Dear <Your Boss/CEO>,

I’d like to engage the American Council on Education’s (ACE) Apprenticeship Pathways project to evaluate our apprenticeship program, <name of program>, for alignment to recommended postsecondary credit.

ACE’s Learning Evaluations review is a thorough process during which a team of faculty evaluators from relevant academic disciplines reviews learning, and if appropriate, makes college credit recommendations that may be eligible for transfer into degree programs.

The apprenticeship evaluation provides a robust and holistic approach that encompasses all the components of an apprenticeship program, including:

* Related instructional content, delivery, and competency
* On-the-job training learning objectives, skills, and competencies
* Occupational or industry-based credentials and standards
* Mentorship, leadership, and other soft skills obtained through real-life work environments

Once the evaluation is complete, our apprenticeship program will be nationally recognized as a:

* **Provider of college-level learning**. The results of these evaluations will be represented in ACE-endorsed badges and transcripts on the Credly platform, which translates learners’ knowledge, skills, and achievements into digital credentials and transcripts.
* **Leading apprenticeship provider**.Train and retain our apprentices and meet our talent needs by investing in our program and supporting learners to achieve their career and educational goals.
* **Program of excellence**. Our program will be officially validated by ACE’s Learning Evaluations, the national leader in the evaluation process for education and training obtained outside the classroom.

We should capitalize on ACE introductory pricing for evaluating our apprenticeship program for college credit. Early adopters will receive an excellent value as ACE launches this new initiative. This is a great way to highlight the college-level learning our program provides and demonstrate a pathway for our apprentices to earn a college credential if they choose.

I hope you agree that this will be a worthwhile investment for us. The evaluation comes highly recommended from the pilot participants, which are [listed here.](https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Apprenticeship-Pathways.aspx)

Let’s discuss the next step to schedule an ACE evaluation!

Thank you,

< Your Name>