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Association of Social Work Boards

**Approved Continuing Education Program**

***Application Part 3A – Cosponsorship***

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| Instructions |
| ACE providers MUST be approved to cosponsor in order to collaborate on a course or conference with another continuing education provider (or providers) if they wish to use their ACE provider approval to offer continuing education credit for the course or conference. Cosponsorship is only allowed for live in-person or live distance continuing education courses or conferences.  Check one of the boxes below to indicate which status below applies to your application for cosponsorship:  **Add cosponsor format prior to next renewal:** Already approved ACE providers who want to add cosponsorship approval must complete Application part 2 – Course sample reviewalongwith this document and submit with the Fee Worksheet & Payment Form and the applicable cosponsorship fees. Note: New providers may only apply to add cosponsorship at or after the first-year renewal.  **Renew cosponsorship approval or add cosponsorship approval at time of renewal:** ACE providers who want to renew or add cosponsorship approval must complete the ACE Renewal Application along with this document and submit with the Fee Worksheet & Payment Form and the applicable cosponsorship fees. Review standard 5.3 in the *ACE Handbook* to ensure an understanding of ACE standards and requirements regarding cosponsorship. For more information contact ACE staff at [ace@aswb.org](mailto:ace@aswb.org) or 800.225.6880, ext. 3021 or ext. 3014. |
| A. Applicant information |
| Organization: |
| ACE provider #: |
| B. Course information |
| Enter the title of the cosponsored course submitted for review: |
| Enter the name of the cosponsor of this course: |
| C. Co-sponsor organizations & ACE provider oversight |
| List all known organizations with which the ACE provider will offer cosponsored courses. Information about future cosponsor organizations may be added later. Include the following information. *Attach a separate sheet if necessary.*Organization nameContact information for each cosponsor organizationContact nameContact titleContact phone numberContact emailCosponsor course informationCourse titleCourse format(s)Course location(s)Course date(s)How many times the course will be offered |
| D. Cosponsor agreements |
| Section Instructions |
| Cosponsorship agreements must properly address responsibilities between the ACE provider and the cosponsor and ensure adherence to ACE standards and policies in the areas identified in this section.  **Attach a copy of the cosponsorship agreement for the course submitted.**  Check each item below to indicate the item is included in your cosponsor agreements.  Include comments after each item if you have questions about a particular requirement. |
| ACE STANDARDS AND REQUIREMENTS: The cosponsor agrees to abide by ACE standards and policies in the development, implementation, and promotion of CE courses as outlined in the ACE application and the *ACE Handbook.* |
| FINANCIAL: The agreement identifies in writing the financial responsibilities of each party. |
| ADMINISTRATIVE: The agreement identifies in writing the administrative responsibilities of each party including development of promotional materials, course content materials, evaluations, certificates of credit, implementation of programming, etc. |
| PROGRAM ADMINISTRATION & OVERSIGHT: The ACE provider, with involvement of the social work consultant, oversees the development and implementation of the following. These oversight activities must be defined and included in the cosponsorship agreement along with applicable timeframes. Administrative processes and procedures Attendance documentation and verification of identity procedures Assigning credit Certificate of credit/course completion Grievance policy Development and ongoing review of promotional materials Course content and materials Instructors Evaluation materials Record keeping Requests for accommodations for disability Role of the social work consultant |
| CONTENT: Cosponsor agrees to comply with ACE standards in the development of course content and materials including the following: Conferences Course development, pilot testing Course content and materials are pertinent to social work theory, methods, and practices; reflect current research and best practices; and enhance participant’s understanding of topics Bibliography and references Cultural competence Social work ethics Developing learning objectives Distance learning requirements Evaluation Posttests |
| PROMOTIONAL MATERIALS: Cosponsor agrees to comply with ACE standards in developing and disseminating promotional materials, including the following. Limit the use of ACE approval in promotional material to only those courses for which there is a valid cosponsor agreement with the ACE provider Websites and printed materials offered to the public ACE identifying information and recognition numbers per ACE standards and guidelines Promote and advertise per ACE guidelines, reflecting social work ethics as defined under applicable state, provincial, and federal laws. Requests for accessibility accommodations (ADA in U.S.) |
| VERIFY IDENTITY AND ATTENDANCE: Cosponsor agrees to comply with ACE standards.Attendance is documentedParticipant identity is verified |
| CERTIFICATES OF CREDIT: Cosponsor agrees to comply with ACE standards. Certificates of credit contain the full ACE approval statement includingACE provider’s name and ACE approval numberCosponsor organization name |
| RECORD KEEPING: Cosponsor agrees to comply with ACE standards in collecting and maintaining personnel and participant records including the following Personnel records are maintained and updated in compliance with ACE requirements. Participant information is collected, stored, and used by the organization in compliance with ACE requirements. Participants have access to stored records for up to seven years. The participant’s individual records will be released upon request. |
| GRIEVANCES: Cosponsor agrees to comply with ACE standards in addressing and documenting complaints and grievances. |
| E. ACE provider oversight |
| Describe cosponsor oversight by the ACE provider related to the program areas listed below. Include specific details of the roles of the CE director and the social work consultant.Pilot testingPlanning, monitoring, evaluating coursesCourse content applicable to social workAssigning CE creditVerification of identityComplaints & grievancesAccommodations for disabilityCultural competence & diversity |
| F. Next Steps |
| When you have been approved to cosponsor, it is important that you enter the following information in the ACE provider information management system *ACE Provider.* Names of cosponsoring organizationsInformation about the courses you are cosponsoring with each organization Contact the ACE office if you do not know how to enter *ACE Provider*. |
| **ASWB ACE Program**  **Lisa Casler Haun, Manager of Continuing Competence and Continuing Education Services** [lcasler@aswb.org](mailto:lcasler@aswb.org) **Donna Edwards, Continuing Education Specialist** 800.225.6880, ext. 3021 [dedwards@aswb.org](mailto:dedwards@aswb.org) |