**ACE cosponsor agreement**

**AGREEMENT** made the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

between

ACE provider 1 name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACE provider 1 number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note:* Approval information on promotional material and certificates will come from this provider.

**and**

ACE provider 2 name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACE provider 2 number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of cosponsored activity**

|  |  |  |
| --- | --- | --- |
| **Compliance with ACE standards for continuing education activities** | **ACE provider 1 initials** | **ACE provider 2 initials** |
| **Each ACE provider** agrees to follow ACE standards in all aspects of course development, monitoring, and evaluation. |  |  |
| **Each ACE provider’s** social work consultant is involved in all phases of program development, monitoring, and evaluation. |  |  |
| **Each ACE provider** agrees to oversee all administrative processes and procedures ensuring adherence to ACE standards and requirements. |  |  |
| **ACE providers** agree that CE programs must meet all ACE standards. |  |  |
| **ACE providers** agree to use ethical business practices. |  |  |
| Both **ACE providers** agree that ACE approval information for ACE provider 1 will be used in promotional materials and certificates of completion.  |  |  |
| Both **ACE providers** are responsible for providing appropriate information and oversight regarding use of ACE approval information and jurisdictional acceptance of ACE approval. |  |  |
| Both **ACE providers** agree that ACE identifying information and recognition numbers\* may only be used for courses for which a written cosponsor agreement and appropriate oversight are in place. |  |  |

**\*Sample ACE approval statement**

[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.

**Financial agreement**

**Indicate who is responsible for each item below.**

|  |  |  |
| --- | --- | --- |
| **Continuing education administration** | **Ace provider 1** | **ACE provider 2** |
| Registration |[ ] [ ]
| Assigning credit |[ ] [ ]
| Certificate of credit/course completion |[ ] [ ]
| Grievance policy |[ ] [ ]
| Requests for accommodations for disability |[ ] [ ]
| Description of administrative oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Promotional material** | **ACE provider 1** | **ACE provider 2** |
| Websites advertising courses, events, and programs to the public |[ ] [ ]
| Printed materials advertising courses, events, and programs to the public |[ ] [ ]
| Electronic communication advertising courses, events, and programs to the public |[ ] [ ]
| Description of promotional material oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Instruction/content development** | **ACE provider 1** | **ACE provider 2** |
| Course development (content and materials) |[ ] [ ]
| Bibliography and references |[ ] [ ]
| Selection of instructor/ presenter/author |[ ] [ ]
| Verification of instructor/presenter/author credentials |[ ] [ ]
| Identification of course level (beginner, intermediate, advanced) |[ ] [ ]
| Required topics |[ ] [ ]
| Education objectives |[ ] [ ]
| Intended audience |[ ] [ ]
| Outline/agenda |[ ] [ ]
| Distance learning requirements |[ ] [ ]
| CE hours offered |[ ] [ ]
| Evaluation |[ ] [ ]
| Evaluation summary and analysis |[ ] [ ]
| Course assignments |[ ] [ ]
| Posttests (if applicable) |[ ] [ ]
| Description of instruction/content development oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Record keeping – Collection, maintenance, and retention for at least seven years** | **ACE provider 1** | **ACE provider 2** |
| Personnel records | [ ] [ ]  | [ ] [x]  |
| Participant records |[ ] [ ]
| Documentation of complaints or grievances |[ ] [ ]
| Requests for accessibility accommodations |[ ] [ ]
| Description of record keeping oversight for cosponsor items indicated above |

|  |  |  |
| --- | --- | --- |
| **Security, identity, and attendance verification** | **ACE provider 1** | **ACE provider 2** |
| Security measures to protect course participants’ personal information |[ ] [ ]
| Identity verification |[ ] [ ]
| Attendance documentation (sign-in, sign-out records) |[ ] [ ]
| Description of security, identity, and attendance oversight for cosponsor items identified above: |

**ACE providers acknowledge by signature of the designated authorities below that they have read, understand, and agree to all terms and conditions of the ACE program cosponsor agreement.**

**ACE provider 1**

CE director signature \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ace provider 2**

CE director signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_