

Steps to Receive College Credit for NTC Courses and Student Transcripts

1. Coordinators are to include in their notification and/or instructional materials a college credit and ACE information letter signed by the Division Chief of Curriculum and Knowledge Management (sample attached) to inform participants about the college credit opportunity and the ACE transcript service process. Coordinators should also make a verbal announcement about the opportunity at the beginning of the class.
2. Coordinators identify and compile lists of students who have completed the course(s) that are eligible for college credit and provide them to the ACE point of contact in the Division of Instructional Design and Media Services.
3. Students who successfully complete the class and wish to obtain an ACE transcript will need to contact ACE directly and pay a \$40 registration fee. This account registration fee includes one transcript. Additional transcripts will be currently priced at \$15 each.
4. Upon receipt of a transcript request, ACE will contact Marie Davis, or the current NTC ACE administrator at 602-906-5722 to verify student completions in DOI Learn and with the coordinator.
5. ACE will then provide transcripts directly to students.
6. Students may apply the credit to any of the colleges and universities (over 1,000) associated with the ACE program – see ACE website for the network: www.acenet.edu/credit/transcripts