

How to Share Your ACE Transcript for College Credit from Credly

If you've earned an HFMA Certification credential and want to share your achievement as college credit, you're in luck. Thanks to a partnership between HFMA and the American Council on Education (ACE), you can send an official academic transcript through Credly. This transcript lets colleges know how many credits you're eligible for, what level they are, and the relevant subject areas. It's digital, fast, and easily read by admissions systems.

Let's walk through the steps to send your transcript:

Step 1: Accept Your HFMA Digital Badge

- Find the email from **Credly** inviting you to accept your digital HFMA badge.
- Follow the steps in the email. How to accept and manage your badges: <https://support.credly.com/hc/en-us/articles/360021227651-Video-How-to-accept-and-manage-your-digital-badge>

Step 2: Prep Your Credly Account. Make sure:

- Your **Credly account** shows your **ACE-endorsed badge**.
- Your **profile and badge are set to public** so schools can view your transcript.

Step 3: Send Your Transcript

1. Log into **Credly** and open your **Dashboard**.
2. Click the **profile icon** in the top-right corner.
3. Choose **"Send Transcripts"** from the dropdown.
4. Fill in your:
 - **Date of birth**
 - **Recipient's school info** (name, email, etc.)
 - Optional **custom message**
5. Click **"Continue"** to confirm and send.
6. (Optional) Click **"View Transcript"** to download a personal copy.

Official ACE Transcript Information:

Digital transcripts recognize learning and skills gained outside of traditional academic settings. The official ACE Transcript is powered by Credly and Accredible. It includes credit recommendations and competencies earned through prior learning. These can include workplace training, certifications, and exams. Transcripts help colleges and universities grant transfer credit by covering college-level learning that happens outside of accredited schools. For more information about Credly transcripts, visit the Credly sign-in page (https://www.credly.com/users/sign_in) to request transcripts or learn more at Credly's Help Center (<https://support.credly.com/hc/en-us>).

ACE National Guide, HFMA listing:

The ACE National Guide: [https://www.acenet.edu/National-Guide/Pages/default.aspx?k=HFMA%20AND%20Healthcare Financial Management Association \(HFMA\)](https://www.acenet.edu/National-Guide/Pages/default.aspx?k=HFMA%20AND%20Healthcare%20Financial%20Management%20Association%20(HFMA)): <https://www.acenet.edu/National-Guide/Pages/Organization.aspx?oid=2a099b28-9016-e811-810f-5065f38bf0e1>

ACE credits offered:

Title	ACE ID	Organization's ID	Start Date	End Date	Total Recommended Credits
Certified Revenue Cycle Representative (CRCR)	HFMA-0004		01/01/2023	12/31/2025	1
Certified Specialist Accounting & Finance (CSAF)	HFMA-0003		01/01/2023	12/31/2025	1
Certified Specialist Business Intelligence (CSBI)	HFMA-0005		01/01/2023	12/31/2025	1
Certified Specialist Payment & Reimbursement (CSPR)	HFMA-0002		01/01/2023	12/31/2025	1
Certified Specialist Physician Practice Management (CSPPM)	HFMA-0006		01/01/2023	12/31/2025	1
HFMA's Business of Health Care®	HFMA-0001		01/01/2023	12/31/2025	3