

# REGISTRATION

HOW TO REGISTER FOR ACE  
AND COMPLETE PARENT CONSENT FORMS



## Student Registration in ACE Database

All students interested in participating in ACE are required to register and complete a parent/guardian consent form in the database for every new program year. Students will not be permitted to attend any ACE session or event until both the registration and consent form are complete.

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### **1. Login Page**

Go to the login/registration page: <https://app.acementor.org/login>

A screenshot of the ACE Mentor Program login page. At the top center is the ACE logo. Below it is the heading "SIGN IN TO YOUR ACCOUNT". The form contains a "LOGIN" field with the text "student@acementor.org" and a red asterisk to its right. Below that is a "PASSWORD" field with a red asterisk to its right. Under the password field is a checkbox labeled "Keep Me Signed in" and a link "Forgot Password?". Below these is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom of the form is a blue "Sign in" button. Below the form is a horizontal line, followed by the text "New to ACE? Register here as:". At the bottom are two buttons: a purple "New Student" button and a yellow "New Mentor / Other Volunteer Role" button.

## 2.(a) **Returning Students Only**

If you have registered for ACE in previous years, please login to your existing account using the same email and password from your original ACE profile. The email address you used in your previous profile is your username/ID.

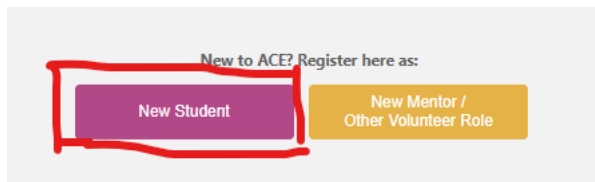
If you don't remember your password, click on "forgot password?" and you can create a new one. If you don't have access to the email account you used to create your ACE profile, contact your team leader or [help@acementor.org](mailto:help@acementor.org) for assistance.

Once logged in, you can update your primary email address and also include a secondary email address.

Now **skip down to step 3** of this guide.

## 2.(b) **New Students Only**

Go to the bottom of the page and select the "New Student" button. You will be prompted to create a profile. Please use an email address that you regularly check and plan to have for a long time. This will be your unique identifier in the system for your entire ACE career (even if you come back as a mentor!)

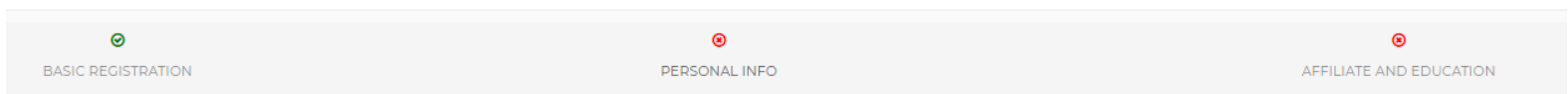


Once you create your account, your email address should receive a confirmation email.

## 3. **Register for this Program Year**

If you are a returning student, you will have the option to register as a student or a mentor. Make sure you select "student" to begin the registration.

If you are a new student, you will automatically be taken to the first registration section:



As you progress through the registration, you can track your progress in the top bar. The registration process has 3 steps:

1. Basic Registration
2. Personal info
3. Affiliate and Education

It is very important that you enter your **correct zip code** in the address section. We will use this to find the ACE program closest to you (in registration step 3). If you select the wrong program, your local program leaders will not see your profile in the system. Please double check to make sure you have selected the correct ACE affiliate program.

### ACE Affiliate and Education Section:

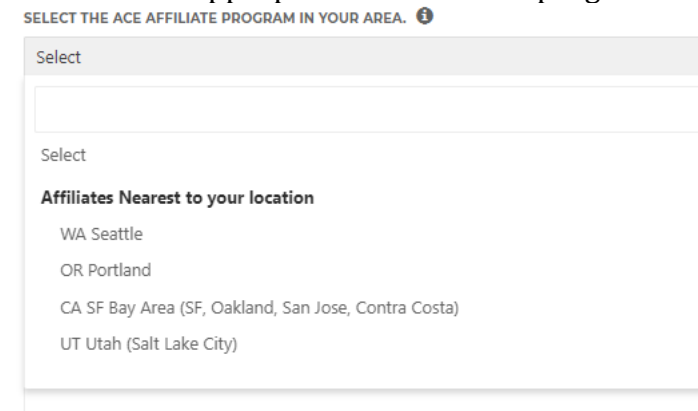
This is the section where you will select the Program Year and ACE affiliate program for which you'd like to register.

