# ACT Certified Educator (ACE) Program Vision

Overview of the Program

ACT is the central certifying body issuing credentials to qualified candidates. The credential can be earned in any and all of the four ACT subject areas plus Writing, as well as an ACT Basics certification that cover the understanding of the fundamental aspects of the ACT test (general test procedures and administration, *not* specific to any subject area).

The program requires a qualification assessment to ensure content expertise in the appropriate subject area (exception for the Basics course). The understanding of content is critical to be able to teach; however, the ACT believes the ability to understand and utilize teaching and learning strategies is what makes effective educators. To validate understanding of content and pedagogy, ACT will administer a certification exam at the end of the training. Claims of teaching ability will be delivered by ACT to certification holders to share.

Conceptual Change

(ACE)
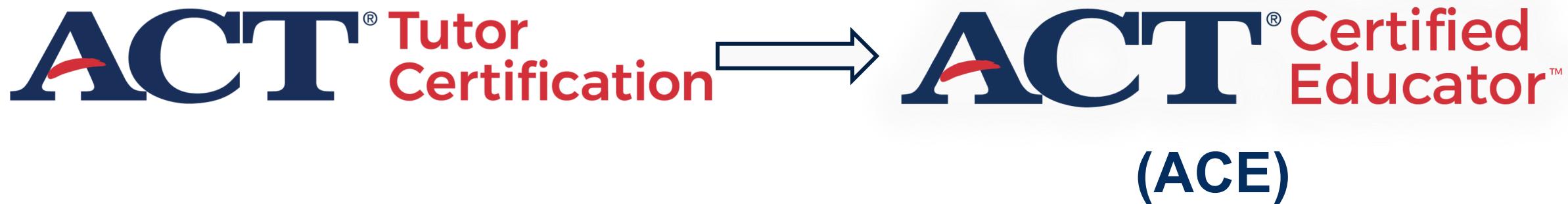
Basics Training	Basics Certification	Subject Area Training	Subject Area Qualification	Subject Area Certification
1 day (9 hours)	**60-item exam**	**2 days (18 hours)**	**Content knowledge assessment**	**55-item exam**
Basics → Basics				
		English → English → English		
		Math → Math → Math		
		Reading → Reading → Reading		
		Science → Science → Science		
		1 day (9 hours)		
		Writing → Writing → Writing		

ACT® Certified Educator Program

ACT Certified Educator Courses

Certification Courses

Certification requires candidates to be present during training sessions. The ACT Certified Educator–Basics and ACT Certified Educator–Writing courses are one day in length, while the other subject-specific courses consist of two days of training.

ACE Certification exams will take place at the end of each training course.

The curriculum presented at each course will consist of the following:

ACT Basics (9 Hours)*
- Registration
- Test preparation resources
- What to expect on test day
- Checking in
- Required materials
- Mental preparedness
- Test-taking soft skills

*All candidates are strongly advised to complete the Basics course, regardless of whatever subject-specific certifications they wish to obtain. It is a foundational program that promotes the development and use of learner centered skills and the standards of professionalism required of ACT Certified Educators, regardless of subject area.

ACT Math (18 hours)
- All Math content from Career and College Readiness Standards (CCRS)
- Teaching techniques and strategies specific to CCRS.
- Coaching skills and remediation for Math.
- Use of educational resources (e.g., ACT Academy) for remediation and practice

ACT Certified Educators Courses (Continued)

ACT English (18 hours)
- All English content from Career and College Readiness Standards (CCRS)
- Teaching techniques and strategies for CCRS.
- Coaching skills and remediation for Reading.
- Use of educational resources (e.g., ACT Academy) for remediation and practice

ACT Reading (18 hours)
- All Reading content from Career and College Readiness Standards (CCRS)
- Teaching techniques and strategies for CCRS.
- Coaching skills and remediation for Reading.
- Use of educational resources (e.g., ACT Academy) for remediation and practice

ACT Science (18 Hours)
- All Science content from Career and College Readiness Standards (CCRS)
- Science teaching techniques and strategies for CCRS.
- Coaching skills and remediation for Science.
- Use of educational resources (e.g., ACT Academy) for remediation and practice

ACT Writing (9 Hours)
- All Writing content from Career and College Readiness Standards (CCRS)
- Teaching techniques and strategies for CCRS.
- Coaching skills.
- Use of educational resources (e.g., ACT Academy) for remediation and practice

