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”.

**Step 2:** On this page, insert your last name and your social security number. Click “Next”. This will search our database to see if a record has already been established for you by another organization. If the system finds no record that matches, then please choose “Continue Registration”.

Please enter the information below if you have completed a course or examination from an:

- Organization that has received an ACE college credit recommendation, OR
- ACEETL authorized provider of continuing education units (CEUs) for which ACE provides a transcript service.

Fields with an * are required.

Last Name

Password

Social Security Number (SSN) (no dashes):
Why do we ask for your SSN?
Website or new for your SSN?
Re-enter Your Social Security Number:

Next >> Cancel
Step 3: Fill in the required fields to create your account. Create a user name, password and security question. Read and accept the Terms of Use. Click “Complete Registration”.

Please enter the information requested below as accurately and completely as possible.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Fields with an * are required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Prefix</td>
</tr>
<tr>
<td>Birth Date:</td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td><strong>---9640</strong></td>
</tr>
</tbody>
</table>

**Mailing Address**

Address (Line 1): *
Address (Line 2):
Address (Line 3):
Country: *
City: * Zip/Postal Code: *

**Contact Information**

E-Mail Address: *
Phone Numbers: Home Phone Number: Work Phone Number: *

**Login Information**

User Name: *
Password: *
Confirm Password: *
Security Question: *
Security Question Response: *
Security Question Response Confirmation: *

**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)
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”.

Step 2: Type in your search criteria in the provided fields to find your course.

To request a course or examination be added to your transcript, please use the search below.
Once you have located the course, choose, “Add to Transcript”.

Proceed by entering your completion date and the location where you completed the course. 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.

Step 3: The course(s) have been submitted to your organization. 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)
Select “Order Transcripts” from your home page and follow the steps to order your 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 $40.00 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.

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