In the "SELECT PROGRAM YEAR" drop-down, there is usually only one option for the current program year (ie. Program Year 2020-2021). If there is more than one option, please make sure you select the current or upcoming program year:



### Select your local ACE Program:

Now go to "SELECT THE ACE AFFILIATE PROGRAM IN YOUR AREA" drop-down. The closest ACE program to your provided zip code should appear when you click on the box that says: "Select." If this doesn't seem like the correct ACE program, you can open the drop-down box and search for the appropriate ACE affiliate program on the list:



You can also double-check to make sure your zip code is correct in the box above. To be certain you have selected the correct ACE affiliate program in your area, you can view the [ACE affiliate map](#) using the link provided. The map provides links to each ACE program's webpage for more info. Also, your selected affiliate may have provided more information about their local program in the blue box under "Affiliate Description" to help you make the right choice.

### Sub Regions

Some ACE programs have broken their area into "sub-regions." You can click on that section to see if you have an option to indicate the local sub-region where you live or go to school. If there are no choices available, that means your local ACE program is not using the sub-region feature and you do not need to make a selection here.

SUB REGION ⓘ

Select Sub Region

Select Sub Region

PA-Philadelphia

PA-Montgomery

PA-Chester

PA-Delaware

NJ-Camden

NI-Cumberland

If you need to leave the registration before completing all three steps, you can always log back in to your profile and the open application will appear in your home page. It will show you which steps have already been completed and which ones still require your attention:

Once you complete all 3 steps, your registration will be considered “complete.” **However, there is one final requirement** we need from you and your parent/guardian: the Parent/Guardian Consent Form!

#### 4. Parent/Guardian Consent Form:

This form is **required to be signed by you and your parent/guardian** before you can participate in ACE. Once you complete the registration, you will be taken to the consent form page and presented with 2 options:

#### CONSENT FORM

- You have completed your registration, however in order to participate in the ACE Mentor Program you must submit a completed consent form signed by you and your Parent/Guardian.
- You have the following two options:

OPTION 1 (PREFERRED OPTION): ONLINE DIGITAL FORM (REQUIRES PARENT/GUARDIAN EMAIL ADDRESS) ⌵

OPTION 2: PAPER FORM ⌵

#### Digital Form - Option 1 (Preferred):

If your parent has an active email account, we recommend using the digital form. This will allow you and your parent/guardian to complete the consent form easily with the e-signature feature. Make sure you sign in both places and hit the blue “submit” button at the bottom of the form to send to your parent/guardian. You should let your parent/guardian know to expect an email from ACE with their part of the form to sign. It may filter to their junk folder.

If your parent can’t find the email (even in their junk folder), please contact [help@acementor.org](mailto:help@acementor.org).

**Paper Form - Option 2:**

**If your parent doesn't have an email account**, option 1 will work for you. You can download the consent form and print, complete and sign with your parent guardian and then upload back to your profile. You only need to upload page 1 (the page with signatures). You may also request a copy of the form from your team leader and/or submit the paper form to your team leader and he or she can upload it for you.

No matter which way you get it to us, **we absolutely need the consent form to be completed and signed in order for you to be admitted into ACE!**

Again, to get more info on your local ACE program, [visit the ACE map](#) and find the program in your area.

Please contact your ACE leader or [help@acementor.org](mailto:help@acementor.org) with any issues that occur during the registration process.

And welcome to ACE!!!

# PARENT LETTER



**ACE MENTOR PROGRAM**  
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Dear Parents:

Welcome to the ACE Mentor Program. The information below is designed to educate you on our exciting program. Please visit our website at [www.acementor.org](http://www.acementor.org) for more information.

**The ACE Mentor Program:** The ACE (architects, constructors, engineers) Mentor Program is a national not-for-profit organization with chapters throughout the United States. The mission of the program is twofold: To inform and motivate students toward careers in architecture, construction management and engineering and to provide mentoring and scholarship opportunities for those interested in pursuing these fields. Students are recruited from both public and private high schools throughout the country, with special efforts made to reach the traditionally underrepresented populations of women and minorities.

