FAQ

Where is the Registrar's Office located and what are the hours?
The Office of the Registrar is located in the Administration Offices at Career Training Academy's Main Campus 179 Hillcrest Shopping Center, Lower Burrell, PA 15068. Office hours are Monday through Friday 8:30 AM to 4:30 PM. Parking is available in the shopping center parking lot.

Can I transfer credits from another school to Career Training Academy?
Career Training Academy offers transfer credit on a case by case basis. Official transcripts from the school are required for final processing of all approved courses for transfer credit. We also have Articulation Agreements with area schools that provide advanced placement in programs.

How do I apply for Graduation?
Medical, Billing and Dental students will receive an Application for Graduation at Externship Orientation. Massage students will receive their Application for Graduation during their last scheduled module of courses. Fill out the top portion and return it to your Lead Instructor.

How do I find out information about the Graduation Ceremony?
Career Training Academy has one graduation per year and it is typically held in July. In May you will receive information in the mail regarding the graduation ceremony. This will include the date, time, location and ticket information. It will also include information about your cap and gown for the ceremony.

How do I get a copy of my Transcript?
To obtain an official copy of your transcript, please complete a transcript request and return it to the registrar's office. Please include a check or money order in the amount of $5.00 payable to Career Training Academy. Credit card payments can be made through the school. The form can be faxed to 724-335-7140, emailed to rrock@careaerta.edu or mailed to Office of the Registrar, Career Training Academy, 179 Hillcrest Shopping Center, Lower Burrell, PA 15068.

Please note that official transcripts typically take five business days to process. Official transcripts will not be released if a student has not been financially cleared with Financial Aid-Student Accounts.
I currently have a financial hold on my account and cannot receive an Official Transcript.

What can I do?
The school can release an “Unofficial” transcript until your Student Account is settled.

To obtain an unofficial copy of your transcript, please complete a transcript request and return it to the registrar's office. Please include a check or money order in the amount of $5.00 payable to Career Training Academy. Credit card payments can be made through the school. The form can be faxed to 724-335-7140, emailed to rrock@careerta.edu or mailed to Office of the Registrar, Career Training Academy, 179 Hillcrest Shopping Center, Lower Burrell, PA 15068.

Please note that unofficial transcripts typically take five business days to process.

Can I have my Official Transcript faxed or emailed?
No. An official transcript must be signed by the Registrar and bear a raised seal.

How long will it take to receive my diploma and transcript after I graduate?
It can take six to eight weeks to process graduation status. Your diploma and transcript will be mailed to you once your student account is clear. Please make sure all of your information is correct in the student information system.

How do I replace a lost or damaged diploma?
To obtain a replacement of your diploma, please complete a diploma request and return it to the registrar’s office. Please include a check or money order in the amount of $10.00 payable to Career Training Academy. The form can be faxed to 724-335-7140, emailed to rrock@careerta.edu or mailed to Office of the Registrar, Career Training Academy, 179 Hillcrest Shopping Center, Lower Burrell, PA 15068.

Please note that a replacement diploma can take six to eight weeks to process.

*Replacement diplomas carry all the information contained on the original except that all signatories will be current administrators.