

ACE Provider Information Management Training

Operating Systems

The ACE Provider Information Management system is optimized for the following operating systems:

- Internet Explorer and Mozilla Firefox on Windows operating systems
- Safari on Macintosh operating systems

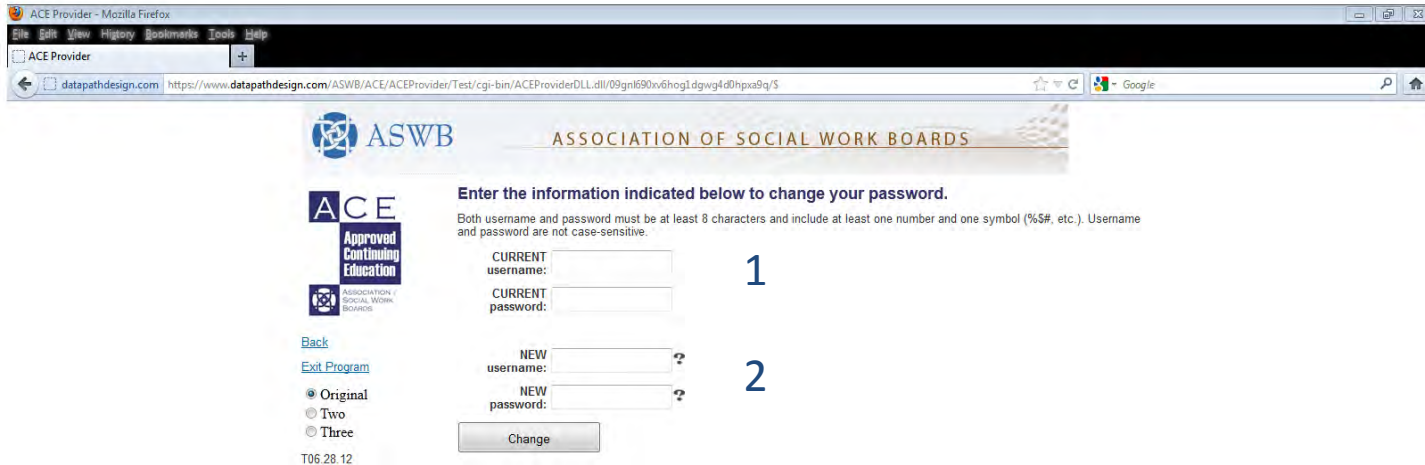
Other browsers may not be fully compatible

Hints for users

1. You must click **Save** or **Next** for the information to be saved in the system.
2. When you complete one screen: Use the **Back** program link to return to the main screen to begin a new screen (except course management with five screens).
3. You must use the **Back** program link to return to a previous screen.
4. Screens will time out in 90 seconds.
5. Contact jward@aswb.org or csanner@aswb.org for assistance.

Change your login information

1. Enter your existing username and password (you can request it by email).
2. Enter a new username and password.
 - The new **user name** must be at least 8 characters, with at least 1 number and 1 symbol.
 - The new **password** must be at least 8 characters, with at least 1 number and 1 symbol.



ACE Provider - Mozilla Firefox
 ACE Provider
 https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/09gn1690v6hog1.dgwg4d0hpxa9g/S
 ASWB ASSOCIATION OF SOCIAL WORK BOARDS
 ACE Approved Continuing Education
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 Enter the information indicated below to change your password.
 Both username and password must be at least 8 characters and include at least one number and one symbol (%\$#, etc.). Username and password are not case-sensitive.
 CURRENT username: 1
 CURRENT password:
 NEW username: ? 2
 NEW password: ?
 Change
 Back
 Exit Program
 Original
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ACE Provider main screen

Begin updating or entering new information here

ACE Provider - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ACE Provider

datapathdesign.com https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/1xnm690xcj2ob1a32u81oyydoa/5

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[Change Login Info](#)

[Update Contacts](#)

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ACE Provider Information

Please update your public information for the Search Engine, using the Update Public Info link (below left).

