



Army e-Learning
SkillSoft (SkillPort) Course Completion
Verification Procedures
for ACE Recommended College Credits

Army e-Learning: http://www.dls.army.mil/Army_e-Learning.html

- The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for numerous SkillSoft courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.
- Army students who would like to receive college credits for these courses must successfully complete **all** of the identified course modules and complete each of the Course Test Prep Exams (CTPEs) or Final Exams (FEs) that are associated with those modules.
- **All CTPEs and FEs will be taken in the presence of an approved monitor. Approved monitors are either an Army Education Services Officer (ESO), a Test Control Officer (TCO), a Computer Lab Monitor (CLM) or their designated representative.** These courses are only ACE "recommended". The college or university will have the final decision on whether the course will be accepted for college credit. Interested students must follow the procedures below to obtain the transcript from ACE.
- The courses and CTPEs/FEs are available to Army students who are registered for the Army e-Learning Program. The courses and tests can be accessed after logging on to the Army e-Learning web site (located in the ACE College Credit Courses folder). The CTPEs/FEs will be taken on-line in the Army e-Learning Program using a computer with Internet Access.

PROCEDURES:

1. Complete the course modules in the Army e-Learning Program that have been recommended by ACE for college credit.
2. When the student feels prepared to take the CTPE/FE, the student must coordinate with their monitor to schedule a time to take the designated web-based, on-line test in a monitored environment.
3. Upon completion of the Exams, the approved monitor will view the test score on-line via the student's "My Report". The approved monitor must sign the **ACE Class Tracking Form** verifying that the student completed the CTPE in his/her presence and annotate form with the completion date and test score.

4. The student will then register for the ACE Transcript Service on-line by following the instructions below and send the ACE Class Tracking Form with the monitor's signature to the Army e-Learning Program Office at usarmy.belvoir.usaasc.mbx.army-e-learning-program@mail.mil

5. Once the student registers with ACE and requests the college credits, the Army e-Learning Program office will verify the completion on the ACE Class Tracking Form, and will approve through ACE.

6. After the Army e-Learning Program Office approves the ACE request, the student can request a transcript by logging in to their ACE account; click on Order Transcript on the left side of the page. There you will be given instructions on ordering the transcript. There is a \$20.00 fee for establishing a record in ACE. This include one transcript. Additional transcripts are \$15.00 each.

7. Questions concerning the Army e-Learning Courses can be directed to the Army e-Learning Program Office at usarmy.belvoir.usaasc.mbx.army-e-learning-program@mail.mil . Questions concerning the ACE transcript and ACE registration can be directed to credit@ace.nche.edu .

Register with ACE at: <https://www2.acenet.edu/credit/?fuseaction=transcripts.main>

Once you have registered with ACE, following the instructions below to request the college credits:

- Log in to your ACE Account
- Click on Course Search
- In the Organization Name, type SkillSoft; click Search
- Click on the course title of the course you are requesting credits for
- Click Add to Transcript
- Enter Completion Date
- Choose United States Army for Location
- Click Submit for Review
- If you have additional courses, click on Add a Course and then follow the instructions above to add another course
- Click submit for Review
- Once you do this, we will receive notice to go in and approve your requests
- Once we approve, you can click on Order Transcripts in your ACE Account

Notification/Status of request: Throughout the registration process, you will be notified by e-mail whenever one of your requests has been approved or denied. Users can also log in at any time to the registration site and view the status of their request. At the end of the process, using the Online Transcript System you can once again view your complete file, change your address if necessary, and then order your ACE Transcript.

Planning to take more than one ACE recommended course module? If you are planning to take more than one ACE recommended activity, it's advisable to wait to use the registration site at the conclusion of all that work. This will insure that your ACE Transcript is complete when you request it.

Fees: There is no cost for using the ACE Online Registration website. First timers will pay their one-time activation fee at the completion of the approval process for their learning activities. The one-time fee to establish an ACE Transcript is \$20 and this includes the first transcript. Subsequent transcripts can be ordered for \$15. These fees are paid through the ACE Online Transcript site.

Trouble reports/errors: As with any new online service, students may encounter difficulties with the websites. We want to hear about these issues so they can be addressed. Please email us at credit@ace.nche.edu and put the words "error online site" in the subject line so we can address those concerns in a timely manner. Please read ACE's Privacy Notice <<http://www.acenet.edu/privacy.cfm>> for additional details. Items on the registration site marked with * are required.