

Association of Social Work Boards

**Approved Continuing Education Program**

***ACE Provider* *Distance Learning Questionnaire***

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| **Instructions** |
| Complete this questionnaire for each distance learning course sample being submitted. For questions or more information, contact ACE at ace@aswb.org. |

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| Applicant information |
| **Continuing education provider name:** Click or tap here to enter text. |
| **ACE provider number:** Click or tap here to enter text.(leave blank if applying as a new provider) |
| Course information |
| **Course title:** Click or tap here to enter text. |
| **Delivery format:**[ ]  Synchronous distance learning[ ]  Recorded asynchronous distance learning[ ]  Reading-based asynchronous distance learning  |
|  Distance learning delivery information |
| **Describe how the course is presented.**Click or tap here to enter text. |
| **For synchronous distance learning courses, identify if the course is interactive or noninteractive. (see standard 5.2 for acceptable examples of interactivity that meet ACE standards)**[ ]  Live, interactive[ ]  Live, noninteractive**If the course is live interactive, describe the interactive aspects of the course.**Click or tap here to enter text. |
| **If the course is synchronous, describe how participation in the course is tracked.** Click or tap here to enter text. |
| **If the course includes recorded content, provide the run time of the recording in exact hours and minutes.**Click or tap here to enter text. |
| **If the course includes reading for continuing education credit, provide the word count for the reading material (not including references, speaker bios, or posttest).**Click or tap here to enter text. |
| **If the course is a self-paced distance learning course that is available online, enter instructions for accessing the online course in this space. Be sure to include links, passwords, and step-by-step instructions for the reviewers to access and take the course as an actual attendee would. You must make an account for the reviewers that does not require payment to access the course.**Click or tap here to enter text. |
| **Course creation date:** Click or tap to enter a date.(required for all asynchronous distance learning)**If this course was published/created more than 5 years ago, provide the date the course was last reviewed and updated:** Click or tap to enter a date.**Explain how the course material was reviewed and updated.**Click or tap here to enter text. |
| Posttesting (see standard 4.10)ACE requires CE providers develop a standard posttest for all asynchronous distance learning courses. Synchronous distance learning format courses that are not interactive based on ACE’s definitions for interactivity (see Standard 5.2) also require a post test. |
| **Does this course include a posttest?**[ ]  Yes[ ]  No |
| **Describe how the post test is provided to attendees and returned.**Click or tap here to enter text. |
| **Describe the steps taken to ensure the posttest questions represent the course content and course learning objectives rather than a general knowledge on the topic.**Click or tap here to enter text. |
| Pilot testing (see standard 4.9) Pilot testing is required for:Asynchronous reading-based or hybrid distance learning courses that include reading-based content and the CE provider does not use the word count chart to determine the CE amount for the reading portion of the course.* Distance learning courses, synchronous or asynchronous, in which a CE provider wants to offer CE credit for the time it takes to complete a course’s posttest (Standard 4.10)
* Asynchronous courses that include interactive technology features and the CE provider does not use the actual run time of the recording(s) to calculate CE credit.
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| **Was this course pilot tested to determine the CE credit?**[ ]  Yes[ ]  No |
| **Provide a step-by-step description of the pilot test process.**Click or tap here to enter text. |
| **Provide a summary of the pilot test outcomes including how the CE credit amount was determined from pilot test responses.**Click or tap here to enter text. |
| **Indicate the number of pilot testers.**Choose an item. |
| **List the professional background of the licensed pilot testers.**Click or tap here to enter text. |
| **Note: Submit individual pilot test results for all pilot testers of this course with the ACE provider application.**  |