



### **Web-Based Registration and Transcript Request Process**

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 the **World Instructor Training Schools (W.I.T.S.)** certification can join the ACE Transcript Service and request an official transcript.

### **Establish Your Account**

If you are a returning user, log on to <https://www.acenet.edu/transcripts> and select **Returning User**.

**Step 1:** Registration is the first step to establish your account. To register with the ACE online Transcript Service, log on to <https://www.acenet.edu/transcripts>. Select **Register Now** and complete the information to establish your account. You only need to register on this site one time for the online Transcript Service. If you have previously registered for the **online Transcript Service**, it is not necessary to register again. There is no fee associated with establishing an account with the Transcript Service. If you have previously registered, simply select **Log In** at the top of the page.

**Step 2:** You will receive an automatically generated email to inform you that your ACE record has been established. At this point you may choose to activate your record or submit courses to your organization for approval.

### **Activate Your Record**

**Step 1:** To activate your record, log on to <https://www.acenet.edu/transcripts>. Select **Returning Users**. Select the login associated with the record that you established. This site will allow you to pay the fee, view your record, and order transcripts. The fee for establishing a record is \$40.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each.

### **Submit Courses to your organization for approval**

**Step 1:** Use the link, <https://www.acenet.edu/transcripts>, to add ACE evaluated course work, continuing education units, or certifications. Select "Course Search". On the Search page, select your organization from the list of organizations. Select **Find**.

**Step 2:** All of the credit recommended courses will be listed. Select the course that you wish to submit for approval. Review the course information and if you wish to continue, select **Add Course**. Enter the date you completed the course and select **Update Course**. Once you have completed adding all of your courses, select **Submit for Review**.

**Step 3:** The course(s) have been submitted to your organization. Once they have been approved by your organizations, you will receive an email that the courses have been added to your transcript.