**Program Format:** Students are assigned to teams led by volunteer mentors from firms representing architects, construction managers, engineers (civil, structural, mechanical, electrical and environmental) and owners. Teams meet after school every other week with meetings held in the offices of mentor firms. Each team selects a project and goes through the entire design process learning various skills along the way. In addition to “office” meetings, teams go on field trips to actual construction sites. At the end of the school year, the teams gather to present their projects to assembled mentors, family and friends, much as an actual design team would present to a client.

**Benefits to Students:** The ACE Mentor Program offers many benefits to participants. Students have the opportunity to learn about the many areas of construction industry and learn the skills required by the various jobs. Students are also able to work on individual presentation and other professional skills through the team interaction and final presentations.

**Commitment:** There is no financial commitment for the program. Attendance and active participation in the meetings are the main commitment of the student. Students also need to provide for their own transportation to the location of the meetings.

**Scholarships:** All active participating seniors who intend to pursue related fields at accredited institutions may apply for ACE scholarships. Since 1996, scholarships totaling \$6.4 million have been awarded.

**Enrollment:** Any student interested in participating in the program must complete an online application. Go to [www.acementor.org](http://www.acementor.org), and go to the student page. The application is available on this page. Students also need a completed Parental Consent Form that needs to be handed in at the first team meeting.

ACE Mentor Program of America, Inc

· [www.acementor.org](http://www.acementor.org)

Career Directions for Students in Architecture, Construction and Engineering





Estimados Padres:

Bienvenido al Programa de Mentores ACE. Esta carta contiene información sobre nuestro programa. Para más información, por favor visite nuestro sitio web: [www.acementor.org](http://www.acementor.org)

**Programa de Mentores ACE:** El programa ACE (Arquitectos, Contratistas, Ingenieros) es un programa nacional sin fines de lucro de con sucursales. Este programa tiene dos misiones: Informar y motivar a estudiantes hacia una carrera en Arquitectura, en la Construcción o en Ingeniería, y a la vez ofrecer orientación y acceso a becas a estudiantes interesados en estas carreras. Nuestros estudiantes vienen de escuelas públicas y privadas de todo el país. Nuestro programa pone atención especial en reclutar estudiantes de poblaciones con baja representación en estas carreras, como mujeres y minorías.

**Formato del Programa:** Los estudiantes trabajan en equipos liderados por mentores voluntarios que son profesionales con carreras en Arquitectura, Construcción y Ingeniería (civil, estructural, mecánica, eléctrica y ambiental). Estos equipos se reúnen cada semana en las oficinas de nuestros profesionales. Cada equipo selecciona un proyecto el cual diseñan a través de este curso, aprendiendo sobre nuestra industria a la vez. Además de las sesiones en oficinas profesionales, nuestros estudiantes visitan obras en construcción. Al final del año escolar cada equipo presenta su proyecto en una gala a la cual están invitados padres, familiares, amigos y mentores.

**Beneficios al Estudiante:** Este programa provee muchos beneficios a nuestros estudiantes. Cada estudiante tiene la oportunidad de aprender sobre las profesiones relacionadas a la construcción, a la vez aprender prácticas necesarias en esta industria. Este programa también ayuda a nuestros estudiantes a crecer sus habilidades de presentación y otras lecciones que les ayudarán en su vida profesional.

**Requisitos:** Este programa es completamente gratuito. El requisito principal es la asistencia y una participación activa en todas las sesiones. Nuestros estudiantes también tienen que proveer su propia transportación a todas las sesiones.

**Becas Estudiantiles:** Todos los estudiantes en el programa ACE que son Seniors en escuela preparatoria son invitados a aplicar a nuestra beca. La beca solo aplica a estudiantes que busquen carrera en Arquitectura, Construcción o Ingeniería en instituciones de educación acreditadas. Desde 1996 hasta hoy, las becas de ACE suman un total de \$6.4 millones.

**Inscripción:** Estudiantes interesados en participar en este programa necesitan completar su aplicación en nuestro sitio web: [www.acementor.org](http://www.acementor.org) La aplicación está en la página de estudiantes. El estudiante también requiere una forma del Consentimiento de los Padres. Esta forma se entrega en la primera sesión.

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Career Directions for Students in Architecture, Construction and Engineering