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Association of Social Work Boards

**Approved Continuing Education Program**

***ACE New Provider* *Application***

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| **Instructions** |
| This application is used to apply to the ASWB Approved Continuing Education program for [provider level approval](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/).  ***ACE Standards***  Review the [ACE handbook](https://www.aswb.org/wp-content/uploads/2021/01/ACE-Handbook-FINAL.pdf) before applying to make sure your organization and course samples meet ACE standards. Application fees are non-refundable.  ***Course samples***  In addition to completing this application, a course sample and course sample questionnaire must be submitted for each delivery format sought for approval. **All course materials must be mocked up to meet current ACE standards. Examples of mocked up materials can be found in the** [**appendix**](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/) **of the ACE handbook.**  ***Approval decisions***  The average timeframe for an approval decision, after submission of a complete application and fees, is four to six months.  For questions or more information, contact ACE at [ace@aswb.org](mailto:ace@aswb.org). |

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| Applicant information | |
| **Provider name:** Click or tap here to enter text.**First and last name of individual completing this application:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Phone number:** Click or tap here to enter text. **Email address:** Click or tap here to enter text. | |
| Continuing education administration | |
| **Provide the following for the continuing education program:**   1. Course topics   Click or tap here to enter text.   1. Number of courses offered annually   Click or tap here to enter text.   1. The course development process   Click or tap here to enter text. | |
| **To what professions are courses offered?**  Click or tap here to enter text. | |
| **How does the organization determine appropriate course content for professional skill level(s)?** Click or tap here to enter text. | |
| Continuing education director role | |
| **Describe the role of the continuing education director in the following areas. Reference standard 3.2 in the ACE Handbook for provider staff requirements.**Planning the organization’s continuing education coursesClick or tap here to enter text.  1. Administering the organization’s continuing education courses   Click or tap here to enter text.   1. Monitoring the organization’s continuing education courses   Click or tap here to enter text. | |
| Social work consultant role | |
| **Describe the role of the social work consultant in the following areas. Reference standard 3.2 in the ACE Handbook for provider staff requirements.**Planning the organization’s continuing education coursesClick or tap here to enter text.  1. Administering the organization’s continuing education courses   Click or tap here to enter text.   1. Monitoring the organization’s continuing education courses   Click or tap here to enter text. Infusing cultural competence in the overall program. Reference standard 2.3 in the ACE handbook for program requirements. Click or tap here to enter text.   1. Describe the role of the social work consultant in the grievance process for continuing education course attendees.   Click or tap here to enter text. | |
| Instructor qualifications | |
| **Identify the organization’s method(s) for choosing and vetting course instructors. Reference standard 4.5 in the ACE handbook for instructor qualification requirements. Check from the list, all that apply.**  Search process  Verify educational background  Verify credentials  Verify experience  Verify expertise  References  Other explain: Click or tap here to enter text. | |
| **Describe the process and the frequency in which the organization regularly reviews the professional license status of staff and/or contract instructors on regulatory board websites.**  Click or tap here to enter text. | |
| **Identify the organizations method for determining the technological expertise of instructors for presenting courses using technology such as PowerPoint, distance learning presentation software (e.g., Zoom or Webex, etc.).**  Interview or demonstration of instructor’s skill  Training of instructor by organization  N/A, organization has designated technology staff  Other, explain: Click or tap here to enter text. | |
| Course delivery format(s) | |
| **Choose the format(s) for which the organization is seeking approval to offer. Reference standard 5.1 in the ACE Handbook for course delivery format details. A** **different course sample and course sample questionnaire must be submitted for each delivery format sought for approval. All course materials must be mocked up to meet current ACE standards. Examples of mocked up materials and the course sample questionnaire are in the** [**appendix**](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/) **of the ACE handbook.**  In-person  Synchronous distance learning  Recorded asynchronous distance learning  Reading-based asynchronous distance learning | |
| **List the course title(s) below and identify the format for the course sample.** If the course is a hybrid course and integrates two or more formats, choose all formats for the course. | |
| **Course Title** | **Course delivery format** |
| Click or tap here to enter text. | In-person  Synchronous distance learning  Recorded asynchronous distance learning  Reading-based asynchronous distance learning  **Part of a conference?**  Yes  No |
| Click or tap here to enter text. | In-person  Synchronous distance learning  Recorded asynchronous distance learning  Reading-based asynchronous distance learning  **Part of a conference?**  Yes  No |
| Click or tap here to enter text. | In-person  Synchronous distance learning  Recorded asynchronous distance learning  Reading-based asynchronous distance learning  **Part of a conference?**  Yes  No |
| Click or tap here to enter text. | In-person  Synchronous distance learning  Recorded asynchronous distance learning  Reading-based asynchronous distance learning  **Part of a conference?**  Yes  No |
| Evaluation and quality | |
| **How does the organization use participant evaluations to improve courses?** Click or tap here to enter text. | |
| **How does the organization apply participant course evaluations to develop/modify the overall program?**Click or tap here to enter text. | |
| Attachments | |
| * Organizational chart * Grievance policy * Signed new applicant provider agreement (located in the ACE Handbook [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/)) * Fee worksheet and payment form (located in the ACE Handbook [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/))   Additional required attachments:   * Course sample questionnaire(s) including required course sample materials for each course delivery format which approval is sought. The course sample questionnaire is located in the [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/) of the ACE handbook. | |
| Affirmation of application information | |
| The undersigned hereby affirms under penalty of perjury that: I am an officer, director, agent, or other person duly authorized to act on behalf of the entity applying for continuing education provider approval, and further, that the applying entity has complied with ACE standards.  I certify that the information provided herein is accurate. I have read the ACE Handbook. I understand all ACE standards and requirements and agree to abide by all the requirements.  I understand that ACE approval will, if granted, be for a one-year probationary period, followed by three-year approval periods. ACE approval may be renewed by completing the ACE renewal application (including fee). Application materials are not returnable.  I understand that approval, if granted, will be terminated if ASWB ACE program determines that the provider is not meeting the standards set forth in the ACE Handbook.  I understand that the enclosed application fee is for evaluation and consideration, not approval, of the application and therefore is nonrefundable.  I understand that my organization has up to one year from the submittal of a complete application packet to address any areas that do not meet ACE requirements, if any are found with my application once it is reviewed by ASWB.  I understand that if reviewers determine my application and any requested revisions to not meet ACE requirements after one year, my application will be closed, and I will need to reapply if I wish to continue pursuit of ACE approval. | |
| **Signature of CE director:** | **Date:** Click or tap here to enter text. |
| **Print name, title:** Click or tap here to enter text. | |