



Association of Social Work Boards
ACE Resource
Assigning Credit, Posttest Question Requirements

Guidelines and requirements for determining course credit

- Providers must use a uniform system for assigning credit based on the continuing education hour, defined as a 60-minute hour with no less than 50 minutes of uninterrupted instruction.
- A course offered for continuing education credit must be offered for a minimum of one continuing education hour, in one block of time.
- The number of continuing education credits for the course must be determined before the course is offered.
- The number of continuing education credits for the course must be listed accurately on promotional materials.
- The number of continuing education credits for the course must be listed accurately on the certificate of completion.
- Providers must complete the “ACE Resource Course Development Checklist” (see below) to verify that the course meets ACE standards.

Determining course credit and the appropriate number of posttest questions for distance learning courses:

1. Printed materials offering 1 CE credit **must** contain a minimum of 10,000 words (see chart, below)
 AND/OR

The CE provider must complete the “ACE Resource Course Development Checklist”, and verify that the length of time to complete the course is equal to the number of CE credits offered for the course.

2. Use the following chart to apply the number of questions to the course or article based on the number of words.

NUMBER OF WORDS	NUMBER OF POSTTEST QUESTIONS	AMOUNT OF CE CREDIT
1 CE credit = minimum of 10,000 words (see above)	For 1 CE credit, apply 10 questions <ul style="list-style-type: none"> • Multiple-choice • T/F 	Approve for 1 hour of credit
2 CE credits = 10,000 to 20,000 words	For 2 CE credits, apply 15 questions <ul style="list-style-type: none"> • Multiple-choice • T/F 	Approve for 2 hours of credit
3 CE credits = 20,000 to 30,000 words	For 3 CE credits, apply 20 questions <ul style="list-style-type: none"> • Multiple-choice • T/F 	Approve for 3 hours of credit
Every additional 10,000 words	Add 5 additional questions	Add one additional hour of credit

Regulatory boards may have a specific formula for determining credit. Social workers should contact their individual regulatory board for the board’s definition of credit and how it is determined. Credit hours earned from an ACE Provider can then be converted or interpreted according to the board’s determination.