

Renewal application checklist

Requirements for all providers

- Log into ACE Provider to update organizational contact information as noted in the renewal application. Submit the following items with the renewal application regardless of whether changes to contacts have been made
 - Current organizational chart
 - Continuing education director current resume
 - Continuing education director license information, if licensed
 - Licensed social work consultant current resume
 - Social work consultant license information
 - Auxiliary social work consultant current resume, if applicable
 - Auxiliary social work consultant license information, if applicable
- Complete and submit the following
 - ACE Renewal Application*
 - Fee Worksheet & Payment Form*
 - Provider agreement
 - A *Section VI. Course Sample Information* document for each course sample or conference session being submitted. The following items must accompany each *Section VI. Course Sample Information* document:
 - Promotional material (brochures, flyers, emails, websites, mailings, etc.)
 - Timed syllabus, outline, or agenda, if total credit awarded is greater than two CE
 - Content/ materials (books, handouts, PowerPoint slides, articles, presenter notes, audiotapes, DVDs, etc.)
 - Bibliography/references
 - Evaluation
 - Evaluation summary data (for renewals only)
 - Certificate of credit
 - Instructor resume(s)
 - Additional required documents listed below and based on the format of the course sample.

Additional required supporting documents, based on the delivery format

In-person courses

- Attendance roster

Synchronous (live) distance learning courses

- Application Part 3B – Distance Learning*
- Posttest (required for noninteractive synchronous courses, optional for interactive synchronous courses)

Asynchronous (self-paced) distance learning courses

- Application Part 3B – Distance Learning*
- Individual pilot test responses
- Pilot test summary
- Posttest

Hybrid courses

- 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)
- Attendance roster (for hybrid courses that include in-person delivery)
- Pilot test (for hybrid courses that include asynchronous (self-paced) distance learning delivery)
- Posttest (for hybrid courses that include asynchronous distance learning or noninteractive synchronous delivery)

Conferences

- Application Part 3C – Conference*
- Section VI. Course Sample Information* document must include 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
 - Session evaluation summary data (for renewals only)
 - Overall conference evaluation
 - Conference Certificate of Credit
 - Session attendance roster
 - Session instructor resume(s)

Cosponsorship

- Application Part 3A – Cosponsorship*
- Sample of cosponsorship agreement