



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 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 "Continue".

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 "Continue".

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. 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". This will prompt a request to the registrar at the organization to review your course request and approve or deny it.

Step 3: The course(s)/exam(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. 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

[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.