



## How to Request College Credit for the EDFMTC

For the benefit of our students, ASMC participates in the American Council on Education's (ACE®) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed our EDFMT Courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT® Transcript Service website at [www2.acenet.edu/credit](http://www2.acenet.edu/credit).

To qualify for 3 semester hours in government accounting or government accounting and finance, you must earn a score of 70% (C) or higher in the course for lower-division undergraduate credit. A score of 80% (B) or higher in both the course and a research paper (completed within 6 months of the course) is required for upper-division undergraduate credit.

If you qualify and would like to request credit for your academic record, follow the steps below. Each college or university reserves the right to accept or reject any transfer credit. Therefore, **it is important to check with your school before requesting a transcript from ACE.**

1. Visit the following website: [www2.acenet.edu/credit](http://www2.acenet.edu/credit)
2. Select the **Request Transcripts** tab across the top of the screen.
3. Click on **ACE CREDIT Registry and Transcript System**.
4. If you have created an account, log on to your account. If you have not yet created an account, click on **Create an Account** and follow the prompts.  
Note: ACE charges a \$20 fee for establishing a new record that includes one complimentary transcript. Additional transcripts are \$15 each.
5. Once you are logged on to your account, click on **My Courses** then **Add New Course**.
6. In the "Organization Name" field, enter "**American Society of Military Comptrollers**" and click on **Search**.
7. To request lower-division undergraduate credit for the EDFMTC, click on ACE Course Number ASMC-0001.  
Upper-division undergraduate credit (ACE Course Number ASMC-0002) requires the completion of a research paper. Write [certification@asmconline.org](mailto:certification@asmconline.org) for more information.
8. Select the date range in which the course was completed and click on **Add to Transcript**.
9. Enter the date you completed the course in mm/dd/yyyy format, select the course location, and click on **Submit for Review**.
10. ASMC will receive an email from ACE requesting confirmation that you have met the attendance, assignment, and grade requirements. **This may take up to 8 weeks.**
11. You will receive an email notification from ACE once ASMC has responded to the confirmation request.