



SUBMITTING A COMPLETE APPLICATION PACKET

Complete application packets are submitted electronically to ace@aswb.org.

The application packet your organization submits must contain the following:

1. Completed copies of all the following documents:

- [Fee Worksheet & Payment Form](#)
- [ACE Provider Agreement](#)
- [Application Part 1](#)
- [Application Part 2](#)
- [Application Part 2 Course Sample Review](#) (complete a separate application for **each** course sample being submitted)

Additional applications: If you are submitting course samples for any distance learning format or the conference format, you must also complete the applicable form(s) listed and submit them with your application:

- [Application Part 3 Distance Learning](#) (complete a separate application for **each** distance learning course sample being submitted)
- [Application Part 3 Conference](#) (complete this application for your conference course sample being submitted)

- All application forms listed above can be downloaded from ACE [Free Resources](#) on the ASWB website (aswb.org).
- Do **not** hand write responses in the application forms.
- Do **not** insert requested documents into the application forms, e.g. resumes, bibliographies, org chart, etc. Submit the separate documents.
- Do **not** leave any questions unanswered. If the question does not apply, enter n/a and/or an explanation.

2. Completed Fee Worksheet & Payment Form

- A Fee Worksheet & Payment Form must be completed and submitted to ACE with payment. Applications Part 1 and Part 2 fees are submitted as one total payment. The total payment is submitted when the complete application packet is submitted to ACE.
- The application fee is for consideration of approval, only, and does not guarantee approval. The application fee is non-refundable.

- You are responsible for reviewing the fee sheet and submitting the correct payment amount based on the number of courses you will be offering in your initial approval period. Overpayments will not be returned.
- Payment may be submitted by check (see page 3 for address) or by credit card (Visa, MasterCard, or Discover). Payment method is indicated at the bottom of page 2 of the fee sheet. If paying by credit card, the Fee Worksheet & Payment Form can be mailed or faxed (540-423-3677) or payment information can be provided over the phone by calling 800-225-6880, ext. 3021. Applicants outside the U.S. must pay by money order or credit card (VISA, MC, and Discover).
- For your financial security, do **not** send the Fee Worksheet & Payment Form, with credit card information, electronically.

3. Table of Contents

- Your application packet must include a Table of Contents that clearly identifies the application documents and course materials being submitted. See page 4.

4. Required Course Materials

- Any webpages referenced in the application must be saved as a PDF or other electronic document and submitted as part of the required course sample information.
- Application documents requiring a signature can be signed electronically or a copy of the signed document can be submitted.
- All required course materials and completed application documents must be combined in an organized manner, using a Table of Contents and naming files/attachments so they are easily identifiable, as described and illustrated in this document on Page 4.
- Submit each document requested as a separate attachment.
- Applications and materials submitted in one PDF will not be accepted.
- Some application materials cannot be sent electronically (i.e. a check or money order, a book, a bound conference brochure, DVD, or other course materials). Hard copies will be accepted by regular mail. You must note in the application that you are sending these materials separately, by mail.

How and Where to Submit Your Application

- **Electronic:**
Submit electronic documents as email attachments to ace@aswb.org or provide ACE staff with a link to your Dropbox account or other file sharing service that ACE staff can easily access. If you provide a link to a file sharing service that ACE staff cannot access, you will be required to submit the application materials by email or other method requested by ACE. You may also mail a CD, DVD or flash drive that

includes all the required application forms and materials, if ACE will be able to save them electronically once received.

- **Mail:**
ASWB
ACE Program
400 Southridge Parkway, Suite B
Culpeper, VA 22701

SAMPLE TABLE OF CONTENTS FOR APPLICATION SUBMITTAL

This is a SAMPLE to help you organize the Table of Contents-your TOC may not be identical

Application Section	File Label	Material enclosed
Application Part 1	Application Part 1	Completed Application Part 1
	Grievance policy for (YOUR ORGANIZATION NAME OR DEPT. NAME)	Current grievance policy for our organization (or department)
Application Part 2 Administration	Application Part 2 Administration	
	Org chart	Org chart for Continuing Education team
	CE Director resume	Current resume for (NAME OF CE DIRECTOR)
	SWC Resume	Current resume for (NAME OF LICENSED SOCIAL WORK CONSULTANT)
	SWC license	Copy of current SWC license for (NAME OF LICENSED SOCIAL WORK CONSULTANT)
Course #1 Application Part 2 Course Sample Review Documents	Course #1 (NAME OF COURSE) Part 2 Course Sample Review Application	Application Part 2 Course Sample Review for course #1
	Course #1 Website promo	Copy of website pages with promo for this course
	Course #1 Agenda	Course or session agenda or outline/timeline
	Course #1 promo brochure	Course brochure
	Course #1 power points	Course power points
	Course #1 Handouts	Course handouts
	Course #1 Bibliography	Bibliography or list of references
	Course #1 evaluation	Evaluation for course or session
	Course #1 certificate	Certificate of completion for the course