



Association of Social Work Boards
Approved Continuing Education Program
Provider Agreement

Name of Organization:

ACE Provider Number:

Name, Title:

Individual submitting application

I _____ submit the enclosed application for consideration by the Association of Social Work Boards Approved Continuing Education (ACE) Program.

I understand that the information in the enclosed application packet will remain confidential, subject to disclosure within ASWB including staff, ACE Committee Members and ASWB member boards, as necessary to comply with assessment criteria. Disclosure outside the association will be subject to legal mandates as advised by ASWB counsel or a court of competent jurisdiction.

I certify that the information provided herein is accurate. As an ACE Provider I agree to abide by ACE standards and policies as outlined in the ACE Program application, guidelines and resource documents. I acknowledge I have been provided and have reviewed copies of these materials. Furthermore I understand what my specific obligations are as an ACE Provider as discussed in these documents. I will operate according to the best practices identified in ACE Standards.

ACKNOWLEDGEMENTS

I understand that if approved by ACE, information about my organization and the courses offered by my organization will be available to the public on the ASWB website through the program, *ACESearch*. I will be responsible for managing basic contact and CE course information via the internet program, *ACEProvider*. It is my responsibility to periodically review course and contact information to ensure it is accurate and reflects current programming.

I understand that the following statement is to be used in promotional materials and on course completion certificates of credit:

"This organization (Provider Name and ACE Approval Number) is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) www.aswb.org through the Approved Continuing Education (ACE) Program. The (Provider Name) maintains

responsibility for the program. ASWB Approval Period: (Insert Dates). Social workers should contact their regulatory board to determine course approval for continuing education credits.

Social workers participating in this course will receive (Insert Number) (Indicate Clinical or Social Work Ethics) continuing education clock hours.”

I understand that information, recognition numbers, and indicators of ACE approved providers are not transferable to any other entity and may not be used or displayed on promotional material, websites or used in any other manner that may be misleading to the public. Only ACE approved providers may use the ACE Identifying information and recognition numbers. Failure to abide by ACE standards may subject the ACE approved provider to adverse action by ASWB and may jeopardize the ACE provider’s approval status.

I understand that a change in the social work consultant requires notification to the ACE program, and that I am required to submit a current resume and verification of license status for this individual.

I understand that I will follow outline of ACE requirements as outlined below:

INFORMATION ON ACE REQUIREMENTS

Additional information on ACE requirements can be found in the ACE application materials and the following resource documents:

1. Master list of resources about ACE requirements - Where to locate information about ACE Policy
2. Assigning credit – ACE resource Assigning Credit
3. Bibliography and references – ACE resource Using a Reference List or a Bibliography
4. Certificate of credit/course completion – ACE resources Assigning Credit and ACE Certificate of Attendance and Sample
5. Course content pertinent to social work theory, methods and practices, and reflect current research and best practices – Pages 6-7 ACE Guidelines
6. Co-sponsorship – ACE resources Co-sponsorship Policy, and Co-sponsorship FAQs
7. Course levels/practice levels—ACE resource: Targeted Practice Levels and Course Level
8. Course materials enhance participant’s understanding of topics - Page 7 ACE Guidelines
9. Distance learning courses – Page 7-8 ACE Guidelines, ACE resource Distance Learning
10. Evaluation – Page 8 ACE Guidelines, ACE resource Developing Evaluations, ACE resource Evaluation Requirements and Sample Sections
11. Grievance policy – Page 10 ACE Guidelines, ACE resource Grievance Policy Guidelines
12. Independent contractors – ACE resource Independent Contractor, Sole Proprietors: Organization, Promotion, Advertising, Grievances Requirements, ACE Pre-application Interview
13. Instructors – Page 8 ACE Guidelines
14. Pilot test – ACE resource Course Development Checklist, Pilot test ACE Policy Update
15. Posttest – ACE resource Guidelines for Developing Posttest Questions
16. Procedures for documenting attendance – ACE application
17. Promotional materials – Page 9 ACE Guidelines
18. Social work ethics courses - ACE resource Guide to Social Work Ethics Course Development

I understand that I am required to enter information for co-sponsored courses in the ACE Provider information system, and I am required to follow the standards outlined in ACE Co-sponsorship policy.

I understand that ACE approval does not extend to licensure examination preparation courses. Furthermore I understand that providers who offer social work licensure examination preparation courses must use the following disclaimer language in all public relations brochures, web site pages and other materials used as part of or to promote or advertise such licensure examination preparation courses:

“This licensure preparation program and materials associated with it were not included in the Association of Social Work Boards’ Approved Continuing Education (ACE) review and are not approved by ASWB for continuing education nor endorsed by ASWB in any manner.”

I have read and approved this application, and verify that the information provided herein is accurate and consistent with social work ethical conduct and core values as defined by ACE in the Glossary of Defined Terms.

Signature of Social Worker Consultant

Printed Name

Signature of Continuing Education Director

Printed Name