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Association of Social Work Boards

**Approved Continuing Education Program**

***Application Part 3C – Conference***

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| Instructions |
| Providers MUST be approved by ACE to offer conferences. Check one of the boxes below:  **New applicants:** Initial application to the ACE Program includes the submission of the following documents: Application part 1*, Application part 2 – Administration* andApplication Part 2 – Course sample review. Additionally, complete this document, Application part 3C – Conference, for approval to offer conferences. Complete separate Application part 2 – Course sample reviews for each overall type of conference session being submitted.  **Add conference format:** Already approved ACE providers who want to add approval for conferences must complete this document and Application part 2 – Course sample reviewfor each overall type of conference session being submitted.  **Renewal applicants:** Providers applying for renewal who want to renew or add conference approval must complete the ACE Renewal Application along with this document for each overall type of conference session being submitted.  ACE definitions for conference and conference sessions are listed below. Review Standard 5.4 in the *ACE Handbook* for more information.  **Conference**  The event is offered within a specific time frame for the purpose of instructing, exchanging ideas, or making decisions on topics of shared interest. A conference consists of Multiple sessions occurring concurrently or nonconcurrentlyMultiple presentersAttendees choose which sessions they will attendConference organizers verify attendance in order to customize a certificate indicating the sessions attended by each participant **Conference Session**  A session may consist of: lecture, discussion, role play, debate, keynote presentation, panel discussion, case study, presentation of scientific paper, multi-media presentation, or other (inquire for standards). In order to qualify for continuing education credit each session  1. Must be one hour or more in length 2. May have one or more presenters3. Must meet ACE requirements forSpecific learning objectives for the sessionEvaluation for the session (as well as for the overall conference)Presenters (brief bio: license and/or credentials, appropriate experience, education)4. Must contain demonstrable social work content and/or be applicable to social work practice5. Must verify attendance of the individual who receives the certificate |
| A. Applicant information |
| Organization: |
| ACE provider # (if assigned): |
| B. Conference information |
| Conference title: |
| Conference dates: |
| Conference location: |
| Total number of conference sessions: |
| Total number of continuing education credits offered for attendance at the conference: |
| Overall conference goal: |
| Indicate the overall type and subtype of conference session being submitted with this application and include each corresponding session title. *(*Note: If you select both overall types of conference sessions, you must also have two separate Application part 2 – Course sample review documents; one for each overall type.) |
| **A. Overall type: In-person conference workshop session *(choose one subtype)*** Lecture/discussion: Case study:  Keynote presenter:  Panel discussion:  Scientific paper:  Other, describe:  **B. Overall type: Conference session hybrid or conference session, other** (*inquire with ACE staff for standards before submitting)*  Hybrid or other, describe: |
| How did the organization incorporate current social work research, theory, methods, and practice into the content of the conference? |
| C. Conference and session promotional materials |
| Section instructions |
| Review standards 6.1 and 6.2 in the *ACE Handbook* to ensure an understanding of ACE standards and requirements regarding promotional materials.  Submit a copy of all materials (printed and electronic) used to advertise the conference and conference sessions.  The information listed below is required in promotional materials.  If the information listed below is not included in BOTH web and hard copy materials, the provider must include a statement saying, “For more information, go to …” |
| C.I. Overall conference promotional materials requirements |
| **The information listed below is required in promotional materials for the overall conference. Check each item to indicate the information is included in the promotional materials attached to this document. Highlight each item in the promotional materials submitted.** |
| 1. Contact information for the organization responsible for the conference |
| 1. Presenter(s): brief bio, license information and/or credentials, experience, and education |
| 1. Conference fees, including what is covered and deadlines for cancellations and refunds |
| 1. Conference schedule or agenda of each session. |
| 1. Conference target audience, i.e., who should attend. |
| 1. Continuing education hours offered |
| 1. Where both educational and noneducational sessions are offered, the courses for credit must be clearly identified. |
| 1. Completion requirements, e.g., completing the conference evaluation, participating in all sessions, etc. |
| Statement of when and how certificate of credit will be awarded |
| Instructions for addressing grievances, including contact information |
| Instructions for requesting accommodations for disability |
| ACE provider number, approval statement and expiration date (Do not add the ACE approval statement to published material until after approved by ACE. The approval statement may be placed in mocked up promotional samples submitted for review.) |
| Information about approvals by other approvers |
| C.II. Conference session promotional materials requirements |
| **The information listed below is required in promotional materials for each session offered at the conference. Check each item below to indicate an understanding of the requirement. Highlight the location of each item in the promotional materials submitted.** |
| ☐Outline including timeline for each session submitted with the application |
| ☐CE credits offered for each session submitted with the application |
| ☐Specific learning objectives for each session submitted with the application☐Each learning objective is measurable and/or observable☐Each learning objective illustrates knowledge or a skill that a participant will be able to demonstrate after completing the course☐Each learning objective is stated identically in all promotional materials and in session evaluation |
| D. Presenters |