3-Day ACE Program Schedule

Day 1	Day 2	Day 3
Basics Training (2 hrs)	Content Area Training (1.25 hrs)	Content Area Training (2 hrs)
	Qualification Assessment (0.75 hr)	
Break (15 min)	Break (15 min)	Break (15 min)
Basics Training (1.75 hrs)	Content Area Training (1.75 hrs)	Content Area Training (1.75 hrs)
Lunch (45 min)	Lunch (45 min)	Lunch (45 min)
Basics Training (1.75 hrs)	Content Area Training (1.75 hrs)	Content Area Training (1.75 hrs)
Break (15 min)	Break (15 min)	Break (15 min)
Basics Review / Study (1 hr)	Content Area Training (1 hr)	Content Area Training (1 hr)
Break (15 min)	Break (15 min)	Break (15 min)
Basics Assessment (1 hr)	Content Area Training (1 hr)	Certification Exam (1 hr)

- Prospective outline for Basics + English, each course can be offered individually.
- Additional Content Area courses are in development

ACE Registration – Required Attestations

Attestations for Tutor Applicants:

☐ I certify that all of the information provided as part of my [registration] is current and accurate.

☐ I have not and will not help examinees achieve scores by fraudulent means, including by distribution of secure test content, creation or distribution answer keys, and/or any other activity aimed at altering or otherwise obtaining an ACT score that does not reflect any examinee's independent efforts and ability.

☐ I have not and will not appropriate ACT content for the purpose of preparing students to take the ACT.

☐ I have not and will not copy, reproduce, re-engineer or otherwise replicate any ACT content from this exam.

☐ I have not and will not create, forge, copy, reproduce, re-engineer, modify or otherwise replicate any certification that purports to be a certification earned through this exam.

☐ I certify that I am the individual whose name presents as part of the registration of this exam and will be represented on the certification from this exam.

☐ I will immediately report to ACT any and all test security-related concerns of which I am aware. This may be done anonymously through ACT's Test Security Hotline, available at:

☐ I will fully cooperate with any test security investigation.

☐ I will not take the ACT without prior approval by ACT.

☐ I will not assist with the publication, distribution or administration of any ACT-owned exam. I will not act as test staff or otherwise proctor any ACT-owned exam.

One important way we protect the security of the ACT is by soliciting information from stakeholders about test security concerns. These stakeholders help us maintain the fairness of the ACT for all examinees who take the test, as well as the teachers, parents, counselors and tutors who support them in their academic endeavors. Do you have any test security concerns you would like to report now? If so, please report them here: www.act.ethicspoint.com

You have reached the end of the application form. Please click the "Submit Application" button when ready.

Cancel   Back   Submit Application

ACE–Basics Certification Exam

- 60 items
- 60 minutes
  - o 60 seconds per item
- 4 answer choices
  - o *Best* answer
- Computer-based test
- 4 content areas