Provider number: 1253

Blue Skies Continuing Education of the Piedmont

| | |
|---------------------------|---|
| Date inquired: | 7/26/2012 |
| Date applied: | 7/26/2012 |
| Date approved: | 7/26/2012 |
| Expiration date: | 7/26/2013 |
| Current approval period: | 7/26/2012 - 7/26/2013 |
| Renewal due: | 7/26/2013 |
| Permission to co-sponsor: | Approved |
| Delivery formats: | Conference; Home Study; In-Service; Online; Semester Course; Teleconference; Video/Audio Conf; Web Conf/Webinar; Workshop/Seminar |



Link Definitions

- **Change Login Info:** Change your user name and password
- **Update Contacts:** Add or change information
- **Update Addresses:** Add or change addresses
- **Update Public Info:** Information to be seen by the public
- **Update Staff/License Info:** Add or change name, phone, email and license information for the social work consultant, CE director
- **Manage Courses:** Add or change course information
- **Manage Co-sponsors:** Add or change co-sponsor information (providers not approved to co-sponsor won't see this screen)

Manage Contacts

Add/change the Primary ACE contact, other contacts

1. Enter new information in fields
2. Update existing information using the Edit links in the grid

Manage Contact Information

Use this form to add or change contact information. Complete an entry for the primary ACE contact, CE director, SW consultant, etc. This information will appear in the licensing information screen. [See all current contacts in the table below.](#)

Contact type: None Selected [See the list of contact types below.](#)

First Name:

Last Name:

Title:

Phone:

Alternate phone:

Email:

Receive ACE Newsletter

| TYPE | Action | LAST NAME | FIRST NAME | TITLE | PHONE | EMAIL |
|---------------------|-----------------------------|-----------|------------|-----------------|--------------|----------------------------------|
| | NEW Contact | | | | | |
| Primary ACE Contact | Edit | Beatty | Debby | Program Manager | 222-580-2389 | Debby@WilliamLyonsAssociates.com |
| Other | Edit | Lyons | William | Owner/operator | 607-442-9988 | wlyons@gmail.com |

Primary ACE contact: The individual who receives and responds to ACE applications and inquiries. If this person is also the CE Director or the Social Work Consultant, indicate primary ACE contact in the drop-down box and include the individual's title in the text box.

Billing: Individual specifically responsible for communicating with and responding to ACE about billing.

Definitions of ACE Contact Types

Primary ACE contact: The individual who receives and responds to ACE applications and inquiries. If this person is also the CE Director or the Social Work Consultant, indicate Primary ACE Contact in the drop-down box and include the individual's title in the text box.

Continuing Education Director: The individual who is responsible for planning, developing, monitoring and evaluating the organization's continuing education program.

Social Work Consultant: Individual is licensed and in good standing, past or present practice experience. Participates in and monitors the planning, monitoring, evaluation and implementation of the organization's continuing education program.

Billing: Individual specifically responsible for communicating with and responding to ACE about billing.

Manage Address Information

Physical Address – Physical address of primary administrative office

Mailing Address – Mailing address of primary administrative office

Public Address – Address viewed by the public in ACE Search

Other – As needed by providers

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ACE Manage Address Information
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In this form, enter an address for public use (public), for ACE mailing purposes (mailing), for the CE Director and for the Social Work Consultant. [See all addresses currently in the system.](#)

WARNING: You have no public address on file (where is your main campus located?).

