



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 Transcript Service and request an official transcript.

Establish Your Account

If you are a returning user, log on to <https://www.acenet.edu/transcripts> and select **Returning User**. Login using your ID and password.

Step 1: Registration is the first step to establish your account. To register with the ACE online Transcript Service, log on to <https://www.acenet.edu/transcripts>. Select **Register Now** and complete the information to establish your account. You only need to register on this site one time for the online Transcript Service. If you have previously registered for the **online Transcript Service**, it is not necessary to register again. There is no fee associated with establishing an account with the Transcript Service. If you have previously registered, simply select **Log In** at the top of the page.

Step 2: You will receive an automatically generated email to inform you that your ACE record has been established. At this point you may choose to activate your record or submit courses to your organization for approval.

Submit Courses to your organization for approval

Step 1: Use the link, <https://www.acenet.edu/transcripts>, to add ACE evaluated course work, continuing education units, or certifications. Select "Course Search". On the Search page, select your organization from the list of organizations. Select **Find**.

Step 2: All of the credit recommended courses will be listed. Select the course that you wish to submit for approval. Review the course information and if you wish to continue, select **Add Course**. Enter the date you completed the course and select **Update Course**. Once you have completed adding all of your courses, select **Submit for Review**.

Step 3: The course(s) have been submitted to your organization. Once they have been approved by your organizations, you will receive an email that the courses have been added to your transcript.

Activate Your Record

To activate your record, log on to <https://www.acenet.edu/transcripts>. Select **Returning Users**. Select the login associated with the record that you established. This site will allow you to pay the fee, view your record, and order transcripts. The fee for establishing a record is \$40.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each.

Resources

[Lifelong Learning 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@ace.nche.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.

[View the list of cooperating colleges](#)

Participating higher education institutions in the ACE Cooperating College and University Network to attract increasing numbers of adult learners.