ACT ACE
Basics
Exam

Principle ACT Knowledge

Resource Utilization

Learner Centered Skills

Professionalism
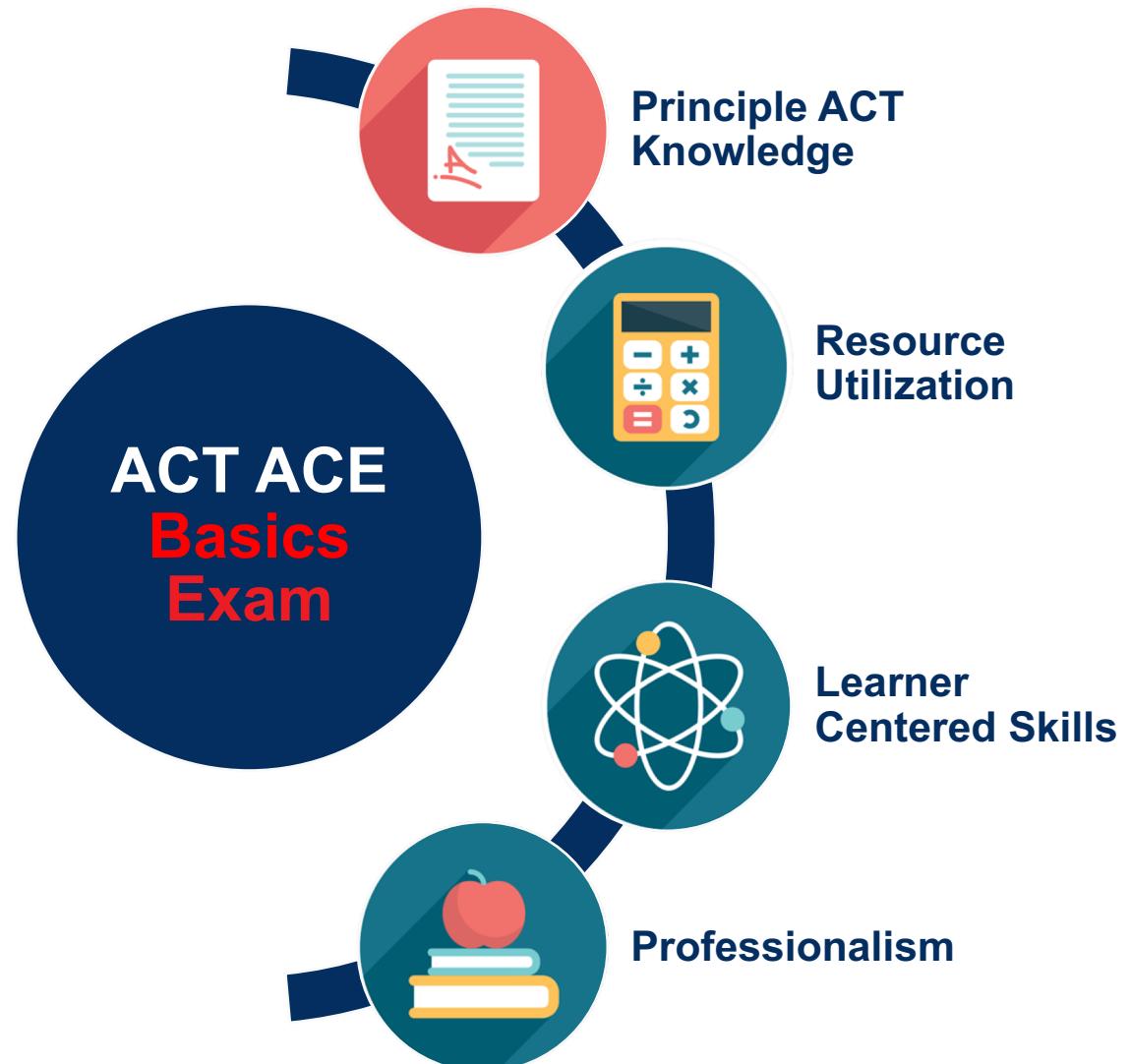
ACE–Basics - Learning Objectives (examples)

Principle ACT Knowledge
- Candidate will be able to explain what the ACT benchmarks represent.

Resource Utilization
- Candidate will be able to describe how to interpret the ACT score report

Learner Centered Skills
- Candidate will be able to evaluate students' study habits and provide feedback as they practice various learning strategies.

Professionalism
- Candidate will be able to communicate in a way that is sensitive to and holistically respectful of individuals.

ACT

Cognitive Learning Strategies (examples from ACE–Basics Training)

Support recall and understanding of information

Benefits
- Increased memory
- Strengthen connections
- Highlight key information

Categories
- **Acquisition and Retention**
  - Rehearsal, mnemonic, selection
- **Comprehension**
  - Organization, integration, extension

Supportive Skills
(examples from ACE–Basics Training)

Increase awareness
- Appreciate and respect differences
- Honest self-recognition

Communicate frequently
- Learn about backgrounds
- Ask questions
- Share your experiences

Take responsibility
- Develop skills

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ACE–English Exam

- 55 items
- 60 minutes
  - 65 seconds per item
- 4 answer choices
  - *Best* answer
- Computer-based test
- 3 content areas