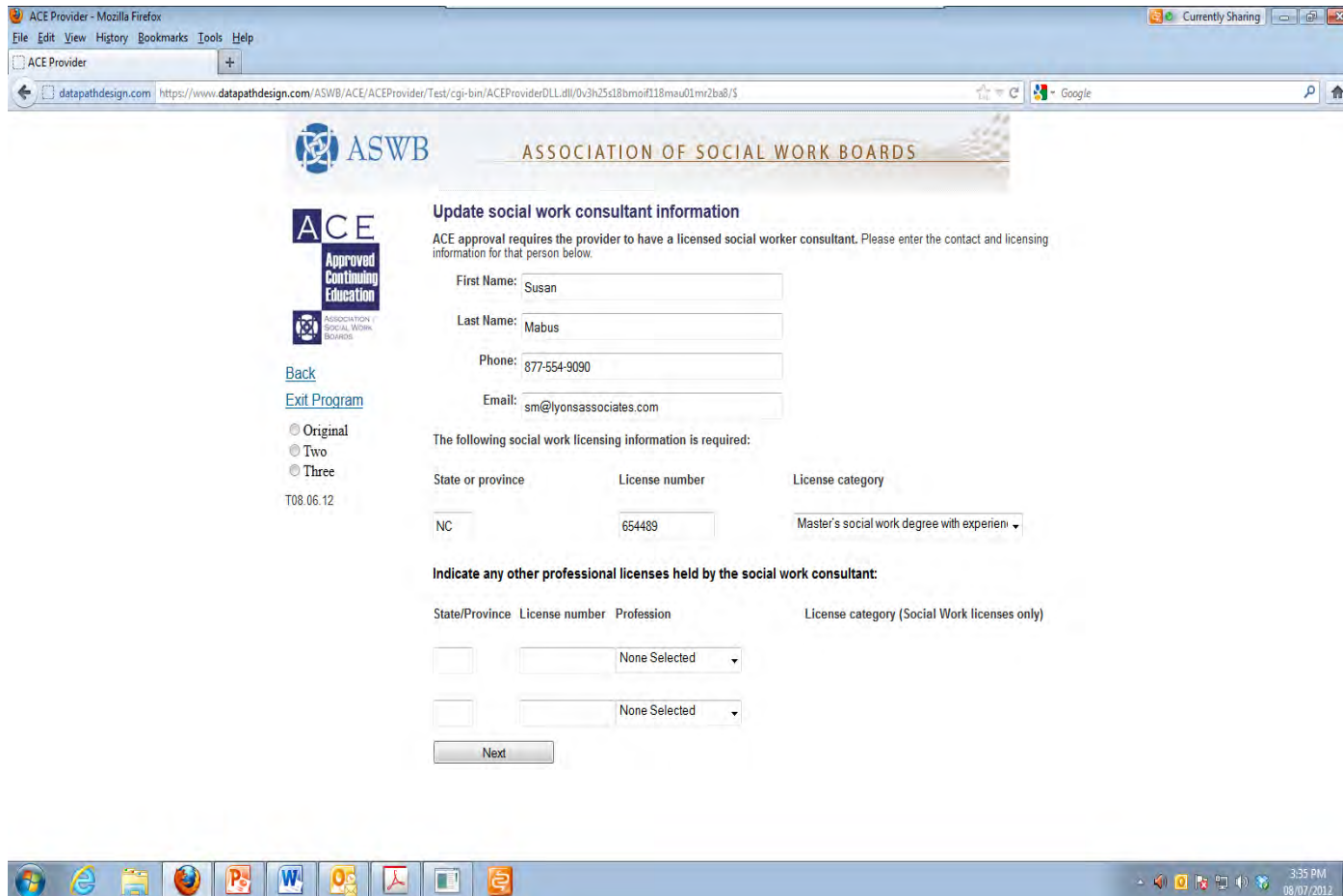
Type of address: -- Please Select --
 Address:
 Address:
 City: State or Province:
 ZIP or Postal Code:

Buttons: Save, Delete

| TYPE | Action | Address1 | Address2 | City | State | Zip | | |
|-------------------------|----------------------|------------------------|----------|----------|-------|-------|--|--|
| NEW Address | | | | | | | | |
| Organization's Physical | Edit | 400 Blue Ridge Parkway | | Piedmont | VA | 22703 | | |

Update Social Work Consultant Licensing

Enter/update name, contact information, jurisdiction, license #, and license level



ACE Provider - Mozilla Firefox
File Edit View History Bookmarks Tools Help
ACE Provider
datapathdesign.com https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/0-3h25t18bmo#118mau01mr2ba8/S
Currently Sharing

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Update social work consultant information

ACE approval requires the provider to have a licensed social worker consultant. Please enter the contact and licensing information for that person below.

First Name:
Last Name:
Phone:
Email:

The following social work licensing information is required:

| State or province | License number | License category |
|---------------------------------|-------------------------------------|---|
| <input type="text" value="NC"/> | <input type="text" value="654489"/> | Master's social work degree with experience |

