



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”**.

The screenshot shows the 'Registry and Transcript System' header with navigation links: College Credit Recommendation Service | National Guide | Military Transcripts | GED Testing Service®. Below the header is a banner with the text 'Earning college credit is just a few steps away...' and a 'Log in' button. A red circle highlights the 'New to the Registry and Transcript System? Create an Account' link. To the right, there is a list of organizations: American Council on the Teaching of Foreign Languages, Inc. (ACTFL), Element K, National Board for Professional Teaching Standards (NBPTS), and Walt Disney.

**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”**.

The screenshot shows the 'Create an Account' page with the ACE CREDIT logo and navigation links. The main heading is 'Create an Account'. Below it, a message asks the user to enter information if they have completed a course or examination from an organization or IACET-authorized provider. There are input fields for 'Last Name: \*' (containing 'mcdow'), 'Social Security Number (SSN) (no dashes):' (with a link 'Why do we ask for your SSN?'), and 'Student ID Number (SID):' (with a link 'Where can you find your SID?'). There is also a 'Re-Enter Your Social Security Number:' field. A red circle highlights the 'NEXT >>' button.

## No Account Found

We're sorry, but we could not locate your record based on the following information you provided:

**Social Security Number:** \*\*\*-\*\*-9640  
**Last Name:** mcdow

Please try again if you are sure that you have registered credit recommendations or CEUs with ACE. Otherwise, please continue registration.



**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".

## Create an Account

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

**Registration**

Fields with an \* are required.

**Name:** Prefix:  **First Name: \***  **Middle Initial:**  **Last Name: \***  **Suffix:**

**Birth Date: \***  (mm/dd/yyyy)

**Social Security Number:** \*\*\*-\*\*-9640

**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: \***   
Note: User names must consist of between 3 and 20 characters and must only contain letters (A-Z), numbers (0-9), dashes(-), and underscores (\_).

**Password: \***   
Note: Passwords must contain a minimum of 6 characters and a maximum of 20 characters, and must only contain letters and numbers. Passwords are case-sensitive.

**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**

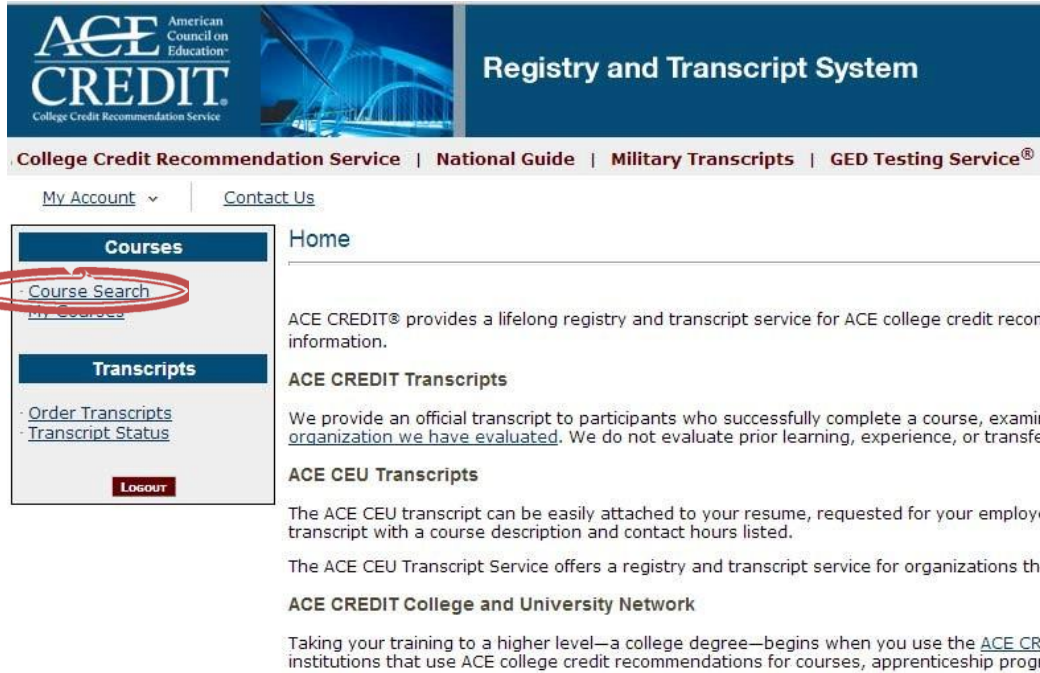


Enter the characters as they are shown in the above image: (Letters are not case-sensitive)

**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”.



The screenshot shows the ACE CREDIT Registry and Transcript System homepage. The left navigation menu has a red circle around the "Course Search" link. The main content area is titled "Home" and contains several sections of text and links.

**ACE CREDIT®** provides a lifelong registry and transcript service for ACE college credit recommendation information.

**ACE CREDIT Transcripts**

We provide an official transcript to participants who successfully complete a course, examination we have evaluated. We do not evaluate prior learning, experience, or transfer.

**ACE CEU Transcripts**

The ACE CEU transcript can be easily attached to your resume, requested for your employee transcript with a course description and contact hours listed.

The ACE CEU Transcript Service offers a registry and transcript service for organizations that are part of the **ACE CREDIT College and University Network**.