ACT ACE
English Exam

Individualized Tutoring

Recommend Strategies

Test Structure & Content
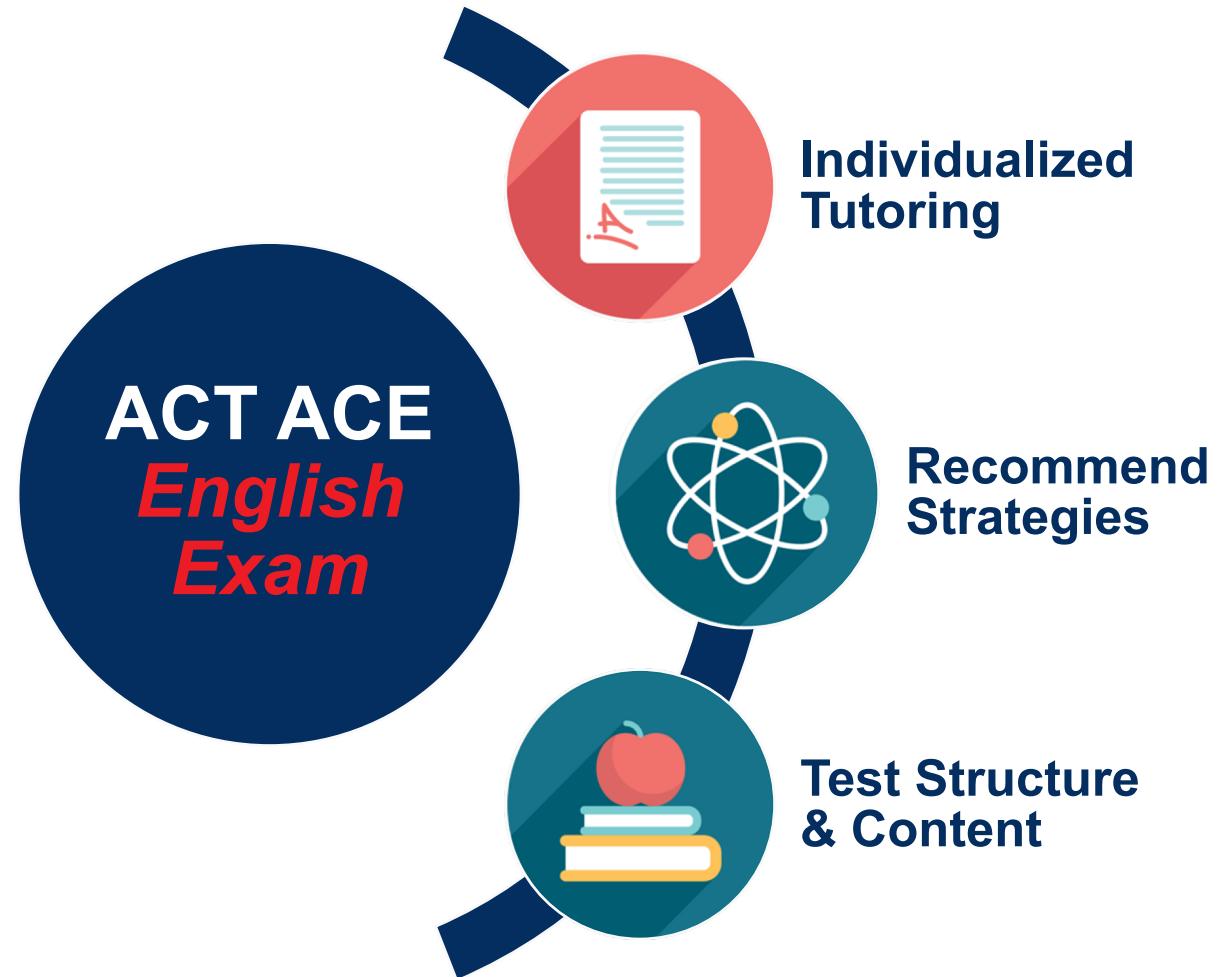
ACE–English - Learning Objectives (examples)

Individualized Tutoring
- Candidate will make up a simpler version of a question when a student demonstrates an error/misconception in order to highlight an underlying principle leading to a correct response

Identify and Recommend Strategies
- Candidate will differentiate between easier and harder questions within content categories within the English language test framework and make recommendations to students about pacing themselves.

Understand Test Structure and Content
- Candidate will correctly identify the skill target of a given ACT English item, using appropriate language of the discipline (e.g., "subject-verb agreement," "misplaced modifier," "wordiness").