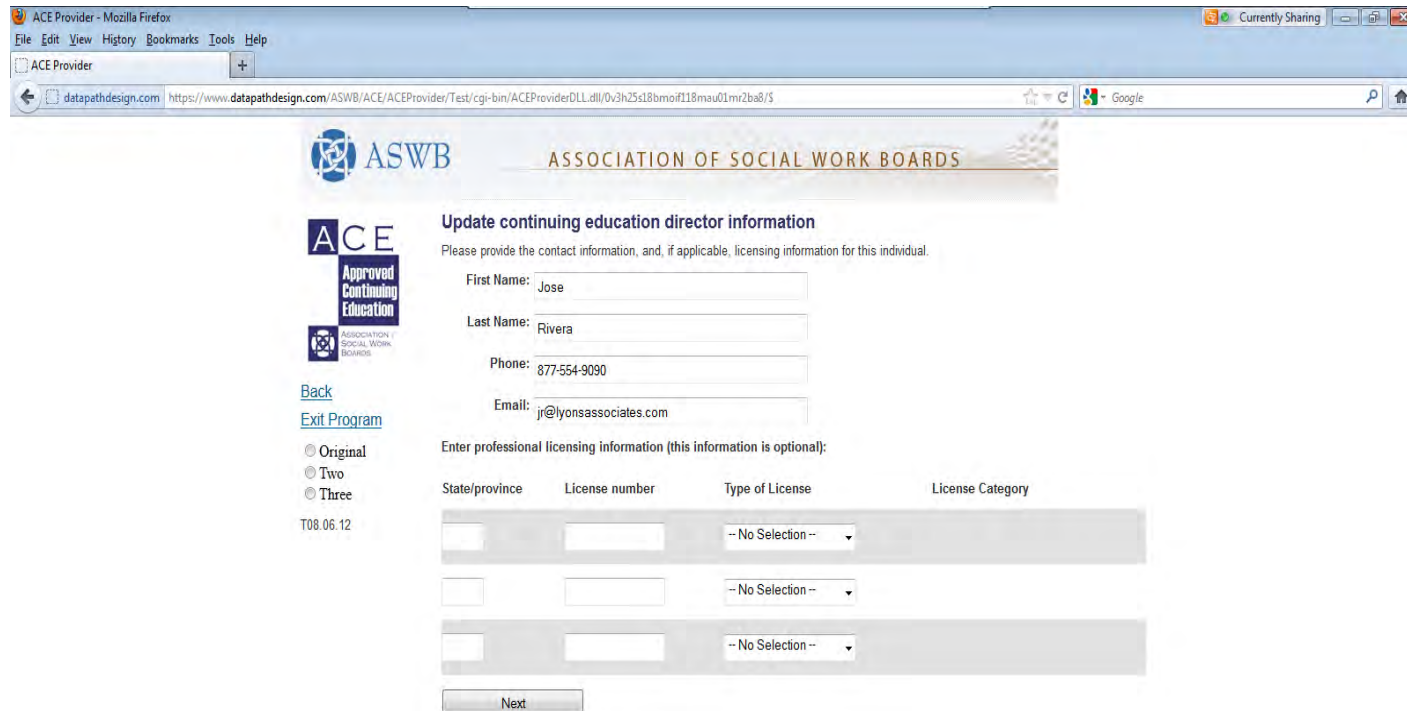
Indicate any other professional licenses held by the social work consultant:

| State/Province | License number | Profession | License category (Social Work licenses only) |
|----------------------|----------------------|---------------|--|
| <input type="text"/> | <input type="text"/> | None Selected | |
| <input type="text"/> | <input type="text"/> | None Selected | |

Update Continuing Education Director Info

Continuing Education Director is not required to be licensed

Enter/update name, contact information, and license information here



ACE Provider - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ACE Provider

datapathdesign.com https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/0v3h25s18bmoif118mau01mr2ba8/\$

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Update continuing education director information

Please provide the contact information, and, if applicable, licensing information for this individual.

First Name:

Last Name:

Phone:

Email:

Enter professional licensing information (this information is optional):

| State/province | License number | Type of License | License Category |
|----------------------|----------------------|--------------------|------------------|
| <input type="text"/> | <input type="text"/> | -- No Selection -- | |
| <input type="text"/> | <input type="text"/> | -- No Selection -- | |
| <input type="text"/> | <input type="text"/> | -- No Selection -- | |

Hints for Managing Courses and Co-sponsors

- Only providers who are approved to cosponsor will see the link to enter co-sponsor information on the screen.
- **Don't see co-sponsor link?** Email jward@aswb.org
- **Enter co-sponsors first:** Enter the co-sponsor name and information on the Manage Co-sponsors screen. The information can be entered once and used for multiple courses.
- **Enter course information next:** When you enter or update course information, the system will offer you a choice of available co-sponsor names. Pick the co-sponsor for the specific course. If a co-sponsor is not listed here, add it using the Manage Co-sponsor screen.

