



Association of Social Work Boards
Approved Continuing Education Program
Renewing Provider Agreement

Name of organization _____

ACE provider ID number _____

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

TERMS AND CONDITIONS

The renewing ACE provider:

- Agrees to abide by ACE standards and policies as outlined in the current Renewing Provider Agreement and the *ACE Handbook* at the time of renewal 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, provider 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, provider 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

Provider attests that provider has reviewed and meets all current ACE standards, as published in the *ACE Handbook* for the course formats for which approval is granted.

By initialing each statement, the continuing education director attests to and confirms that the renewing provider 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 providers that 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 renewing provider:

____ 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 organization 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 provider offers continuing education.

____ Understands that regardless of jurisdictional requirements, the ACE provider is required to meet ACE requirements.

____ Understands the responsibility to follow all copyright and trademark laws and attests that provider will not use any materials for courses offered as an ACE provider without proof of permission and the legal right to use such materials that have copyright or trademark protection.

____ Understands that ACE does not approve licensure examination preparation courses. Furthermore, provider understands that ACE providers who offer social work licensure examination preparation courses must use the following disclaimer language in all public relations brochures, websites, and other materials used as part of or to promote or advertise licensure examination preparation courses:

“This licensure preparation program and materials associated with it were not included in the Association of Social Work Boards Approved Continuing Education (ACE) review and are not approved by ASWB for continuing education nor endorsed by ASWB in any manner.”

____ Understands that ACE provider approval is not automatically transferable if organizational ownership changes.

____ Understands the requirement to inform ACE staff of the sale of the business and submit required documentation, including the “Closing or selling the business” form, within 10 business days of the sale.

____ Agrees not to hold ASWB or the ASWB ACE program liable for any financial or legal issues that may arise if provider does not remain aware of and ensure compliance with the requirements of the jurisdictions where the provider offers continuing education courses for CE credit, if ACE approval is suspended or revoked, or if ACE renewal is denied for any reason.

Meaning of signatures

The individuals signing below are the authorized representatives of the provider organization. By their signature, they agree that the organization will abide by all the terms contained in this form, “Renewing Provider Agreement,” and by all ACE standards. The signatories understand that failure to comply with ASWB ACE standards may result in loss of ACE provider approval.

Signature of social work consultant

Printed name/title

Date

Signature of continuing education director

Printed name/title

Date

*Signature of department head/CEO**

Printed name/title

Date

**Signature of department head if applying only for a department; signature of CEO if applying for an entire organization.*