

# New application checklist

## Requirements for all providers

- Fee Worksheet & Payment Form*
- Application Part 1* with the following supporting documents
  - Grievance policy
  - Table of contents for entire application
  - Fully executed ACE provider agreement
- Application Part 2: Administration* with the following supporting documents
  - Organizational chart
  - Continuing education director's resume
  - Continuing education director's license information, if licensed
  - Licensed social work consultant's resume
  - Social work consultant's license information
  - Auxiliary social work consultant resume, if applicable
  - Auxiliary social work consultant license information, if applicable
  - Applicant's organizational policies and procedures for responding to all complaints and grievances, e.g., refund requests, complaints about course content, etc.

## Additional required documents for an in-person course sample review

- Application Part 2 Course Sample Review* with the following supporting documents
  - Promotional material (brochures, flyers, emails, websites, mailings, etc.)
  - Timed syllabus, outline, or agenda, if total credit awarded is greater than two CE credits
  - Content/materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
  - Bibliography/reference list
  - Course evaluation
  - Certificate of credit
  - Attendance roster
  - Instructor resume(s)

## Additional required documents for a synchronous distance learning course sample review:

- Application Part 3B Distance Learning*
- Application Part 2 Course Sample Review* with the following supporting documents:
  - Promotional material (brochures, flyers, emails, websites, mailings, etc.)
  - Timed syllabus, outline or agenda, if total credit awarded greater than two CE
  - Content/ materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
  - Bibliography/references
  - Evaluation
  - Certificate of credit
  - Instructor resume(s)
  - Posttest (required for noninteractive synchronous courses, optional for Interactive synchronous courses)

## Required documents for an asynchronous distance learning course sample review

- Application Part 3B Distance Learning*
- Application Part 2 Course Sample Review* with the following supporting documents
  - Promotional material (brochures, flyers, emails, websites, mailings, etc.)
  - Timed syllabus, outline, or agenda, if total credit awarded is greater than two CE credits
  - Content/materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
  - Bibliography/references
  - Evaluation
  - Certificate of credit
  - Individual pilot test responses and summary, only required if reading-based or if credit will be given for time to complete the posttest
  - Posttest
  - Instructor resume(s)

## Additional required documents for hybrid course sample review

- Application Part 3B Distance Learning* (for hybrid courses that include any distance learning delivery)
- Application Part 3C Conference* (for hybrid courses that include conference delivery)
- Application Part 2 Course Sample Review* with the following supporting documents
  - Promotional material (brochures, flyers, emails, websites, mailings, etc.)
  - Timed syllabus, outline, or agenda, if total credit awarded is greater than two CE credits
  - Content/materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
  - Bibliography/references
  - Evaluation
  - Certificate of credit
  - Instructor resume(s)
  - Attendance roster (for hybrid courses that include in-person delivery)
  - Pilot test (for hybrid courses that include reading-based asynchronous distance learning delivery)
  - Posttest (for hybrid courses that include asynchronous distance learning or noninteractive synchronous delivery)

## Additional required documents for providers offering conferences

- Application Part 3C Conference*
- Application Part 2 Course (Session) Sample Review* with the following supporting documents
  - Conference promotional material (brochures, flyers, emails, websites, mailings, etc.)
  - Session timed syllabus, outline, or agenda, if total credit awarded for the session is greater than two CE credits
  - Session content/materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
  - Session bibliography/references
  - Session evaluation
  - Overall conference evaluation
  - Conference certificate of credit
  - Session attendance roster
  - Session instructor resume(s)