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ACT Certified Educator Digital Badges

Issued through ACT's Certification Vault Tool

- Requires:
    - Email
    - Name
    - Credential Number
    - Earned Date
- Emails new badge owner
    - Claim online
    - Share via networks
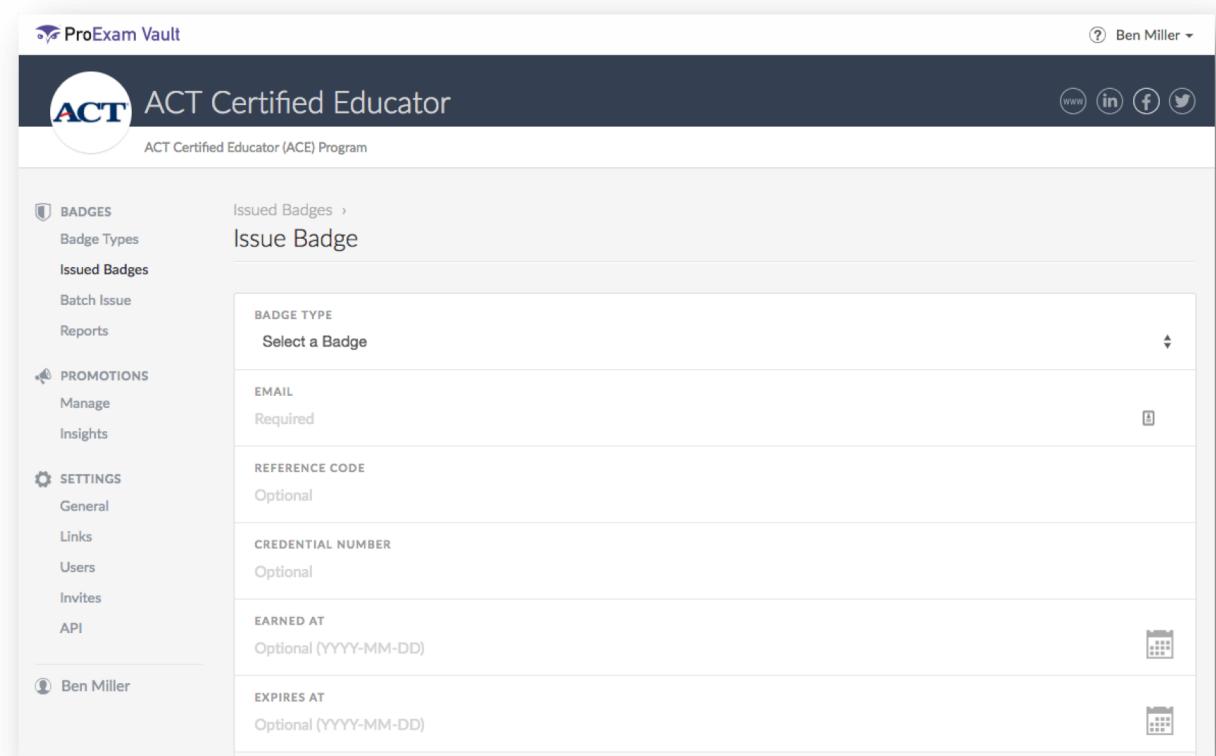
ACT Certified Educator Digital Badges

ACT Certified Educator–English

The certification holder has completed an ACT Certified Educator–English training program and passed an assessment that measures ability to tutor students on the English section of the ACT Test. The training and assessment include but are not limited to: understanding the ACT English Test structure and content; understanding and recommending test-taking strategies related to ACT English content; and providing individualized tutoring. By completing the ACT Certified Educator–English training and passing the assessment, the certification holder has met the standards set forth by the ACT Certified Educator program and has demonstrated sufficient knowledge to tutor students who are preparing for the ACT English Test.

CRITERIA TO EARN THIS BADGE

The certification holder has met the following requirements.

• Read and agreed to the ACT Certified Educator Code of Ethics and Professional Conduct.

• Met or exceeded the ACT Certified Educator qualification standard for the ACT English Test, indicating a level understanding of the content of the ACT English Test sufficient to provide tutoring services in the subject area.

• Completed an 18-hour ACT Certified Educator program relevant to the ACT English Test. The training includes the provision of individualized tutoring related to the content of the ACT English Test; recommending relevant test-taking strategies; and providing tailored tutoring related to the specific content of the ACT English Test.

