



MILITARY TRAINING EVALUATION PROGRAM (MTEP)

**FACULTY EVALUATORS
PROCESS MANUAL**

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INTRODUCTION

WELCOME TO THE FACULTY EVALUATORS PROCESS MANUAL!

The American Council on Education (ACE) review teams embrace the philosophy that what an individual learns is more important than when, where, and how the individual learned it. An ACE evaluation is a rigorous, hands-on process conducted by a team of teaching faculty from relevant academic disciplines, representing the diversity of colleges and universities. Faculty evaluators review both military training and occupations, as well as training and exams for a variety of organizations through ACE's Learning Evaluations.

For each review, ACE creates specialized teams to assess and validate whether the courses, occupations, or professional examinations have the appropriate content, scope, and rigor for college credit recommendations that may be eligible for academic transfer. Actual credit transferred is solely at the discretion of the college or university. Credit recommendations appear in the Military Guide for military courses and occupations and in the ACE National Guide for Learning Evaluations.

This document is intended to provide Faculty evaluators with the tools and resources needed to:

[Create and Access Your Account](#)

[Submit a New Faculty Evaluator Application](#)

[Update Existing Faculty Profile](#)

[Resource Page](#)

CLICK AROUND:

Throughout the manual are underlined, clickable links that take you to specific training within this document and the MTEP Review Portal.

You can access the MTEP Review Portal by navigating to: MTEP.ACENET.EDU

The screenshot shows the homepage of the Military Training Evaluation Program (MTEP) Review Portal. The header includes the ACE logo and navigation links for Home and Login. The main heading is "Welcome to the Military Training Evaluation Program Review Portal". Below this is a welcome message: "Welcome to the Military Training Evaluation Program (MTEP) Review Portal. The American Council on Education (ACE) reviews military training (courses) and experiences (occupations) with the goal of awarding equivalent college credits for those experiences. Reviews are conducted by faculty members from colleges and universities who are currently teaching in the areas they are reviewing. The review team analyzes materials, identifies learning outcomes, and recommends postsecondary credit based on its findings." Two main sections are highlighted: "Military Users" and "Faculty Evaluators". The "Military Users" section states: "This portal serves military users, including service program managers and points of contact for ACE military reviews. This is where military users can go to: request ACE reviews, submit review documents, view the status of their service's upcoming reviews." The "Faculty Evaluators" section states: "This portal also serves the faculty evaluators who conduct military reviews. This is where faculty evaluators can go to: become a new faculty evaluator, update their profiles, manage their participation in military reviews." At the bottom, there are "Register" and "Login" buttons, a copyright notice "© ACE - MTEP2021", and an illustration of people in a meeting.

YOUR ACCOUNT

All users will need to first create an account in the MTEP system. After your account is created it will be sent for approval. You will need to wait until your account is approved before you can login.

CREATING A NEW FACULTY EVALUATOR ACCOUNT:

STEP 1: Navigate to [MTEP Review Portal](#)

STEP 2: Select the “*Register*” button

STEP 3: Complete all required fields to include

- a. Name
- b. Select role “Faculty Evaluator” from the drop-down menu
- c. Email
- d. Create a username; Note: your username should NOT be your email address
- e. Create a unique password – once confirmed green bar will appear
 - Must have upper-case and lower-case letters
 - Must contain at least 8 characters
 - Must contain at least 1 number
 - Must have at least 1 symbol

STEP 4: Check the “I’m not a robot” box

STEP 5: Check the box confirming that you have read and agree to the [terms and conditions](#) of the [privacy policy](#)

STEP 6: When all fields have been completed the “*Register*” button will activate; select “*Register*” to submit your account request

The screenshot shows the 'REGISTER' form for a Faculty Evaluator account. The form is titled 'REGISTER' and includes the ACE logo at the top left. The fields are: First Name, Last Name, Role (dropdown menu with 'FACULTY EVALUATOR' selected), Email, Confirm Email, Phone Number (with a placeholder '(xxx) xxx-xxxx'), and Username. Each field has a red vertical bar on the left side, indicating it is a required field.

A Registration successful message will appear.

Please allow 1 business day for your account to be approved and activated.

If you receive a message that your email address is already found in the system, please use the [forgot username/password](#) feature to retrieve your login information.

