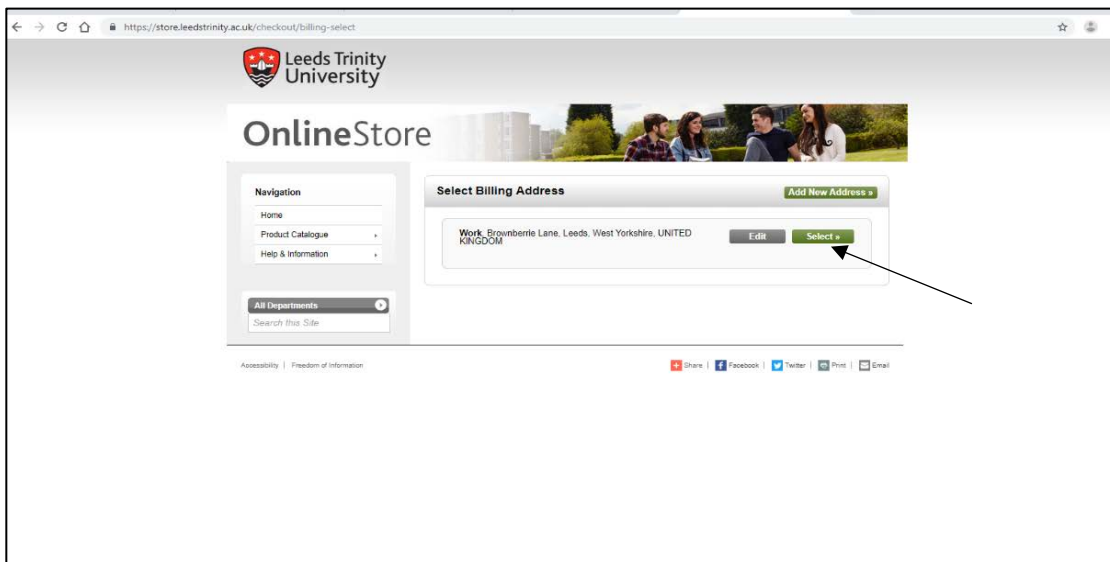
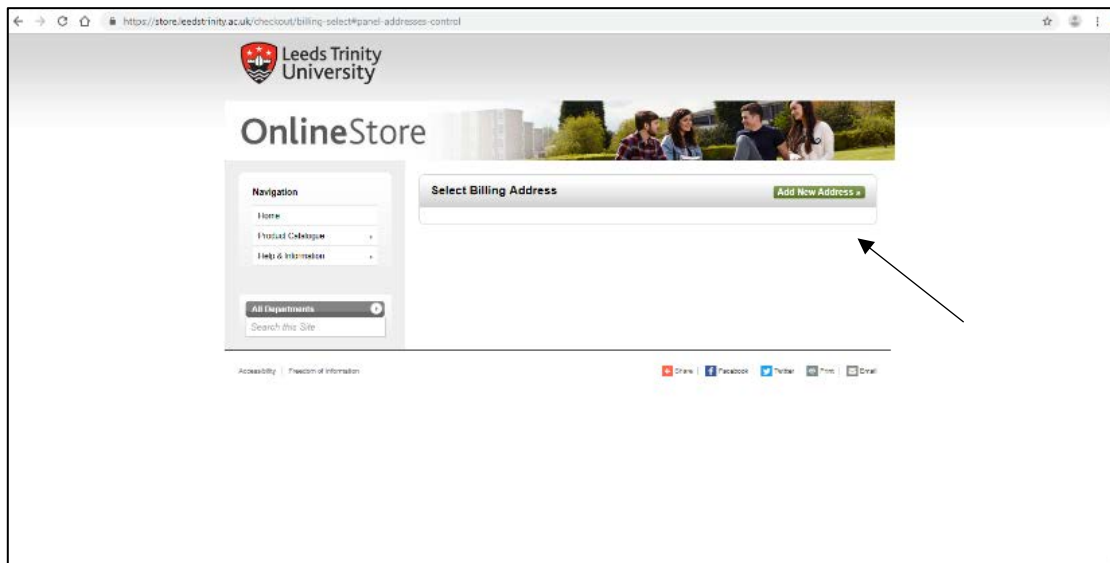