Manage Co-sponsors (see Hints)

Enter and edit co-sponsors on Manage Co-sponsors screen:

1. Enter new information using the fields.
2. Update existing co-sponsors by clicking on the Co-sponsor name in the grid.

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Manage co-sponsors:
 Enter co-sponsor information:

Organization:
 Address:
 Address:
 City: State or Province:
 ZIP or Postal Code:
 Phone:
 Email:

Save Delete

| CosponsorName | City | State | Phone | Email | ID |
|-------------------------------|---------------|-------|--------------|--------------------|----|
| NEW Cosponsor | | | | | |
| CE for Growth | Altamont Pass | CA | 888-579-6811 | info@ce4growth.org | 3 |



Course Information and Co-sponsors

- 1. Enter co-sponsor information on Manage Co-sponsors screen.**
- 2. Enter course information on Manage Courses screens (5 screens, total)**
- 3. Choose the co-sponsor name connected to the course on Screen #5 of Manage Courses**



ACE Resource: *Course Topics and Subtopics*

These topic categories are listed in ACE Search and in ACE Provider. One course may focus on more than one topic within a category or different categories.

Individuals, Couples, Families, Children: Mandatory reporting, Human development & behavior, Gender, Sexuality, Family systems, Issues of poverty, Diagnosis/assessment, New approaches to treatment, Social work research, Social work clinical practice, Social work non-clinical practice, Social work with individuals, Social work ethics

Human Development, Diversity and Behavior in the Environment: Cultural competency; Diversity issues; Gay, Lesbian, Questioning; Transgendered issues; Multiculturalism; Gender; Sexual orientation; Disabilities; Issues of poverty; Domestic violence; Psychotherapy; Psychology; Aging; Gerontology; Substance abuse & addiction; Addiction theories & therapies; Medical social work; Psychopharmacology; Diagnosis/assessment; HIV-AIDS; Trauma; Sexual abuse/assault; Death and dying; Grief; Spirituality; New approaches to treatment; Social work research; Social work clinical practice; Social work ethics; Social work with individuals

Communities and Groups: Social work with organizations, Social justice, Theories and methods of social change, Social work with communities, Social work system interface, Social work communication, International Issues, Economic issues, Issues of poverty, Social work research, Social work non-clinical practice, Social work ethics

Professional Relationships, Values and Ethics: Professional impairment, Mandatory reporting, Professional competency, Therapeutic Relationships, Psychotherapy, Psychology, Research/practice evaluation, Boundary issues, Confidentiality, Client rights, Dual or multiple relationships, Mandatory reporting, Billing practices, Conflicts of interest, Sexual misconduct, Fraud, Social work supervision, Risk management, Service delivery, Spirituality, Social work research, Social work ethics, Social work clinical supervision

Public Administration & Policy: Social policy, Grants/funding, Organizations, Social work system interface, International Issues, Economic issues, Issues of poverty, Social work ethics

Practice Administration: Record keeping, Informed consent, Law, Service delivery, Billing practices, Fraud, Practice development, Professional development, Social work ethics

Manage course information (Screen #1)

Add a new course or edit an existing course

To add a new course: Click on 'Add new course'

To edit a course: Click the course name in the grid

Search Engine:

- Click **Show** to allow course information to appear in ACE Search
- Click **Hide** course information in ACE Search is hidden

The screenshot shows a web browser window displaying the ACE Provider interface. The page title is "ASWB - ASSOCIATION OF SOCIAL WORK BOARDS". The main heading is "Manage course information to be viewed in ACE Search:". Below this heading is a button labeled "Add new course". A sub-heading reads "To edit or remove a course, click the name of that course in the table below".

| Name | Status | Search Engine | ACE ID |
|---|--------|----------------------|--------|
| Be a Resilient Practitioner | Active | Hide | 107 |

On the left side of the page, there are navigation links: "Back", "Exit Program", "Original", "Two", and "Three". The date "T07.27.12" is displayed at the bottom left of the page content.

Manage course information (Screen #2)

Enter or edit course topics, key words, course links

Course links: Add 1 to 3 links to information about your course or organization. Enter the **text** you want to appear on the left. Enter the **URL** (www.yourwebsite.com) on the right. NOTE: Course links are different from the links in the public section of the system.

