



The American Council on Education's College Credit Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs.

Anyone who successfully completes training that has an ACE credit recommendation can join the ACE CREDIT Registry and Transcript Service and request an official transcript.

Create Your Account

If you already have an account with the ACE CREDIT Registry and Transcript System, please log into your account and proceed to the section regarding submitting courses. If you are **new** to the ACE CREDIT Registry and Transcript System and to validate your account, visit the <https://www.acenet.edu/transcripts> and follow these steps:

Step 1: From the homepage, click on **"Create an Account"**.



User Name: [Forgot Your User Name?](#)
Password: [Forgot Your Password?](#)
(Case Sensitive)



Welcome to the American Council on Education (ACE) CREDIT® Regist [organizations](#).

Learners can use this system to maintain a record of completed ACE educational institutions or employers.

Check here to see if your [course or examination](#) has been reviewed by

Check here to learn more about [Alternative Credit Project™ Transcript](#)

For more information, please review the [Frequently Asked Questions](#).

If you have questions or need assistance, please contact the CEAI Res

Hours: Monday-Friday, 8:45 a.m.-4:45 p.m. EST

Toll Free: 1-866-205-6267

Email: CREDIT@acenet.edu

Step 2: On this page, insert your last name. Click “**Next**”. Ignore the prompt to to input your social security number or student ID. Choose “**Yes, proceed with Registration**”.



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Create an Account

Please enter the information below if you have completed a [course or examination](#).

Fields with an * are required.

Last Name: *

Social Security Number (SSN) (no dashes):

[Why do we ask for your SSN?](#)

Student ID Number (SID):

[Where can you find your SID?](#)

OR

Re-Enter Your Social Security Number:



Incomplete Information



You have not entered a Social Security Number (SSN) or Student ID Number (SID). We use this information to correctly match you in our database, when possible, so that duplicate records are not created. Are you sure you wish to proceed without entering this information?

Yes, proceed with registration No, I want to enter this information

Step 3: Fill in the required fields (marked with an *) to create your account. Create a user name, password and security question.

Registration

Fields with an * are required.

Name:	Prefix:	First Name: *	Middle Initial:	Last Name: *	Suffix:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="becherer"/>	<input type="text"/>
Birth Date: *	<input type="text" value=""/> (mm/dd/yyyy)				

Mailing Address

Address (Line 1): *	
<input type="text"/>	
Address (Line 2):	
<input type="text"/>	
Address (Line 3):	
<input type="text"/>	
Country: *	
<input type="text" value="---Select Country---"/>	
City: *	Zip/Postal Code: *
<input type="text"/>	<input type="text"/>

Contact Information

E-Mail Address: *	<input type="text"/>	
Phone Numbers:	Home Phone Number:	Work Phone Number:
	<input type="text"/>	<input type="text"/>

Login Information

User Name: *	<input type="text"/>
	Note: User names must consist of between 3 and 20 characters and must only contain letters (A-Z), numbers (0-9), dashes(-), and underscores (_).
Password: *	<input type="text"/>
	Note: Passwords must contain a minimum of 6 characters and a maximum of 20 characters, and must only contain letters and numbers. Passwords are case-sensitive.
Confirm Password: *	<input type="text"/>
Security Question: *	<input type="text" value="---Choose A Question---"/>
Security Question Response: *	<input type="text"/>
Security Question Response Confirmation: *	<input type="text"/>

Terms of Use

I have read and agree to the [Terms of Use](#) of the ACE CREDIT Registry and Transcript System. *

Image Verification



Enter the characters as they are shown in the above image: (Letters are not case-sensitive)

COMPLETE REGISTRATION CANCEL

Read and accept the Terms of Use. Click "**Complete Registration**".

Step 4: Your account has been created and you are now on your home page.

Submit Courses to Your Organization for Approval

Step 1: From your homepage, choose "Course Search".



Home

Welcome to the ACE CREDIT portal, follow the simple steps outlined below to build your official CREDIT transcript.

Step 1: Conduct a search for courses you have taken by clicking "course search" on the left sidebar.

Step 2: Search by the name of the organization you took your courses through.

Step 3: A list of courses offered by that organization will appear. Click on the name of the course you took and b

Step 4: Select "add to transcript."

Step 5: Enter the date you completed the course, and hit "submit for review."

Before your course can be added to your transcript, the organization must review and approve it. When the organizati
ACE credit recommendations do not result in automatic academic credit. Students should speak with their respective c

Step 2: ACE recommends searching by "Organization Name" as it auto-fills and will show you every course for your organization.

Course Search - Results

To build your transcript, follow these steps:

Step 1: Search by the name of the organization you took your courses through.

Step 2: A list of courses offered by that organization will appear. Click on the name of the course you took. A

Dates offered: take the course in this time frame to qualify for credit recommendations.

Location: identifies where you must have taken the course to be eligible for credit recommendations.

Credit Recommendation: describes subject areas the credit recommendation can count towards.

Step 3: If you meet these criteria, click "add to transcript."

Step 4: Enter the date you completed the course, and hit "submit for review."

