

TO: Agency Training Coordinators

FROM: *[Enter Training Officer Name here]*

RE: American Council on Education (ACE) Curriculum and Credits

We are proud to announce that the AgLearn program is implementing the means for USDA Employees to participate in the ACE Certification Program. Through this program, USDA Employees will be able to assign themselves and complete specially configured SkillSoft courseware through AgLearn and by doing so, obtain ACE credits that can be applied towards professional certifications or college credits. The ACE curriculums that AgLearn will offer cover many business and IT skills as detailed in the attached listing. However, to make this program a success, we need your support.

ACE sets rigorous standards and guidelines for certifying educational institutions to deliver official ACE curriculum programs. These guidelines dictate how to configure ACE curriculum, what courses qualify, how accessible these courses can be to end-users, and how we must administer tests and examinations. One of the ACE requirements calls for all exams to be monitored by AgLearn registered proctors.

The proctoring process will require that each agency identify individuals that can serve as exam proctors when students have completed their course study.

To be an AgLearn ACE proctor, we need individuals who are available to:

1. Be scheduled to administer exams for USDA personnel
2. Verify a user's identity before granting access to exams using a proctor code
3. Periodically check in on a user's exam completion progress
4. Re-verify the user's identity at the conclusion of their exam and validate their completion using a proctor code.

We need your assistance to establish our agency's network of ACE proctors. Your name has been identified as someone who could serve as an exam proctor for your facility. The time commitment on the part of exam proctors is minimal, but the program cannot succeed without them. We hope by working together we can make the USDA ACE Program a successful benefit to all USDA employees.

We will be hosting a *[enter method here (webinar, meeting, teleconference call)]* to introduce the ACE program and identify your specific duties in support of the participants. Please feel free to contact me at *[enter email address here]* with any questions or concerns as well as your availability to attend our introductory meeting.

Thank you,

*[enter name of Training Officer here]*