



# Association of Social Work Boards

## Approved Continuing Education Program

### *Fee Worksheet & Payment Form*

#### I. Instructions

Use this form to determine the payment amount due. Complete each section that applies to your ACE program application. Mark the appropriate boxes to indicate the amount owed. Enter the subtotals in the space provided to the right. At the end of the form enter the total amount due in the space provided. Do not submit payment until your complete application is ready to submit.

Complete and return this form with your complete application packet. To pay by phone, email [ace@aswb.org](mailto:ace@aswb.org) to request a phone call. When we receive your email, we will call you and take your payment information by telephone. **DO NOT SEND PAYMENT FORM VIA EMAIL WITH CREDIT CARD INFORMATION.**

#### II. Organization

**Organization Name:**

**Provider Number:**

#### III. New Application Fees

New application part 1 fee is \$200. New application part 2 fee is based on the number of courses offered annually for continuing education credit. The fee for multi-session courses and conferences is based on the total number of sessions offered for continuing education credit; count the total number of sessions in each conference or multi-session event. **Both fees are submitted with the complete application packet. Applications will not be reviewed prior to receipt of payment.**

<input type="checkbox"/>	New Application Part 1 Fee \$200	
<input type="checkbox"/>	New Application Part 2 Fee	
<input type="checkbox"/>	1-10 courses \$300	
<input type="checkbox"/>	11-49 courses \$600	
<input type="checkbox"/>	50-99 courses \$900	
<input type="checkbox"/>	> 100 courses \$1,200	
		<b>SUBTOTAL: \$</b>

#### IV. Renewal Application Fees

Renewal application fees are determined by the number of courses offered during the three-year approval period. Providers renewing for the first time should multiply the number of courses offered in the previous year by three to determine the amount owed. The fee for multi-session courses and conferences is based on the total number of sessions offered for continuing education credit; count the total number of sessions in each conference or multi-session event.

<input type="checkbox"/>	Renewal Fee	
<input type="checkbox"/>	1-10 courses \$600	
<input type="checkbox"/>	11-49 courses \$900	
<input type="checkbox"/>	50-99 courses \$1,200	
<input type="checkbox"/>	> 100 courses \$1,500	
		<b>SUBTOTAL: \$</b>

## V. Add New Format

A fee is charged ONLY IF a request to add approval for a new course format is not completed with the first application or at renewal.

<input type="checkbox"/>	<b>Add Course Format Fee \$175</b>	
		<b>SUBTOTAL: \$</b>

## VI. Other Fees

The \$100 renewal late fee is due if the application is not received by ACE within 10 days of the due date. The \$500 reinstatement fee PLUS the \$100 late fee are due if the application is received after the approval expiration date. Application fees include three reviews of submitted materials. If additional reviews are needed, applicants must pay an additional application review fee for ACE staff to review an applicant's updated materials or responses to ACE review reports.

<input type="checkbox"/>	<b>Renewal Late Fee \$100</b>	
<input type="checkbox"/>	<b>Reinstatement Fee \$500</b>	
<input type="checkbox"/>	<b>Returned Check Fee \$35</b>	
<input type="checkbox"/>	<b>Appeal Fee \$900</b>	
<input type="checkbox"/>	<b>Additional application review fee \$100</b>	
		<b>SUBTOTAL: \$</b>

**TOTAL AMOUNT DUE: \$**

## VII. Payment Method

The amount is payable in U.S. dollars only. Checks are accepted from U.S. applicants only. Applicants outside the U.S. are required to make a credit card payment using Visa, MasterCard, or Discover.

<input type="checkbox"/>	<b>Check or money order payable to ASWB</b>		
<input type="checkbox"/>	<b>Credit Card</b>		
	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> Discover
	Credit Card Number:		Expiration Date (MM/YYYY):
	CID Code (Last three digits on back of card):		Billing postal code:
	Card Holders Name:		