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Association of Social Work Boards

**Approved Continuing Education Program**

***Application – Part 2 Administration***

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| A. Applicant information | | | | | |
| 1. Organization: | | | | | |
| 1. First and last name of individual completing application: | | | | | |
| 1. Title: | | | | | |
| 1. Phone number: | | | | | |
| 1. Email address: | | | | | |
| B. Continuing education administration | | | | | |
| Describe the organization’s continuing education programCourse topics  1. Course delivery methods 2. Number of courses offered annually 3. The course development process | | | | | |
| Describe the administrative organization of the continuing education program. Specific activities must be described in detail.Describe the role of the continuing education director in the following areasPlanning the organization’s continuing education coursesAdministering the organization’s continuing education coursesMonitoring the organization’s continuing education coursesDescribe the role of the social work consultant in the following areas:(See Standard 3.2 in the *ACE Handbook* for more information)Planning the organization’s continuing education coursesAdministering the organization’s continuing education coursesMonitoring the organization’s continuing education coursesInfusing cultural competence in individual courses and the overall program(See Standard 2.3 in the *ACE Handbook* for more information.)Describe the role of the social work consultant in the grievance process for CE course attendeesDescribe the role of others in program planning, developing, monitoring, evaluating (e.g., clinical department, advisory committee, peer consultants, etc.) All individuals involved in the functions of the CE program must be described here. | | | | | |
| Attach a copy of the applicant’s organizational chart. Individuals involved in the functions of the CE program must be described here. | | | | | |
| How does your organization determine appropriate course content for professional skill level(s)? | | | | | |
| List the names of the following individuals for your organization:Continuing education director:Licensed social work consultant:Licensed auxiliary social work consultant (if applicable):Advisory group names and credentials (if applicable): | | | | | |
| Submit a resume for the following individuals:Continuing education directorLicensed social work consultantLicensed auxiliary social work consultant (if applicable) | | | | | |
| C. Course formats | | | | | |
| A different course sample must be submitted for EACH OVERALL TYPE of course format (underlined in the chart below) for which your organization is requesting ACE approval to offer for social work continuing education (i.e., in-person; synchronous (live) distance learning; asynchronous (self-paced) distance learning; in-person conference workshop session; conference hybrid session; or conference session, other).List the course titles and conference session titles in the chart below for each course sample you will be submitting, indicating the specific course type within the format for each one. A separate Application Part 2 Course Sample Review must be completed for each course/session.Note: Distance learning formats and conference sessions also require the completion of Part 3 applications: Part 3 – Distance Learningand/orPart 3 – Conferences. Do not submit more than one course sample for each underlined course format. | | | | | |
| **Course Title** | **Course Formats** | | | | |
| **IN-PERSON workshop**  **or semester course** | | **LIVE distance learning**  **webinar,**  **teleconference, audio/video conference, or hybrid** | **SELF-PACED distance learning home study,**  **reading-based online activity, recorded video online activity, webinar,**  **teleconference, audio/video conference, or hybrid** | |
| *Example: Social Work Ethics* |  | | *Live webinar* |  | |
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| **Overall conference name** | | | | | |
| Conference session title | | **In-person conference**  **workshop session**  **(lecture, discussion,**  **case study,**  **keynote presenter, panel discussion, scientific paper)** | | | **Conference session hybrid or conference session, other**  **(describe and inquire with ACE staff for standards before submitting)** |
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