Provider reference **field**: For your use, add reference number tying the course to your database

ACE Provider - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ACE Provider

datapathdesign.com https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/01hka206encq153bzj0bu40a/\$

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CEUs: 14.00

Topics (check all that apply):

- Individuals, Couples, Families, Children
- Professional Relationships, Values and Ethics
- Human Development, Diversity and Behavior in the Environment
- Communities and Groups
- Public Administration & Policy
- Practice Administration

A keyword search may be added in the future. You may enter up to three keywords for this course:

You may enter up to three hyperlinks to information about your course or organization. Use the column on the left to enter the text you would like to appear and the column on the right to enter the URL (www.yourwebsite.com). These links are different from the links included in the public section of the system. For example:
 Course Schedule www.courseschedule.com
 Course Fees www.coursefees.com

| Link Caption | Link URL |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Providers may use the field below to enter information for internal purposes only (e.g., course number, catalog number, etc.):

Next

Manage course information (Screen #3)

Enter or edit course format, course location

ACE Provider - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ACE Provider

datapathdesign.com https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/1xmxm690cg2ob1a32u81oyydoa/5

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[Back](#)
[Exit Program](#)
[Course Categories and Topics](#)

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Course Information:
 Course name: Be a Resilient Practitioner!

Check the distance learning formats that apply to this course:

Home Study Video/Audio Conf
 Online Web Conf/Webinar
 Teleconference

How is this distance learning course presented?

Self-paced/On Demand
 Real-time No interaction
 Real-time Interactive

You are approved for the face-to-face course formats below. Check all that apply:

Workshop/Seminar Semester Course
 Conference In-Service

Enter AT LEAST ONE location: (City is optional, but state/province is required)

City: State/Province: Add =>

Slata City
 VA Locust Grove

Delete

Next

Windows taskbar: 4:32 PM 07/30/2012

Manage Course information (Screen #4)

Enter/edit course description, schedule, price, other info

The screenshot shows a Mozilla Firefox browser window with the URL <https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL/1xmxm690xcj2ob1a32u81oyydoa/5>. The page displays a form for editing course information. On the left side, there is a sidebar with the ACE logo, navigation links for 'Back' and 'Exit Program', and radio button options for 'Original', 'Two', and 'Three', with 'Original' selected. Below these options is the text 'T07.30.12'. The main form area is titled 'Course Information:' and contains several text input fields:

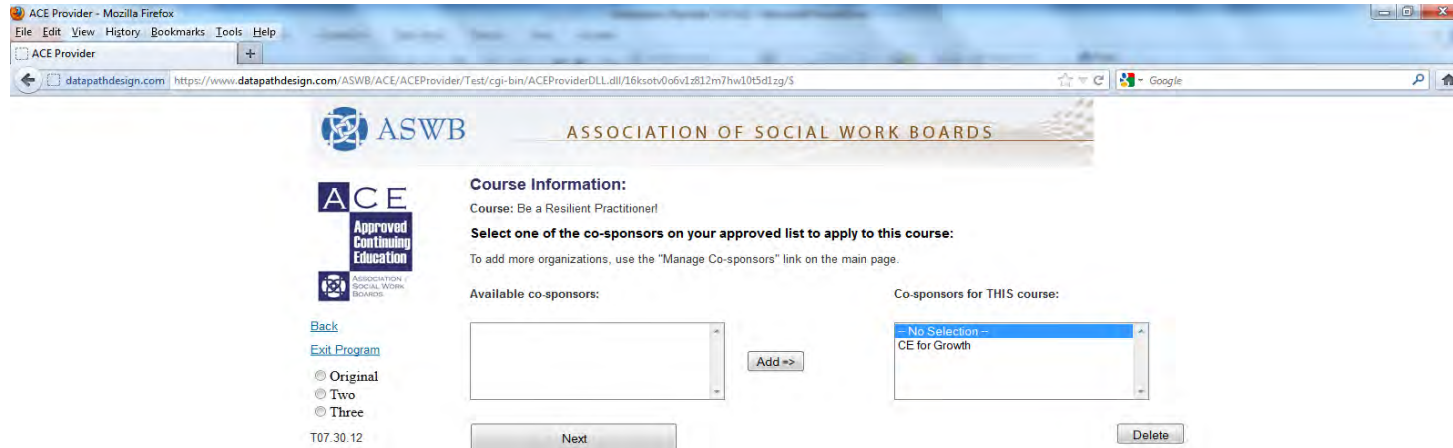
- Course name:** Be a Resilient Practitioner!
- Description:** Powerful information to help you identify the hurdles that are holding back your practice and keeping you from becoming the therapist you could be!
- Schedule:** Saturday, September 19, 2012 at the Germanna Community Auditorium, Locust Grove, Virginia
- Price:** Social workers attend free!
- Other information:** (Empty text area)

At the bottom of the form is a 'Next' button. The Windows taskbar at the bottom of the screen shows the time as 4:35 PM on 07/30/2012.

