

Sample College Credit Notification Letter

Dear Student,

Your successful completion of _____ will provide you with the opportunity to receive ___ hours of college credit for this course.

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for this and eleven other courses offered by the BLM National Training Center.

For the benefit of our students, the National Training Center participates in the American Council on Education's (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed BLM courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information and a list of colleges and universities accepting these credits, visit the ACE CREDIT Transcript Service website at www.acenet.edu/credit/transcripts.

The initial registration and transcript fee charged by ACE is \$40. Subsequent transcripts are \$15 dollars each. If you wish to obtain this transcript service, please visit the transcript service web site at www.acenet.edu/credit/transcripts and follow the instructions shown there to create an account. You only need to register on this site one time. If you have previously registered with the ACE transcript service, it is not necessary to register again.

If you have any additional questions, please contact your course coordinator.

Division Chief

Curriculum and Knowledge Management