



Association of Social Work Boards  
**Approved Continuing Education Program**  
***New Applicant Provider Agreement***

Name of organization \_\_\_\_\_

Applying as entire organization     Applying as a department

Applicant certifies that all application materials submitted are complete and accurate. Applicant understands that ACE staff may request materials in addition to what is requested in the application, if needed. Applicant understands that any requested additional information must be provided to continue the approval process.

**TERMS AND CONDITIONS**

If approved as an ACE provider, applicant:

- Agrees to abide by ACE standards and policies as outlined in the current New Applicant Provider Agreement and the *ACE Handbook* at the time of application
- Acknowledges receipt and understanding of the contents of these materials
- Understands the specific obligations of an ACE provider as discussed in these documents
- Understands that information about the organization and its courses will be available to the public on the ASWB website
- Attests that the organization will maintain compliance with all requirements and meet ACE standards at all times while approved as an ACE provider

During the approval period, applicant will:

- Operate according to the requirements and best practices identified in ACE standards
- Adhere to any new ACE standards and requirements by the date those new standards go in to effect
- Manage basic contact and CE course information through the provider portal on the ASWB website; if the provider portal is not available, applicant will provide the information to ACE staff
- Review course and contact information to ensure it is accurate, meets ACE standards, and reflects current programming

Failure to adhere to the terms of this agreement or the most current ACE standards may subject the ACE provider to adverse action by ASWB and may result in suspension, revocation, or refusal to renew the ACE provider's approval status at any time.

**APPROVAL PERIOD**

The initial provider approval term is for a period of one year from the date of approval. Approved providers may request renewal for subsequent three-year periods upon timely submission of provider renewal applications with the appropriate renewal fees.

## ACKNOWLEDGMENTS

Information, recognition numbers, and indicators of ACE approval are not transferable to any other entity. They may not be displayed on promotional material or websites or used in any other manner that may be misleading to the public. Only ACE providers may use ACE identifying information and recognition numbers.

The following statement must be used in promotional materials and on certificates of credit:

***[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.***

## ATTESTATIONS

Applicant attests that applicant has reviewed and meets all current ACE standards for the course formats for which approval is sought.

**By initialing each statement, the continuing education director attests to and confirms that, as an approved provider, the organization will:**

\_\_\_\_ Maintain compliance with all current ACE standards and requirements and any new standards or requirements that the ASWB ACE program implements.

\_\_\_\_ Inform the ASWB ACE program within 10 business days of a change to the primary contact, CE director, or social work consultant by updating email and phone contact information.

\_\_\_\_ Provide a current resume and copy of any/all professional licenses within 10 business days of a change to the social work consultant or the CE director.

\_\_\_\_ Read all email or regular mail communication from ACE about changes to ACE standards and requirements and respond within 10 days of receipt.

\_\_\_\_ Enter information for cosponsored courses in the ACE provider information system following the ACE standards for cosponsorship (only for applicants applying to cosponsor).

\_\_\_\_ Comply with record-keeping requirements as detailed in ACE standards for courses offered as an ASWB ACE provider.

**By initialing each statement, the continuing education director attests to and confirms that the applicant:**

\_\_\_\_ Understands that ACE approval does not extend to all jurisdictions, and each jurisdiction makes the final determination regarding approval for CE credit for courses provided to social workers in its jurisdiction.

\_\_\_\_ Understands that it is the ACE provider's responsibility to maintain up-to-date information regarding the CE requirements for the jurisdictions where the applicant provides continuing education courses to social workers.

\_\_\_\_ Understands that jurisdictional requirements can change at any time and that ACE providers are responsible for remaining aware of and in compliance with the current requirements for the jurisdictions in which the applicant offers continuing education.