ACCESSING YOUR EXISTING ACCOUNT:

STEP 1: Navigate to the [MTEP Review Portal](#)

STEP 2: Select the “*Login*” button

STEP 3: Enter your username and password which you created when requesting the account; if you have forgotten this information refer to the sections below

STEP 4: Check the “I’m not a robot” box

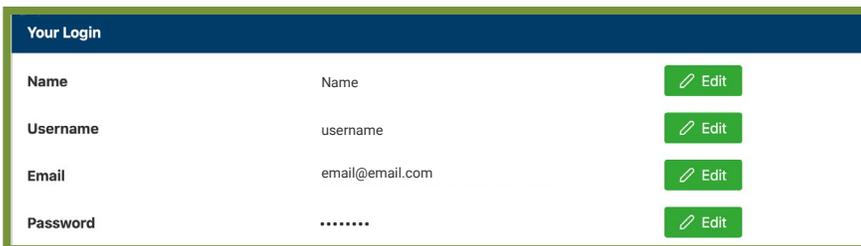
STEP 5: When all fields have been completed, select the “*Login*” button

UPDATING YOUR ACCOUNT:

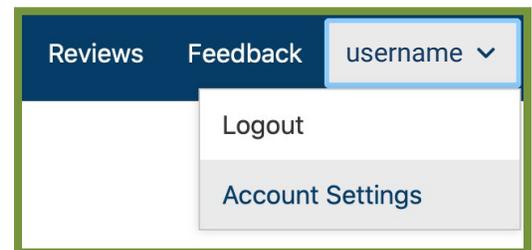
STEP 1: [Login](#) and in the top right-hand corner click your username

STEP 2: From the drop-down menu select “*Account Settings*”

STEP 3: For the field you wish to update, select the “*Edit*” button



Your Login		
Name	Name	Edit
Username	username	Edit
Email	email@email.com	Edit
Password	Edit



Reviews Feedback username ▾

- Logout
- Account Settings

STEP 4: Update the fields as applicable

STEP 5: Select “*Submit*”

FORGOT USERNAME:

STEP 1: If you forget your username, select “Forgot Username or Password” on the [login page](#)

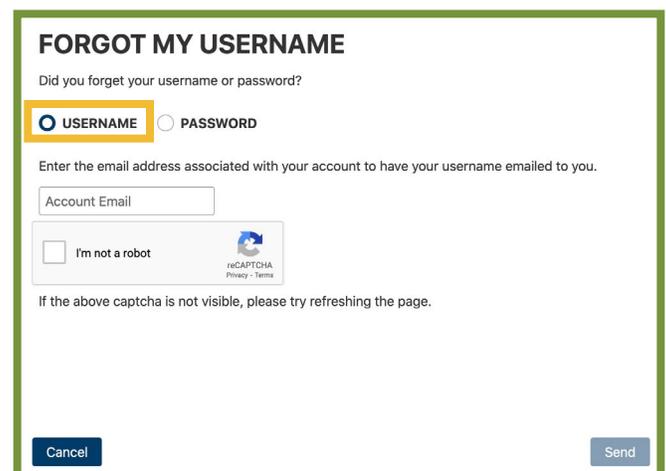
STEP 2: Select the “*Username*” button

STEP 3: Enter the email address associated with your account

STEP 4: Click “*Send*”

STEP 5: If your email address is in the system, you will receive an automated email with a password reset link

If your email address is not found, you will need to contact the MTEP team for assistance.



FORGOT MY USERNAME

Did you forget your username or password?

USERNAME PASSWORD

Enter the email address associated with your account to have your username emailed to you.

Account Email

I'm not a robot 

If the above captcha is not visible, please try refreshing the page.

[Cancel](#) [Send](#)

FORGOT PASSWORD:

STEP 1: If you forget your password, select “Forgot Username or Password” on the [login page](#)

STEP 2: Select the “*Password*” button

STEP 3: Enter the username associated with your account

STEP 4: Click “*Send*”

STEP 5: If your username is in the system, you will receive an automated email with a password reset link

STEP 6: Select the link in the email within 3 hours to create a new password

STEP 7: Using the password creation rules, enter a new password and confirm the password

STEP 8: Click “I’m not a robot” box

STEP 9: Select “*Submit*”

IMPORTANT – If the link has expired then you will be required to use the forgot password feature again.

FORGOT MY PASSWORD
Did you forget your username or password?

USERNAME **PASSWORD**

Enter your username to receive an email with a reset link.

Username

I'm not a robot 
reCAPTCHA
Privacy - Terms

If the above captcha is not visible, please try refreshing the page.





FACULTY EVALUATOR

If you are a first time faculty evaluator user, you will need to submit a new application. If you are an existing faculty evaluator, we request that you update your profile information. Please use the steps below for those scenarios.