| **Presenter qualifications for each conference session must meet one or more of the following requirements. Check each item below to indicate an understanding of the requirement. Include questions about a specific requirement.** |
| Be a faculty member of an accredited undergraduate or graduate school of social work |
| Have received specialized graduate or postgraduate level training in the subject taught in the program |
| Have extensive experience to include no less than five years of practical application or research involving the subject taught in the course |
| **Programs must have individuals with technological expertise available to communicate the subject matter effectively. Check one or more of the items below to indicate how you meet the requirement.** |
| The presenter has the technological expertise to communicate subject matter effectively (e.g., projector, PowerPoint, etc.)Someone designated by the conference has the technological expertise to communicate subject matter effectively (e.g., projector, PowerPoint, etc.) |
| E. Records |
| **Review Standard 7.3 in the *ACE Handbook* for ACE definitions and requirements.** **In addition to ACE record keeping requirements described in Application part 1, ACE providers who offer conferences must keep the records identified in this section. Indicate an understanding of each of the following requirements by checking the boxes below.** **Records must be retained for seven years. Records may be stored electronically.** |
| Conference title, date, location, and credits awarded |
| Participant records, including participant name and profession, participant attendance record |
| Syllabus or outline and learning objectives |
| Session presenter(s) qualifications and professional affiliations |
| Conference and session evaluations |
| F. Evaluation |
| Section Instructions |
| Review Standard 7.4 in the *ACE Handbook* ensure an understanding of ACE standards and requirements regarding evaluation materials.  In order to meet ACE standards, the questions listed in this section must be included in evaluation materials, as indicated for the overall conference and for each session offered at the conference. A Likert scale can be used to measure participant responses to applicable statements. Review the sample conference evaluation in the appendix of the *ACE Handbook.*  Attach a copy of the evaluation used for the overall conference and for the sample conference session.  **Renewal Applicants:** Submit a summary of evaluations for the overall conference and one conference session. |
| How does the organization use participant evaluations to improve conferences and conference sessions? |
| How does the organization apply participant evaluations to develop/modify the overall conference? |
| F.I. Overall conference evaluation materials requirements |
| **Check each item below to indicate the information is included in the evaluation for the conference. Include comments after each item if you have questions about a particular requirement.** |
| Attach a copy of the evaluation for the conference. |
| Every conference evaluation must include the required questions listed below. Check each item to indicate the information is included in the overall conference evaluation.List and rate each learning objective as stated in the promotional materials and course materialsThe conference material was appropriate to my education, experience, and/or licensure levelThe conference material was relevant to my practiceThe conference material was currentThe conference material presented the content effectivelyThe handouts and teaching aids enhanced the content of the conferenceProgram administrationQuestions or concerns were addressed effectively and in a timely mannerRegistration process was straightforwardThe instructions for requesting accommodations for a disability were clearThe location was suitableThe facilities were conducive to learning |
| F.II Conference session evaluation materials requirements |
| **Each of the following items must be included in evaluation materials for conference sessions. Check each item below to indicate the information is included in the evaluation for the conference.** |
| Attach a copy of the evaluation for conference session(s), |
| Every conference session evaluation must include the required questions listed below. Check each item to indicate the information is included in each conference session evaluation. Include comments after an item if you have questions about a particular required question.List and rate each learning objective as stated in the promotional materials and course materialsThe conference session material was appropriate to my education, experience, and/or licensure levelThe conference session material was relevant to my practiceThe conference session material was currentThe presenter was knowledgeable about the contentThe presenter presented the subject matter clearlyThe presenter was responsive to participantsThe presenter used technology effectively |
| G. Certificates of credit |
| **In addition to ACE certificate of credit requirements described in the Application Part 1, ACE providers offering conferences must include specific information indicating the sessions attended by the participant receiving the certificate.** |
| Certificate of attendance sample  **Certificate of Completion**  **Best Practices in Social Work: A Conference for Social Workers**  **(Insert conference dates and location here)**  This is to certify that  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name License/Certificate Number  has successfully completed the following conference sessions:  1. “Assessment in Social Work” Course date \_\_\_\_\_, Course credit \_\_\_\_\_, *Type of CE credit (if applicable) \_\_\_\_\_ continuing education credits*  2. “Grief in Family Systems” Course date \_\_\_\_\_, Course credit \_\_\_\_\_, *Type of CE credit (if applicable) \_\_\_\_\_ continuing education credits*  3. “Cognitive Behavioral Therapy: Principles & Practice” Course date \_\_\_\_\_, Course credit \_\_\_\_\_, *Type of CE credit (if applicable) \_\_\_\_\_ continuing education credits*  **Conference presented by Social Work Associates, Inc.**  **Consultants in Individual and Organizational Behavior, Hamilton, Ontario**  **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**signature  Mary Smith, LCSW, Ph.D. *Director*  *[Provider name], [provider number], is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. [Provider name) maintains responsibility for this course. ACE provider approval period: [dates]. Social workers completing this course receive [number] [type] continuing education credits.* |
| **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) |

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