Manage course information (Screen #5)

Choose the co-sponsor for this course

Co-sponsor names are entered on Manage Co-sponsors screen. If co-sponsor name is not available on this page, go back to Manage Co-sponsors screen to add.



The screenshot shows a web browser window with the URL <https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/16ksotv0o6vlz812m7hw10t5d1zg/5>. The page header includes the ASWB logo and the text "ASSOCIATION OF SOCIAL WORK BOARDS".

Course Information:
 Course: Be a Resilient Practitioner!

Select one of the co-sponsors on your approved list to apply to this course:
 To add more organizations, use the "Manage Co-sponsors" link on the main page.

Available co-sponsors: (Empty list box)

Co-sponsors for THIS course: (List box containing: -- No Selection --, CE for Growth)

Buttons: Add >>, Next, Delete

Left sidebar contains: ACE logo, Back, Exit Program, radio buttons for Original, Two, Three, and T07.30.12.

ACE Course Listing

This is how the public will see your course information

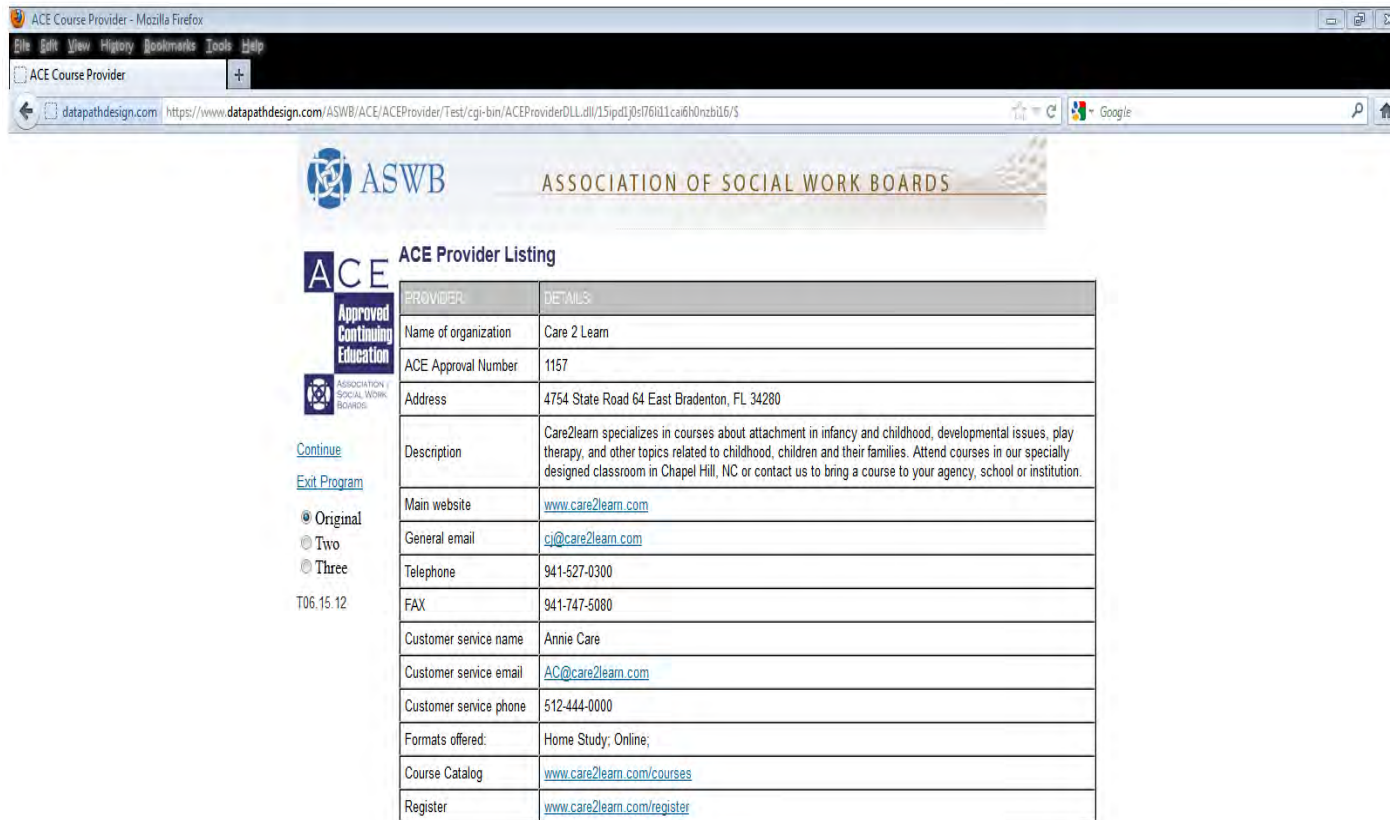
The screenshot shows a Firefox browser window with the URL: [https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/1/8/9/0/ltv471621nzd0aj0g79/\\$](https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/1/8/9/0/ltv471621nzd0aj0g79/$). The page header features the ASWB logo and the text 'ASSOCIATION OF SOCIAL WORK BOARDS'. The main content area is titled 'ACE Course Listing' and includes a table with the following information:

