

The Availability of College Transfer Credit for Graduates of Dale Carnegie Training®

College Transfer Credit Policies:	Course	Credit Hours
<p>Dale Carnegie® programs are in compliance with the rigorous standards of the American Council on Education (ACE) and are considered to be of college level quality. ACE recommends to colleges and universities throughout the U.S. that individuals completing Dale Carnegie Training® as of April 28, 1983 are eligible for college transfer credit.</p> <p>The final decision whether or not transfer credits will be awarded for completing a Dale Carnegie Training® program is determined by the college or university. Contact your local institution to determine the policies and procedures regarding transfer credits.</p> <p>For information regarding Dale Carnegie® Training, contact your local Dale Carnegie® representative. We thank you for your participation in Dale Carnegie® Training.</p>	Dale Carnegie Course®	3
	Sales Advantage	2
	Leadership Training for Managers	2
	High Impact Presentations	1
	World Class Customer Service	1
	High Performance Teams	1
	Generation Next	1
	Strictly Business: The Dale Carnegie Immersion Seminar	2
	Leadership Advantage Seminar	2
	How to Sell Like a Pro Seminar	2

Excelsior College Procedure to Order Transcripts:

1. After graduating from your Dale Carnegie® program, complete Part I of the Transcript Request Form located on the following page.
2. Deliver the Transcript Request Form and appropriate fees, as listed below, to your local Dale Carnegie Training® representative to complete Part II. They will then attach your student attendance record and mail for processing.

A. To receive a student (unofficial) copy transcript:

- Include a check made payable to Dale Carnegie & Associates, Inc. at the rate of \$30.00 per transcript.

B. To request an official transcript:

- **Complete the steps in Part A - including \$30.00 payment for the student copy.**
- Include a check made payable to Excelsior College at the rate of \$12.00 per transcript.
- Write a brief letter (with student signature) to Excelsior College listing the name and address of the institution to which you want the official transcript sent.

The transcript from Excelsior College will be mailed confirming the appropriate number of recommended college transfer credits. Allow a minimum of three weeks for delivery.



Excelsior College Transcript Request Form

Part I—To be completed by the student.

Name: _____

Mailing Address: _____

Telephone Number: _____

Date of Birth: _____ Social Security #: _____

Name of Course Completed: _____

Date of Completion: _____

Are you already enrolled, or have you ever enrolled in a Excelsior College Degree Program or the Excelsior Credit Bank? Yes No

Please sign and return this form to your local Dale Carnegie Training® Representative.

Signature: _____ **Date:** _____

Part II—To be completed by the local Dale Carnegie® Representative.

Name of Franchisee/Managing Director: _____

Address: _____

Telephone Number: _____

Name of Dale Carnegie® Trainer: _____

Part III—To the Dale Carnegie Training® Representative:

Please send the completed copy of this form, the student's Attendance Record Form and check(s) directly to:

Dale Carnegie & Associates, Inc.
62 North Central
O'Fallon, MO 63366
Attn: Transcript Services