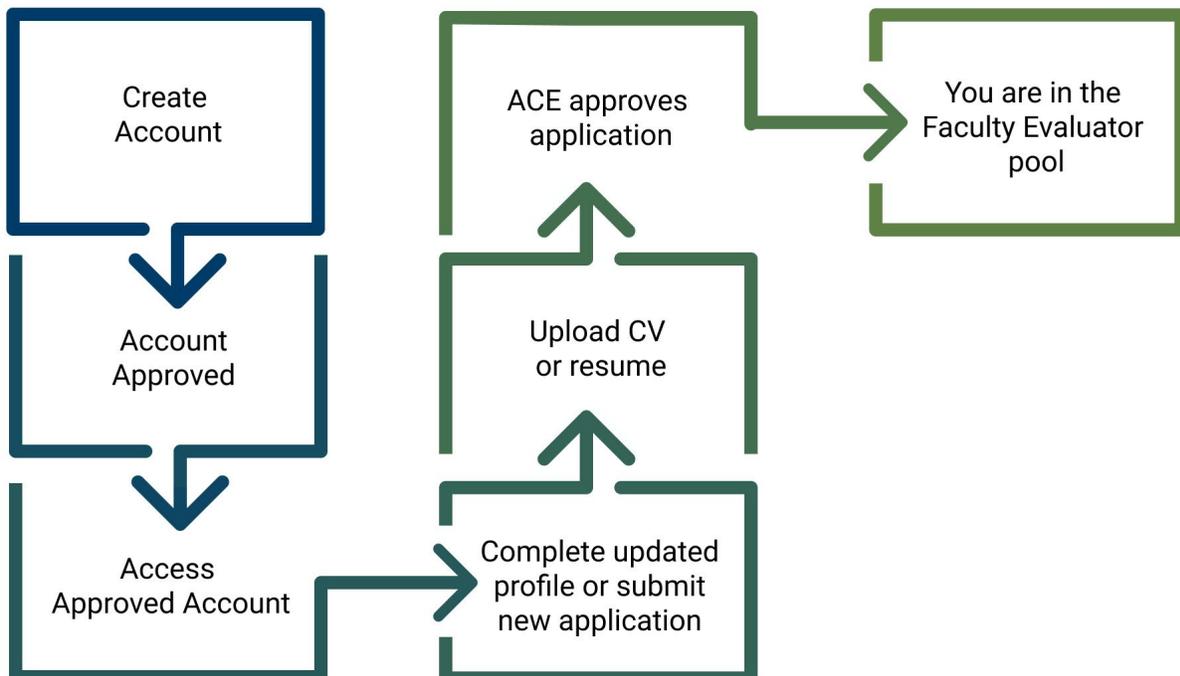
SUBMIT NEW APPLICATION

STEP 1: [Login to your MTEP account](#)

STEP 2: Complete all required fields on the application form

STEP 3: Upload your resume

STEP 4: Select “*Submit*”



UPDATE YOUR PROFILE:

STEP 1: [Login to your MTEP account](#)

STEP 2: If the profile page does not appear, right click on your username to access the Evaluator Update option

STEP 3: Select the “*Edit Profile*” button

STEP 4: Update appropriate fields on your existing profile

STEP 5: Select “*Submit Changes*”

The screenshot shows the 'FACULTY EVALUATOR APPLICATION' page on the ACE website. The page header includes the ACE logo and navigation links for 'New Evaluator', 'Feedback', and 'Tourist'. A dropdown menu is open for the 'Tourist' user, showing options for 'Logout', 'Account Settings', and 'Evaluator Update'. The main content area features the ACE logo and contact information for Learning Evaluations. Below this is a 'Basic Information' section with various form fields and radio buttons for questions about teaching experience, citizenship, and military service. There is also an 'UPLOAD CV/RESUME' button and a 'Contact Information' section at the bottom.

ACE American Council on Education

FACULTY EVALUATOR APPLICATION

Learning Evaluations
American Council on Education
One Dupont Circle, NW
Suite 500
Washington, DC 20036-1193
202-939-9370
evaluator@acenet.edu

This is a test.

Basic Information

Prefix Suffix

Do you have at least 5 years of teaching experience in higher education as a faculty member? Yes No

Do you have US Citizenship? Yes No Do you have a Secret or higher level security clearance? Yes No
For military and some government evaluations, faculty evaluators must be U.S. citizens

Are you a Veteran of the U.S. Military? Yes No

How did you hear about us?

+ UPLOAD CV/RESUME Please attach a current copy of CV/resumé, or separately email it to ACE Military Evaluations at evaluator@acenet.edu.

Contact Information



RESOURCES

MILITARY EVALUATIONS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Evaluations.aspx>

- **SERVING ON AN ACE REVIEW**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Serving-on-an-ACE-Review.aspx>

- **MILITARY COURSE REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Course-Reviews.aspx>

- **MILITARY OCCUPATION REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Occupation-Reviews.aspx>

- **MILITARY VIRTUAL REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Virtual-Course-Reviews.aspx>

EVALUATOR POLICIES AND FORMS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Faculty-Evaluator-Forms-Policies.aspx>

FACULTY EVALUATOR FREQUENTLY ASKED QUESTIONS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Faculty-Evaluator-Frequently-Asked-Questions.aspx>

HAVE MORE QUESTIONS?



Use MTEP Review Portal
“Feedback” feature



Email evaluator@acenet.edu



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