

## *Level 1 ACE Instructions*

NOTE: All travel Gold, “A”, and “B” teams must be ACE Certified/Re-Certified every year. If you have previously taken an ACE test, either on-line with ASA or through the Association, please do **NOT** continue this process; stop here and proceed to the Level II, III or IV instructions.

Instructions:

1. Go to [http://www.gsjm.com/pages/ACE/ace\\_instructions.html](http://www.gsjm.com/pages/ACE/ace_instructions.html)
2. Click on the Level 1 link, which will take you to the ASA ACE web site.
3. Click on the ‘New User Registration’ button.
4. Click on “New User Registration” (located on right side of page).
5. Complete your profile.
6. Click on the “Submit” button. You will now be directed to your “Certifications List” page.
7. Click on the “ACE Certification Level 1 Test” Status link. You will now be directed to the ASA ACE Online “Payments and Background Checks” page.
8. Follow the directions as presented on-line to complete the “Payments and Background Checks” process.
9. Click on the “Submit” button; the Background Check process will take about 30 seconds to complete.
10. Upon receiving the “Green Light” on the web page (indicating that you have passed the Background Check) you should proceed to take the Level 1 Certification test.