



Association of Social Work Boards

ACE Resource

Sample Certificate of Attendance

For on-site and distance learning courses, ACE providers must have procedures for documenting participation; e.g. an attendance roster, sign-in/sign-out log, and program evaluations completed by attendees.

The ACE provider must issue a completed and signed certificate verifying attendance and credit awarded to each participant who completes the course. Certificates may only be provided after the participant has completed the course and the evaluation, and should be provided within 30 days after the event. Duplicate or replacement certificates should be clearly marked as “replacement copy” or “duplicate copy.”

Certificates of credit and/or other means of documenting credit **MUST INCLUDE:**

- Name of the participant (social worker’s name)
- Name of the organization offering the event
- Social worker license/certification/registration number and license jurisdiction (if applicable)
- Course title
- Course location
- Course date(s)
- Total number of learning hours
- Amount of credit awarded (# CE credits, CEUs)
- Designation of special topic hours (clinical hours, cultural competence, social work ethics hours) if applicable
- Organization(s) co-sponsoring the course
- Signature of designated authority for the CE provider
- ACE approval statement

FOR DISTANCE LEARNING COURSES, the certificate of completion must ALSO include

a. The course delivery format (home study, online, audio/video conference, webinar)

b. Description of interactive aspects of the course

Sample ACE approval statement

“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.”