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| §VI. Renewal application–Course sample information |
| Submit one course sample representing **each course format** in which you offered courses during the last approval period. Also submit **a course sample for any new formats** requested. To know which formats are approved for your organization, review the formats listed in *Section III. Approved Course Formats.***Submit a hard copy, electronic copy, or a web link to each of the required items listed in question 11 of this section. For distance learning course samples, provide instructions, including passwords, for ACE access to course materials on the Internet, as requested in question 12 of this section.****In addition, to renew or add cosponsorship, distance learning format(s), or conference approval, the completion of an *ACE Application part 3A –Cosponsorship, Application part 3B – Distance Learning*, or *Application part 3C – Conference* is required.** Copy and paste this section as many times as needed in a separate document in order to complete a copy for each course sample submitted. **How to submit course material****Application sections*** If you are submitting more than one course, identify each in Section V. Label each copy of Section VI separately as follows
	+ Course #1: Course title, (Workshop)
	+ Course #2: Course title, (Home study)
	+ Course #3: Course title (Webinar)

**Course materials (electronic links preferred; hard copy only if materials are not available online)*** Organize the materials according to the course
* Label the materials with the course name or number and the title of the material
* Course #1, List of references
* Course #1, Evaluation
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| 1. Course title:
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| 1. Course format:
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| 1. Course length:
 | 1. Course credits:
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| 1. Course location (if applicable):
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| 1. Course dates (if applicable):
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| 1. # of attendees:
 | 1. # of social workers:
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| 1. Course instructor:
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| 1. Course description:
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| 1. List all methods your organization uses to advertise, list, or promote courses for continuing education credit, e.g., brochures, flyers, emails, websites, social media sites, etc.
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| 1. List all website addresses on which the organization advertises, lists, or promotes courses for continuing education credit.
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| 1. Submit the required materials listed below. Submit a hard copy, electronic copy, or a web link to each of the required items (**the link must lead directly to the required document or information**). Check each item to indicate it has been included with the application. Include link or comments after an item if necessary.
2. [ ] Promotional materials (all used – e.g., brochures, flyers, emails, websites, mailings, etc.)
3. [ ] Pilot test (distance learning courses, except live webinars)
4. [ ] Course or session agenda or outline/timeline
5. [ ] Course or session learning objectives
6. [ ] Course or session materials, including but not limited to:
	1. Books, handouts (articles, links, books, etc.)
	2. Bibliography or list of references
7. [ ] Posttest (all distance learning courses)
8. [ ] Evaluation for the course/session
9. [ ] Summary of evaluations for this course during the approval period
10. [ ] Certificate of completion for the course
11. [ ] Sign-in, sign-out document (conferences and workshops)
12. [ ] Sample of cosponsorship agreement (if you are requesting renewal or approval to cosponsor)
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| 1. For online courses, submit instructions and passwords that reviewers will use to access course materials on the Internet. Keep access to materials open for six months. **Submit below any instructions, usernames, passwords, or other information necessary to participate in this course.**
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| 1. Complete **ACE Application part 3A – Cosponsorship, Application part 3B – Distance learning,** or **Application part 3C – Conference*,*** if applicable for this course sample.
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