How to receive an American Council on Education (ACE) transcript for your TEEX training

Step 1: Click “Create an Account” and input information

Step 2: Select “Continue Registration”

Step 3: Fill out information and create a Username/Password and select “Complete Registration”

Step 4: Select “Course Search”
Step 5: Go to the dropdown box titled “Organization Name” and select “Texas Engineering Extension Services”

Step 6: Find your course and select it

Note: If you are unable to locate your course, it may not have been eligible for college credit. Please contact us at (877) 833-9638 to confirm this is the case.

For reference, any course less than 16 hours in duration will not be eligible for recommended college credit.
Step 7: On the pop-up window, click “Add to Transcript”

Step 8: On the next screen, enter your course completion date and click “Submit for Review”

Step 9: Follow steps 4-9 for any additional courses you are eligible to receive credit for

Nothing more is required of you until Step 12. Steps 10 and 11 occur within TEEX and ACE systems:
Step 10: ACE contacts TEEX electronically to confirm course completion

Step 11: Once approved by TEEX, ACE will email you confirming your ACE credit approval request result

Next steps require user input:

Step 12: In the email from ACE, follow the link provided in order to get back to the Transcript System
Step 13: Log in with your Username/Password
Step 14: Select “Order Transcripts”

![Transcript System Menu]

Step 15: Follow the steps the website provides.

If you have any questions or problems, please feel free to contact us at (877) 833-9638.