American Council on Education's College Credit Recommendation Service (ACE CREDIT)

<u>BADGE REQUEST FORM</u>

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for the successful completion of the APA exams and courses listed below.

Examinations:
- **Certified Payroll Professional (CPP) exam** - 10 semester hours
- **Fundamental Payroll Certification (FPC) exam** - 8 semester hours

Courses:
- **Payroll 101: The Foundations of Payroll Certificate Program** - 3 semester hours
- **Payroll 201: The Payroll Administration Certificate Program** - 4 semester hours
- **Certified Payroll Professional (CPP) Boot Camp** - 3 semester hours
- **Fundamental Payroll Certification (FPC) Boot Camp** - 3 semester hours

For certificants who pass the FPC or CPP examination, ACE's college credit endorsement will be validated directly on their FPC or CPP digital badge. Certificants will be able to obtain a transcript designed to help colleges grant transfer credit. *Please note that ACE college credits is an additional benefit to APA's digital badging program. Both, the APA and ACE, use the same Acclaim platform.*

Students who complete APA's <u>courses</u> listed above, must submit the below request to have an ACE college credit badge and transcript issued to them for the courses they have completed.

To receive an ACE transcript through Acclaim, you need to be issued and accept the badge(s) for the course(s) you have completed. Please fill out the below form to request a badge for APA's evaluated courses.

Note: You do not need to fill out the below form for ACE college credit for the FPC/CPP exams – see notes above.

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.

APA ID: _____   **Email Address:** _____

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

Courses Completed: Check each APA course you completed, using the list to find additional information. APA will check the records to confirm that you completed the requested courses and to issue a badge for each one.

SUBMIT THIS FORM TO: Certification@americanpayroll.org

Credit Request	Course Title	Course #	Version	Date Completed
	Payroll 101: The Foundations of Payroll Certificate Program			
	Payroll 201: The Payroll Administration Certificate Program			
	Certified Payroll Professional (CPP) Boot Camp			
	Fundamental Payroll Certification (FPC) Boot Camp			

Tips and Resources

For instructions on accepting badges, creating your profile, and sending transcripts, visit Credly's Acclaim platform [Help Center](#). Once you've accepted a badge and set up your profile, you'll be able to order an official transcript directly from Acclaim. <u>Enter information carefully, as this is an official document</u>.

Using your credit recommendations

Many colleges and universities grant credit for prior learning, but each may have a different set of acceptance policies. You can visit the [American Council on Education website](#) to find out more about how to use your credits and look up colleges you are interested in.

It is always a good idea to contact institutions directly to ask about their policies on accepting prior-learning credits. They may be able to evaluate your transcript before you apply so that you can make an informed decision about where to take your credits.

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, <u>do not send a copy of your transcript to a college yourself</u>. 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 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 or call Monday through Friday from 8:45 a.m. to 4:45 p.m.

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.