



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 homepage with the ACE CREDIT logo and navigation links: College Credit Recommendation Service | National Guide | Military Transcripts | GED Testing Service®. The main heading is "Registry and Transcript System". Below this, there is a section titled "Earning college credit is just a few steps away..." with a "Log in" button circled in red. Below the login button is a link: "New to the Registry and Transcript System? [Create an Account](#)". To the right, there is a list of links: "Use the ACE CREDIT® Registry and Transcript System to maintain an acc and Transcript System is only for adult learners that have successfully co", "Courses and examinations through ACE CREDIT Evaluated Organizations", "CEU requirements for IACET Authorized Providers that participate in the AC", "Check to see if your completed course or examination has been reviewed", "If you are new to the ACE CREDIT Registry and Transcript Site and have additional instructions:", "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: College Credit Recommendation Service | National Guide | Military Transcripts | GED Testing Service®. The main heading is "Registry and Transcript System". Below this, there is a section titled "Create an Account". The text says: "Please enter the information below if you have completed a [course or examination](#) from an:", followed by a list: "Organization that has received an ACE college credit recommendation, OR", "IACET-authorized provider of continuing education units (CEUs) for which ACE provides a transcript service." Below this, there is a note: "Fields with an * are required." The form includes: "Last Name: *" with a text box containing "mcdow", "Social Security Number (SSN) (no dashes):" with a text box containing "*****", "Student ID Number (SID):" with a text box, and "Re-Enter Your Social Security Number:" with a text box. At the bottom, there is a "Next >>" button circled in red and a "Cancel" 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:

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. *

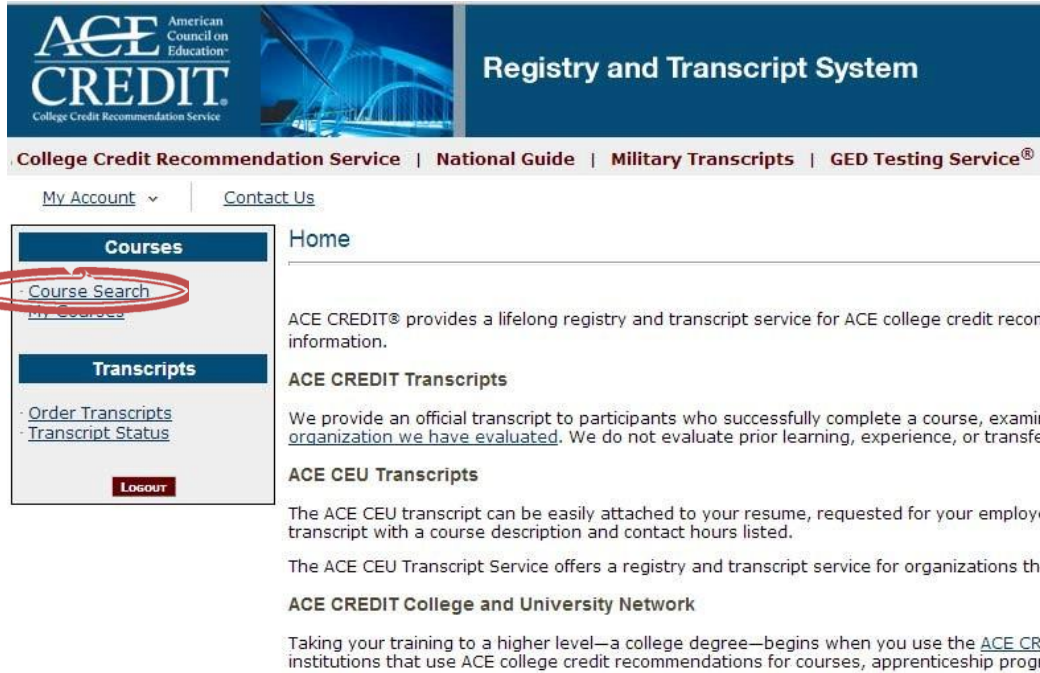
Image Verification

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: "ACE CREDIT® provides a lifelong registry and transcript service for ACE college credit recom information.", "ACE CREDIT Transcripts" (with sub-sections for "ACE CEU Transcripts" and "ACE CREDIT College and University Network"), and "ACE CEU Transcripts".

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 | Advanced Operations Course | AOC | MCD-0005 |
| McDonald's Corporation | Advanced Restaurant Management | | MCD-0012 |
| McDonald's Corporation | Advanced Shift Management | | MCD-0046 |
| McDonald's Corporation | Basic Management Course | BMC | MCD-0026 |
| McDonald's Corporation | Basic Operations Course | BOC | MCD-0003 |
| McDonald's Corporation | Basic Shift Management | | MCD-0047 |
| McDonald's Corporation | Business Consultant Development Program | | MCD-0027 |
| McDonald's Corporation | Business Consultant Development Program | | MCD-0036 |
| McDonald's Corporation | Business Consultant's Course | | MCD-0028 |
| McDonald's Corporation | Business Consultants Course | | MCD-0037 |
| McDonald's Corporation | Business Consultants MDP | | MCD-0058 |
| McDonald's Corporation | Business Leadership Practices | BLP | MCD-0051 |
| McDonald's Corporation | Business Management | MDP 4 | MCD-0056 |
| McDonald's Corporation | Coaching Workshop | | MCD-0038 |
| McDonald's Corporation | Coaching Workshop | | 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.

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.

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 |
|---------------------------------|-------------------|-------------|------------|
| Pacific Gas and Electric | | | |
| 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 |



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

[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.