



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.

### **How to Request an Official ACE Transcript**

- 1) **For first-time users**, log on to <https://www.acenet.edu/transcripts/register>. Follow the instructions to register as a new user. Once you register as a user, you will receive an email from ACE asking you to verify your email address. This must be completed before you will be able to login and make any requests for credit or transcripts. Once you receive your verification, log in as a returning user.
- 2) **For returning users**, log in using your username and password at <https://www.acenet.edu/transcripts>.
- 3) If you have completed courses with the **National Board for Professional Teaching Standards** within the reviewed completion dates: on the CREDIT Transcripts homepage, under "**Order Transcripts Online**," you will see "You currently have X courses available for your ACE transcript!"
- 4) You may click "**Preview**" to review those courses.
- 5) If you are ready to order a transcript, click the orange "**Order Transcripts**" button above your course breakdown. And follow the steps identified to complete your order.
- 6) You can enter the quantity of transcript(s) you want to order and where you would like the transcript(s) sent. The initial fee that you paid to the **National Board for Professional Teaching Standards** 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](mailto: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.