| | |
|--|---|
| ACE Course Listing | |
| Name of course | Be a Resilient Practitioner! |
| Name of provider | Blue Skies Continuing Education of the Piedmont |
| Additional information about this provider | Click here |
| Course description | Powerful information to help you identify the hurdles that are holding back your practice and keeping you from becoming the therapist you could be! |
| CE credits | 6.00 |
| Topic groups covered | Communities and Groups; Individuals, Couples, Families, Children; Practice Administration; Professional Relationships, Values and Ethics; |
| Taught in the following formats | Workshop/Seminar; Video/Audio Conf; |
| Online courses start | Self-paced/On Demand; |
| Onsite course taught in | VA Locust Grove ; |
| Schedule(s) | Saturday, September 19, 2012 at the Germanna Community Auditorium, Locust Grove, Virginia |
| Price | Social workers attend free! |
| Co-sponsoring organization(s) | CE for Growth; |
| Organization's Home Page | www.bsce.org |
| Register for Courses | www.bsce.org/register |
| ACE Approval ID | 1253-107 |

On the left side of the page, there are navigation links: [Continue](#), [Exit Program](#), and radio buttons for Original, Two, and Three. Below these is the text 'T06 15 12'.

ACE Provider Listing

This is how your organization will appear in ACE Search



The screenshot shows a Mozilla Firefox browser window displaying the ACE Provider Listing for Care 2 Learn. The browser address bar shows the URL: https://www.datapathdesign.com/ASWB/ACE/ACEProvider/Test/cgi-bin/ACEProviderDLL.dll/15ipdlj0st76kl1ca6h0nzb16/S. The page header includes the ASWB logo and the text "ASSOCIATION OF SOCIAL WORK BOARDS". The main content area is titled "ACE Provider Listing" and features a table with the following data:

| PROVIDER | DETAILS |
|------------------------|---|
| Name of organization | Care 2 Learn |
| ACE Approval Number | 1157 |
| Address | 4754 State Road 64 East Bradenton, FL 34280 |
| Description | Care2learn specializes in courses about attachment in infancy and childhood, developmental issues, play therapy, and other topics related to childhood, children and their families. Attend courses in our specially designed classroom in Chapel Hill, NC or contact us to bring a course to your agency, school or institution. |
| Main website | www.care2learn.com |
| General email | cj@care2learn.com |
| Telephone | 941-527-0300 |
| FAX | 941-747-5080 |
| Customer service name | Annie Care |
| Customer service email | AC@care2learn.com |
| Customer service phone | 512-444-0000 |
| Formats offered: | Home Study; Online; |
| Course Catalog | www.care2learn.com/courses |
| Register | www.care2learn.com/register |

On the left side of the page, there are navigation links: "Continue", "Exit Program", and radio buttons for "Original", "Two", and "Three". The date "T06.15.12" is also visible.

For more ACE Program information

Locate ACE Guidelines, ACE Resources, a link to ACE Search and a link to the list of ACE Providers

