Sample Badge Request Form

The courses and exams you've completed carry college credit recommendations from the American Council on Education's College Credit Recommendation Service! ACE has partnered with Credly, a leading digital credential provider, to provide you with badges and transcripts on their Acclaim platform. Once you have been issued and have accepted a badge, you can use Acclaim to send an official academic transcript directly to a college you are interested in attending to see if they will grant you transfer credit. Starting a program with credits under your belt can help you finish a degree more quickly and cheaply than starting from scratch.

The transcript informs the institution of the recommended number of credits to issue, as well as the educational level and subject areas of the courses or exams you completed. Many colleges and universities grant credit for prior learning, but each may have a different set of acceptance policies. It is always a good idea to contact institutions directly to ask about their policies on accepting prior-learning credits.

Accessing your transcript

In order to send a transcript through Acclaim, you need to be issued and accept badges for the courses you've completed. Please fill out the following form to request a badge.

The information you provide in this form will be shared with Credly and ACE for the purposes of managing your credentials, sending transcripts, and providing other services. Use of your data will be governed by the Credly Terms of Service and Privacy Policy.

Last Name: _____   **First Name:** _____

Email Address: _____

Courses Completed: List each ALEKS course you completed and passed, using the list at https://www.aleks.com/about_aleks/ace_credit to find your courses. We will check our records to confirm that you passed the requested courses and issue a badge for each one.

Course Title	Date Completed

Tips and Resources

For instructions on accepting badges, creating your profile, and sending transcripts, visit Credly's Acclaim platform Help Center. You can also merge accounts if you have been issued credentials using more than one email address.

Once you've accepted a badge and set up your profile, you'll be able to order an official transcript directly from Acclaim. Enter information carefully, as this is an official document. To order a transcript, you will need:

- Your full legal name and date of birth so the institution can identify you in their system.

- The name and/or department and email address for the recipient of the transcript. Look on the college's website for information about where to send transfer transcripts, as it varies with each institution.

Before you order, click on "View Transcript" to download a free copy. We recommend you use this copy of the transcript to check that all of your credentials are displayed correctly before you send an official version. You can also keep this copy for your records. However, do not send a copy of your transcript to a college yourself. Most institutions will consider a transcript sent by a student as unofficial and will not accept it.

If a credential is missing on your transcript but it shows up on your profile, check to make sure that the credential is set to "Public" so that it can be included.

Getting help

The Acclaim Help Center has many guides for how to use your digital credentials, but if you can't find the answers to a technical question, you can submit a help request.

If you already have a transcript from ACE's CREDIT service with courses from other providers, you may need to contact the ACE Student Resource Center to get your new accomplishments added to your transcript. As we move all of our educational partners to Credly's Acclaim platform, we will phase out the old transcript portal you previously used. Keep an eye out for information from CREDIT about moving your credentials to Credly.

The ACE Student Resource Center can also help if you are having trouble communicating with an institution or if they have questions about the transcript you sent. You can email the Resource Center at credit@acenet.edu, and they are available to help Monday through Friday from 8:45 a.m. to 4:45 p.m.