• Passed an ACT Certified Educator–English examination, indicating knowledge of individualized tutoring strategies and techniques, as well as specific strategies related to the content of the ACT English Test that are needed to prepare students for the Test.

The credential holder is authorized to use the ACE–E designation. The certification will be valid for 2 years from the date of award.

The ACE–E certification holder is bound by the standards of ACT related to the protection of ACT's intellectual property. The ACE–E certification holder is required to demonstrate the highest levels of ethical behavior and professionalism as described in the ACT Certified Educator Code of Ethics and Professional Conduct. The certification is subject to revocation if ACT receives notice that those ethical standards are violated.

ACT Certified Educator–Basics

The certification holder has completed an ACT tutor training program and passed a knowledge-based assessment related to fundamental aspects of the ACT Test. These include but are not limited to knowledge of administration, procedures, resources, test security, customer care, score reporting, interpretation, and benchmarks. The certification holder has met the standards set forth by the ACT Certified Educator program and has demonstrated sufficient understanding of:

• (1) fundamental aspects of the ACT Exam (that is, aspects related to general test design and administration but not specific to any of the individual subject areas), and;

• (2) practical skills and knowledge for tutoring students about the logistics of taking the ACT, general test-taking strategies, and approaches to studying.

CRITERIA TO EARN THIS BADGE

The certification holder has met the following requirements.

• Read and agree to the ACT Certified Educator Code of Ethics and Professional Conduct.

• Completed a 9-hour ACT Certified Educator program covering the fundamentals of the ACT Test (including but not limited to administration, procedures, resources, test security, customer care, score reporting, interpretation and benchmarks) as well as an introduction to individualized tutoring strategies for test success.

• Passed an ACT Certified Educator–Basics examination demonstrating knowledge of the ACT Test.

The credential holder is authorized to use the ACE–B designation. The certification will be valid for 2 years from the date of award.

The ACE–B certification holder is bound by the standards of ACT related to the protection of ACT's intellectual property. The ACE–B certification holder is required to demonstrate the highest levels of ethical behavior and professionalism as described in the Code of Ethics and Professional Conduct. The certification is subject to revocation if ACT receives notice that those standards are violated.

ACT Certified Educators Online Verification Page

Ben Miller

Iowa City, IA · Instructional Designer at ACT, Inc.

ACT Certified Educator–Basics

The certification holder has completed an ACT tutor training program and passed a knowledge-based assessment related to fundamental aspects of the ACT Test. These include but are not limited to knowledge of administration, procedures, resources, test security, customer care, score reporting, interpretation, and benchmarks. The certification holder has met the standards set forth by the ACT Certified Educator program and has demonstrated sufficient understanding of:
- (1) fundamental aspects of the ACT Exam (that is, aspects related to general test design and administration but not specific to any of the individual subject areas), and;
- (2) practical skills and knowledge for tutoring students about the logistics of taking the ACT, general test-taking strategies, and approaches to studying.

ISSUED BY
ACE

ISSUED TO
Ben Miller

CREDENTIAL NUMBER
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EARNED ON
Sep 27, 2017

EXPIRES ON
Aug 16, 2018

CRITERIA TO EARN THIS BADGE

The certification holder has met the following requirements.

- Read and agree to the ACT Certified Educator Code of Ethics and Professional Conduct.

- Completed a 9-hour ACT Certified Educator program covering the fundamentals of the ACT Test (including but not limited to administration, procedures, resources, test security, customer care, score reporting, interpretation and benchmarks) as well as an introduction to individualized tutoring strategies for test success.

- Passed an ACT Certified Educator–Basics examination demonstrating knowledge of the ACT Test.

The credential holder is authorized to use the ACE–B designation. The certification will be valid for 2 years from the date of award.

The ACE–B certification holder is bound by the standards of ACT related to the protection of ACT's intellectual property. The ACE–B certification holder is required to demonstrate the highest levels of ethical behavior and professionalism as described in the Code of Ethics and Professional Conduct. The certification is subject to revocation if ACT receives notice that those standards are violated.

Contact the Issuer

ACT Certified Educator (ACE)

ACT is a mission-driven, education nonprofit dedicated to helping people achieve education and workplace success. The ACT® test is the leading US admissions test, measuring what students learn in high school to determine their academic readiness for college.

Validated By
Professional Examination Service

Verify