Before your course can be added to your transcript, the organization must review and approve it. Upon approval, y

CREDIT Database Search

Course/Examination Number: (e.g. ACE-0001)

Course/Examination Title:

Course/Examination Description:

Organization Name:

Search Results (104)

Organization Name	Title	Course Number	ACE Course Nu...
Alternative Credit Project Ecosystem	Abnormal Psychology (Ed4Credit)	PSY340	ACPE-0055
Alternative Credit Project Ecosystem	Accounting I (Pearson)		ACPE-0085
Alternative Credit Project Ecosystem	Accounting I (StraighterLine)	ACC101	ACPE-0086

Once you have located the course click on it and choose, "Add to Transcript".

ACE American Council on Education
CREDIT College Credit Recommendation Service

Registry and Transcript System

Accounting II (StraighterLine) (ACC102)

Credit Type: Course
ACE Course Number: 0088
Organization: Alternative Credit Project Ecosystem
Location: Online.
Length: This is a self-paced online course
Dates Offered: 4/1/2015 - 3/31/2018
Objective: The course objective is to expand on what the student learns in Accounting I by focusing on the fundamentals of managerial accounting. Emphasis on accounting for manufacturing concerns, budgeting, planning, management decision making, and analysis of financial reports.
Learning Outcome: Upon completion of the course, the student will be able to understand how corporations are structured and formed with an emphasis on corporate characteristics; understand stocks, bonds, notes, purchase investments, and analysis of financial statements; understand managerial accounting; and understand statements of cash flow, budgets, and budget management.
Instruction: Methods of instruction include audiovisual materials and computer-based training. General

Add To Transcript Close

Proceed by entering your completion date and the location where you completed the course. **NOTE:** if your completion date is outside the ACE approved time window, you **CANNOT** receive a recommendation due to regulation and policy. Then click "**Submit for Review**". This will prompt a request to the registrar at your organization to review your course request and approve or deny it.

Courses
[Course Search](#)
[My Courses](#)

Transcripts
[Order Transcripts](#)
[Transcript Status](#)

Logout

Course Search - Request Transcript Addition

You are about to request the following course be added to your transcript:

Organization: Alternative Credit Project Ecosystem
Credit Type: Course
Title: Accounting II (StraighterLine)
ACE Number: ACPE-0088

Please enter the date you completed the course: (mm/dd/yyyy)

Please select the location where you completed the course:

Note: This course will not be added to your transcript until the organization has approved it. Once the organization has taken action on this request, you will receive an e-mail notification.

SUBMIT FOR REVIEW CANCEL

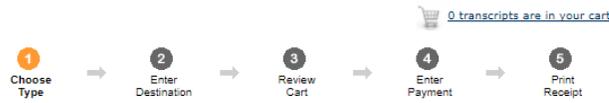
Step 3: The course(s) have been submitted to your organization. Please allow 7-10 business days for an organization to approve your request. Once they have been approved by your organization, you will receive an email that the courses have been added to your transcript.

Order Your Transcript(s)

After you have received an email notification from your organization, select "Order Transcripts" from your home page and follow the listed steps on the website to order your transcript.



Order Transcripts Choose Type



To order a transcript, follow these steps:

Step 1: Review the list of approved courses/exam below to make sure the record is complete.

Step 2: Click "Order Transcript" button below

Step 3: Choose the format in which you want your transcript sent (Electronic or Paper).

Electronic transcripts: Not all institutions accept electronic transcripts; before ordering an electronic transcript contact your institution. If you choose this method, a PDF file will be emailed to the admissions office at your institution.

If the transcript is not opened and saved within 14 days, it will expire.

NOTE: If you send an electronic transcript to your personal email address it will not be accepted as an official transcript by receiving institution.

Paper transcripts: If you choose this method, your transcript will be sent through the mail. Regular postage fees will apply.

Step 4: Enter the destination where you want your transcript sent.

Step 5: Enter in billing information and click "Submit Order".

The fee for establishing a record with ACE is \$20.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each.

ACE CREDIT Transcript

Contains ACE college credit recommendations

Title	ACE Course Number
Alternative Credit Project Ecosystem	
Abnormal Psychology (Ed4Credit)	ACPE-0055
Corporation for National and Community Service	
Introduction to Service Learning	CNCS-0001
Shmoop University	
Introduction to Biology	SHMO-0044
Introduction to Chemistry	SHMO-0045
Introduction to Physics	SHMO-0046

ORDER ACE CREDIT TRANSCRIPT

You will be prompted to choose your transcript type (paper or electronic) as well as the destination that the transcript should be sent to. This site will allow you to pay the registration fee of \$20.00 which includes a complimentary transcript. You will be prompted to pay your registration fee when you order your complimentary transcript. Additional transcripts are \$15.00 each.

Resources

[CEAI Resource Center](#)

Resource Center hours M-F 8:45 AM – 4:45 PM ET

Toll Free 1-866-205-6267 or by email at credit@acenet.edu

[College Credit Recommendation Service \(CREDIT\)](#)

Learn about academic credit for courses taken outside traditional degree programs.

[Military Evaluation Programs](#)

Information and guidance provided on awarding credit for formal military courses.

[National Guide Online](#)

View the *National Guide* listing for credit recommendations and course descriptions for ACE reviewed training.