Taking your training to a higher level—a college degree—begins when you use the ACE CREDIT institutions that use ACE college credit recommendations for courses, apprenticeship programs, and more.

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

## Course Search - Results

To request a course or examination be added to your transcript, please use the search below.

**Enter at least one search criterion to search.**

**Course/Examination Number:**  (e.g. ACE-0001)

**Course/Examination Title:**

**Course/Examination Description:**

**Organization Name:**

**Search Results (70)**

Organization Name	Title	Course Number	ACE Course Nu...
McDonald's Corporation	<a href="#">Advanced Operations Course</a>	AOC	MCD-0005
McDonald's Corporation	<a href="#">Advanced Restaurant Management</a>		MCD-0012
McDonald's Corporation	<a href="#">Advanced Shift Management</a>		MCD-0046
McDonald's Corporation	<a href="#">Basic Management Course</a>	BMC	MCD-0026
McDonald's Corporation	<a href="#">Basic Operations Course</a>	BOC	MCD-0003
McDonald's Corporation	<a href="#">Basic Shift Management</a>		MCD-0047
McDonald's Corporation	<a href="#">Business Consultant Development Program</a>		MCD-0027
McDonald's Corporation	<a href="#">Business Consultant Development Program</a>		MCD-0036
McDonald's Corporation	<a href="#">Business Consultant's Course</a>		MCD-0028
McDonald's Corporation	<a href="#">Business Consultants Course</a>		MCD-0037
McDonald's Corporation	<a href="#">Business Consultants MDP</a>		MCD-0058
McDonald's Corporation	<a href="#">Business Leadership Practices</a>	BLP	MCD-0051
McDonald's Corporation	<a href="#">Business Management</a>	MDP 4	MCD-0056
McDonald's Corporation	<a href="#">Coaching Workshop</a>		MCD-0038
McDonald's Corporation	<a href="#">Coaching Workshop</a>		MCD-0035



Once you have located the course, choose, “**Add to Transcript**”.

The screenshot shows a 'Detail' window for a course titled 'Coaching Workshop'. The header includes the ACE CREDIT logo and the text 'Registry and Transcript System'. The course details are as follows:

- Credit Type:** Course
- ACE Course Number:** 0035
- Organization:** McDonald's Corporation
- Location:** Hamburger University, Oak Brook, IL
- Length:** 2 days, 15 hours
- Dates Offered:** 1/1/1996 - 11/30/2004
- Objective:** To provide students with the skills to be effective coaches when working with employees in performance development, counseling, or career advising.
- Learning Outcome:** Upon successful completion of this course, the student will be able to demonstrate increased proficiency in core coaching skills.
- Instruction:** Major topics covered in the course are the coaching model including skills and behaviors; building trust; questioning; empathetic listening; receiving feedback; assessing interaction; and involving the employee and developing and practicing a coaching plan. Methods of instruction include lecture, discussion, classroom exercises, and observation.

At the bottom right of the window, there are two buttons: 'Add To Transcript' and 'Close'. The 'Add To Transcript' button is circled in red.

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.

The screenshot shows the main page of the ACE CREDIT Registry and Transcript System. The header includes the ACE CREDIT logo and the text 'Registry and Transcript System'. Below the header, there are navigation links: 'College Credit Recommendation Service | National Guide | Military Transcripts | GED Testing Service®'. A 'Back to Home' link is also present.

The main content area is titled 'Course Search - Request Transcript Addition'. It contains the following information:

- Organization:** McDonald's Corporation
- Credit Type:** Course
- Title:** Coaching Workshop
- ACE Number:** MCD-0035

There are two input fields:

- Please enter the date you completed the course:  (mm/dd/yyyy)
- Please select the location where you completed the course:

A note states: "Note: This course will not be added to your transcript until the organization has approved it. Once the organization has taken action on this request, you will receive an e-mail notification."

At the bottom, there is a 'SUBMIT FOR REVIEW' button circled in red.

**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.

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The main content area is titled 'Course Search - Request Transcript Addition'. It contains the following information:

- Organization:** McDonald's Corporation
- Credit Type:** Course
- Title:** Coaching Workshop
- ACE Number:** MCD-0035

There are two input fields:

- Please enter the date you completed the course:  (mm/dd/yyyy)
- Please select the location where you completed the course:

A note states: "Note: This course will not be added to your transcript until the organization has approved it. Once the organization has taken action on this request, you will receive an e-mail notification."

At the bottom, there is a 'SUBMIT FOR REVIEW' button circled in red.

**Courses**

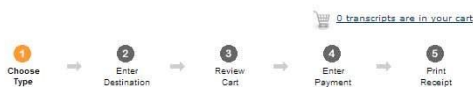
- [Course Search](#)
- [My Courses](#)

**Transcripts**

- [Order Transcripts](#)
- [Transcript Status](#)

[Logout](#)

Order Transcripts  
Choose Type



ACE CREDIT Transcript  
Contains ACE college credit recommendations

Title	ACE Course Number	Credit Type	Date
<b>Pacific Gas and Electric</b>			
Electrician Math	PGE-0002	Course	04/14/2014
Introduction to Schematics	PGE-0004	Course	04/14/2014
Power Transformers	PGE-0007	Course	04/14/2014

[Close ACE CREDIT 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 \$20.00 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](mailto: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.