

ACE POLICY REVISIONS, UPDATES December 1, 2015

Introduction This document contains information about ACE policy updates or modifications that occurred in 2015. Policy updates are intended to 1) clarify ACE requirements, and 2) simplify paperwork and documentation for ACE providers.

PILOT TESTS

1. Pilot testing is required for the following distance learning course types:
 - a. Home study (enduring materials, asynchronous, self-paced)
 - b. Online (asynchronous, self-paced)
 - c. Webinars (recorded, asynchronous, self-paced)
 - d. Hybrids (asynchronous, self-paced)

2. Pilot testing is NOT required for the following distance learning types:
 - a. Live webinars offered in real time, including live interaction between participants and presenters

3. Pilot testing must also be completed when:
 - a. An existing course is offered in a new delivery format
 - Evaluations from previous offerings of the course can be adapted as a pilot test (evaluation must contain required questions-contact ACE staff for more information)
 - b. The ACE provider develops a new course format in which to offer courses
 - c. The course content is updated or revised
 - d. The length of a course changes

4. Other modifications to the ACE pilot test policy
 - a. If multiple courses are offered using the identical “course template” (same course length, same number of learning outcomes & posttest questions, same course format), one course pilot test can serve as proxy for other courses fitting the identical “template.”
 - b. If the course content, format, posttest questions, length, number of CE credits, etc. of a course in the template group are questioned by a social work licensing board, or if a substantive complaint is received by ACE, the ACE provider will be required to complete a pilot test of the course in question.

POSTTESTS

Posttests (or a variation as described in this section) are required for all distance learning courses.

TESTING OPTIONS for live webinars and live teleconferences

ACE will accept either a:

1. Posttest - standard form-(see ACE resource, *Guidelines for Developing Posttest Questions*)

OR

2. Discussion questions embedded within the content of the course
 - A. Interactivity / participation must be demonstrated:
 - Attendance is monitored via distance learning technology
 - Interaction is assured through sound instructional design practices, and continued interactivity between faculty and learner
 - B. Acceptable examples: polling questions, case study discussion, live/virtual chat, Q&A, and/or interactive whiteboards.

TESTING OPTIONS for home study, online courses, recorded webinars, and hybrids

ACE will accept

1. Posttest - standard form-(see ACE resource, *Guidelines for Developing Posttest Questions*)
2. Posttest format consisting of *essay question-and-answer* which meets the following requirements:
 - An acceptable rubric for *question-and-answer* format posttest must be developed and utilized by the ACE provider organization **demonstrating objectivity and impartiality in the testing**
 - The ACE provider must be prepared to submit an explanation or demonstration of the posttest and the rubric

SOCIAL WORK ETHICS COURSE APPROVAL / ACE APPROVAL

The ACE Social Work Ethics course approval and application have been retired.

Rationale for retiring the ACE SOCIAL WORK ETHICS APPROVAL

1. ALL courses offered by an ACE provider are included within ACE approval as long as they are applicable to social work theory, methods, research or practice, meet ACE requirements, and are offered in a course delivery format that is approved for that ACE provider.
2. Professional ethics applicable to social work can be useful for social workers
3. The ACE SW Ethics course approval was developed at a time when licensing boards increasingly required ethics courses for social work license renewal. The ACE program believed that SW licensing boards would require social workers to take courses meeting the SWE requirements. This requirement has not materialized.
At the present time, SW licensing boards do NOT require the ACE SW Ethics course approval; SW licensing boards accept the general ACE approval for a course with ethics content to meet the ethics license renewal requirement. Consequently, if a SW licensing board accepts ACE approval, and a course meets general ACE approval requirements (see #1), an extra SW Ethics course approval is not necessary.

Bibliography or Reference List

ACE Requirements

Whether you use a bibliography or a reference, the list should include sources used, including websites, books, journals, articles, reports, charts, videos, etc. You may pick either type of list. Your list must answer these questions:

1. Is the presentation based on current information, or is it based on foundational material?
 - References must be updated regularly
 - References cited must reflect “current” research and publications on the course topic (i.e. within the past five years); foundational materials may be included
2. Is the course information based on your own work or is it based on someone else's work?
 - References must include the writings of other authors on the course topic, or topics related to the development of the course topic

NEW ACE APPLICATION & PROCESS

Revised application and new process published December, 2014

ACE RENEWAL APPLICATION & PROCESS

Revised application and new process published March 2015