10. Enter the following details.

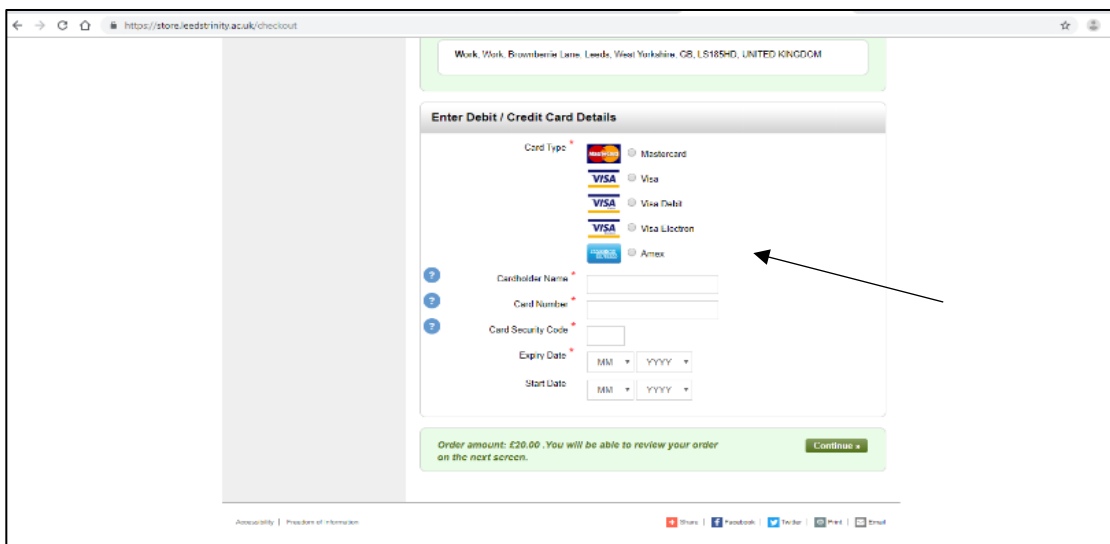


- 11.

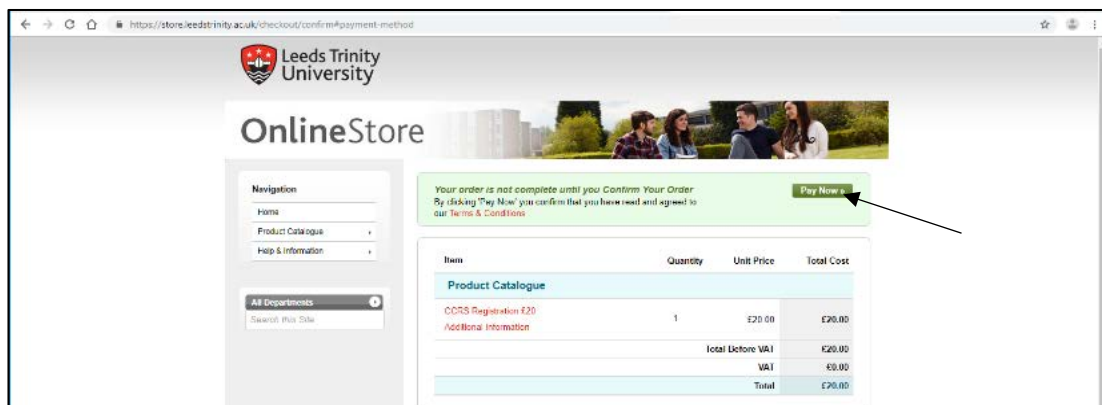
12. Add a billing address (if not already added) or select the billing address



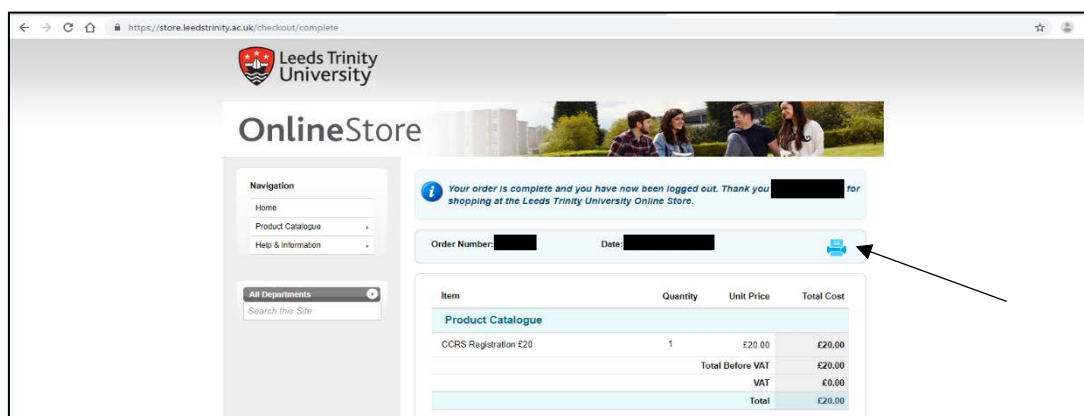
13. Enter your payment details



14. To confirm your payment, click pay now



15. The following screen will appear to confirm your purchase. Click print to keep for your records.



You are now ready to enrol for your individual modules following a similar procedure. Please select the ones you wish to register for. When you are registering, if it asks for your CCRS number and you are still waiting for it, please just put 'pending'. Please make sure that you are able to attend all sessions for the modules that you are registered for as 100% is mandatory.
You will not pass the course if you miss a session.

The modules available are:

- The Old Testament
- The New Testament
- Catholic Education 1
- The Church
- Catholic Education 2
- Sacraments
- Christian Morality
- Jesus Christ

All modules need completing and passing in order to receive the CCRS Certificate. You have five years to complete all the modules from the time of starting.

Any queries please do not hesitate to get in touch with Jenny Stuart-Collins, CCRS Coordinator (j.stuart-collins@leadstrinity.ac.uk)