



**Independent Electrical
Contractors**



ACE Transcript Instructions

**IEC Students May be Eligible for up to
40 Semester Hours of College Credit**

The Independent Electrical Contractors, Inc. (IEC) has partnered with the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT). ACE 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.

Your successful completion of the IEC Apprenticeship program qualifies you to join the ACE CREDIT Registry and Transcript Service and request an official transcript to be sent to an institution or organization of your choice – or to yourself.

IEC Registry and ACE College Credit Recommendation

In order to have an account created for you with ACE, you must fill out the “Student Registration – IEC Registry and ACE College Credit Submittal” form and submit it to your chapter representative with a check for \$65.00 made out to IEC National. Your chapter representative will certify the document and submit it the Apprenticeship College Credit department. With this information, IEC will create an account for you with ACE containing your courses with college credit recommendations. Please be advised that it is highly recommended that you submit an e-mail address on your form for immediate notification of and access to the account that will be established for you.

Validate Your Account

If you provided an e-mail address on your registration form, you will receive an e-mail notifying you that IEC has created an account for you in the ACE CREDIT Registry and Transcript System. Upon receipt of the e-mail, please visit <https://www.acenet.edu/transcripts> and follow the steps below to validate your account.

Step 1: From the homepage, click “Create an Account.”

Step 2: On this page, insert your last name and social security number. Click “Next.” If IEC has created an account for you, a form will populate with the information that IEC has submitted on your behalf.

Step 3: View, confirm, and update your information.

Step 4: Create a user name, password, and security question

If you have not provided an e-mail address on your registration form, you can check to see if IEC has created an account for you. At this time, if you have an e-mail address to add to your account, please do so to complete the process of validating your account.

If you do not have an e-mail address to complete the steps above, please contact our Lifelong Learning Resource Center at (866) 205-6267 to have your transcript ordered by phone.



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ACE Transcript Instructions (cont.)

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Reviewing Your Courses and Credit Recommendations

Once you are logged into your account, click “My Courses” to review the courses on your ACE Transcript. If a course is not listed that you have completed, please contact your chapter representative. To view credit recommendations, view the National Guide at www.acenet.edu/nationalguide.

You can view the IEC ACE Credit webpage for more information:

<http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300448>

Order Your Transcript(s)

Select “Order Transcripts” from your home page and follow the steps to order your transcript. Your registration fee (which includes one complimentary transcript) has already been paid, so you will not be prompted to make a payment. However, if you order additional transcripts, you will be prompted to pay \$15.00 for each at the end of your transaction.

Resources

Center for Education Attainment and Innovation Resource Center

Resource Center hours are M-F 8:45 am – 4:45 pm ET
Toll Free (866) 205-6267 or e-mail CREDIT@acenet.edu.

College Credit Recommendation Service (CREDIT)

Learn about academic credit for courses taken outside traditional degree programs at <http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx>.

National Guide Online

View the National Guide listing for credit recommendations and course descriptions for ACE reviewed training at www.acenet.edu/nationalguide.

View the list of cooperating colleges

Participating higher education institutions in the ACE Cooperating College and University Network attract increasing numbers of adult learners. View the list at <http://www.acenet.edu/news-room/Pages/The-ACE-CREDIT-College-and-University-Network.aspx>.