INTERNATIONAL TRAINING INSTITUTE
for the Sheet Metal and
Air Conditioning Industry

June 1, 2010

To: Students and Graduates
International Training Institute

RE: Procedures for completing ACE Registry & New iTi Courses

The International Training Institute recently completed its scheduled ACE audit and we are happy to announce that additional curriculum has been added to the list of courses for which you can receive an ACE credit recommendation. One change worth noting - under the Sheet Metal Apprentice Core Curriculum, Version 2, you will now receive 3 semester hours in applied Math.

The Credit Online Transcript System is used by individual learners who have taken ACE recommended courses or exams. Before getting started, please take the time to read these basic tips:

Be sure to write down or remember your username and password. Each person who uses the registration site will have to provide some basic personal information. If you have previously registered for the online Transcript Service, it is not necessary to register again.

First timers and existing ACE Transcript holders may use this system. First timers can register and establish their ACE Transcript and existing ACE Transcript students can log in to add additional activities to those already in their accounts. There is no fee associated with joining the Transcript Service.

You will receive an automatically generated email to inform you that your record has been established. After your record has been established, you may log on to request a transcript. Throughout the registration process, you will be notified by e-mail whenever one of your requests has been approved or denied. This site will allow you to pay the registration fee, view your record, and order transcripts. The fee for establishing the record which includes the first transcript is $40. Subsequent transcripts are $15 each. These fees are paid through the ACE Online site.

The ACE Registration site can be found at: https://www.acenet.edu/transcripts. Please read ACE's Privacy Notice for additional details. Items on the registration site marked with "*" are required. AFTER you have completed the registration process, you can log in using your student ID (usually your SSN) and last name **OR** using a username (usually your email address) and password. From the Course Search tab, under Organization find and select **International Training Institute for the Sheet Metal and Air Conditioning Industry** and click "Find". From there, you will be able to select the applicable ACE course number.

iTi will be placing a direct link to the ACE site on our website, along with some step by step instructions for registering and requesting a transcript.

Sincerely,

James R. Shoulders

James R. Shoulders
Executive Administrator

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