



ACE individual course/conference approval procedures

Application forms

Completed application packets must be submitted electronically to cecourseapproval@aswb.org. Mailed or faxed applications will not be accepted.

- All new providers (any CE provider that does not already have ACE provider-level approval or has never had a course approved through the New Jersey CE Course Approval Program) must complete this form
 - [ACE prequalification application](#)
- All new course applications must contain these forms
 - [Section I: Individual course/conference application cover page](#)
 - [Section II: Individual course approval application](#) (Complete a separate application for each course or conference session being submitted.)
 - [Section III: Individual course approval fee worksheet & payment form](#)
 - All course changes must be submitted for review (with applicable fees) to ACE. Contact us for more information/change forms at cecourseapproval@aswb.org
- Application tips
 - Documents that are completed by hand will not be accepted, even if these are scanned and submitted electronically.
 - Submit required documents (e.g., resume, bibliography, etc.) as individual attachments.
 - Do not combine documents or application forms into one file.
 - Respond to every question. If a question does not apply, enter “n/a” and explain.

Fees

Review the [Section III: Individual course approval fee worksheet & payment form](#) and [ACE program fees](#).

- Submit a fee worksheet and payment form with payment at the time of application.
- The nonrefundable application fee entitles a provider to three application reviews before additional fees are required in order to continue with the application. Submittal of fees does not guarantee approval.

- Applicants are responsible for reviewing [ACE program fees](#) and [Section III: Individual course approval fee worksheet & payment form](#) and submitting the correct payment amount based on the number of courses or conference sessions submitted. Overpayments will not be returned.
- Payment methods
 - To pay by check or money order, please use postal mail.
 - To pay by credit card (Visa, MasterCard, Discover), use postal mail, fax, or phone.
 - Applicants from outside the United States must pay by money order or credit card.
 - For your security, do not email the fee worksheet and payment form with credit card information.
- Fee submission
 - Mail:
ASWB ACE Program-Individual Course Application
400 Southridge Parkway, Suite B
Culpeper, VA 22701
 - Fax: 540.423.3677
 - Phone: 800.225.6880, ext. 3064

Additional Information about submitting required application materials

Organize all required course materials and completed application documents.

- Save any web page referenced in the application as a PDF or other electronic document and submit it as part of the required course sample information.
- Electronically sign application documents requiring a signature or scan the signed document.
- Submit each document as a separate attachment. Applications and supporting documents combined into a single PDF will no longer be accepted.
- Mail application materials that cannot be sent electronically (e.g., check or money order, book, bound conference brochure, DVD, or other course materials). Hard copies will be accepted by postal mail only if electronic versions are not available. Applicants must note in the application that course materials are being mailed separately.

Application submission

ACE accepts only electronic application submissions.

- Email: Send the application and supporting documents as separate attachments to cecourseapproval@aswb.org
- File sharing: Send a Dropbox or other file sharing link to cecourseapproval@aswb.org. If ACE staff members are unable to access the file, they will require email submission.

- Storage media: Mail a CD, DVD, or flash drive containing all forms and documents. ACE must be able to access the files and save them electronically.

Course Materials

When applying for individual course approval and at the time of renewal, applicants must submit course material specific to each delivery method for which CE credit will be offered.

- Course materials include, but are not limited to:
 - Instructor Resume(s)
 - PowerPoint slides
 - speaker notes
 - course outline
 - handouts
 - articles
 - books that are used in the course (only if requested by ACE during the review)
 - DVDs that are used in or as the course (only if requested by ACE during the review)
 - PDF of website and other promotional material
 - evaluations
 - certificates
 - bibliography/references
 - attendance records
 - posttests
 - access to online courses for ACE reviewers

Application review process

The entire application review process usually takes a minimum of 90 days from the receipt of a complete application until approval decision. ACE does not offer an expedited process.

- Applications are reviewed in the order received. If an incomplete application is received, a staff member will contact the applicant to request missing items. Only when all items, including payment, have been received will the application be considered complete and ready for review.
- Once the completed application(s) and course material have been reviewed, ACE will send a written review report detailing any areas that do not meet ACE standards and actions the applicant must take to comply.
- The original application and fee allows the applicant's materials to be reviewed three times. Applicants who have not obtained course approval after two revisions to the original application materials and who wish to submit additional revisions to materials must request additional reviews and pay additional fees.
- If ACE determines at any point in the review process that an applicant's course is not relevant to social work, no additional revisions will be allowed.

- Occasionally, the ACE review team encounters an issue with an applicant’s course that is not covered in the ACE Handbook. ASWB reserves the right to interpret or create a policy based on best practice to address the provider’s unique circumstances and to require the applicant to adhere to the decision.
- The review process must be completed within one year from the date of the initial application. Courses that are not approved within a year will be denied approval. Providers wishing to continue the application process must reapply for course approval.
- After ACE reviewers agree that the applicant’s materials and program meet ACE standards, the application will be approved, and the applicant will be notified via an approval letter emailed to the application’s primary contact.
- If the course is not approved, the applicant may appeal the decision.
- When reviewing an application, the ACE review team reserves the right to seek expert advice and relevant information from external sources, provided that such information is kept confidential by the review team and the adviser. For example, ASWB’s Continuing Competence Committee may review applications. This committee is made up of social work professionals licensed in the United States and Canada who volunteer with ASWB. It is a diverse group of social workers with practice or academic backgrounds who have regulatory board experience.

Remaining in compliance with ACE

After ASWB grants course approval, the course must continue to comply with ACE standards.

- If a course is found to be out of compliance with ACE standards, the provider will be given the opportunity to bring the course into compliance within a designated time frame. If the course remains out of compliance, the provider will be subject to adverse action by ASWB ACE.
 - The specifics of the adverse action are determined on a case-by-case basis and may include probation, suspension, or revocation of the ACE course approval.
 - When a course is found to be out of compliance with ACE standards, ASWB ACE will send a written report or statement that details why the course has been found to be out of compliance, what actions ASWB ACE is taking, what the provider must do to bring the course into compliance if ASWB ACE allows, and the deadline for completing required actions.

Appeals

When an applicant or provider disagrees with an approval or revocation decision, the applicant or provider may appeal the decision to ASWB’s Board of Directors.

- An applicant or provider may request an appeal if
 - Initial ACE course approval is denied
 - ACE course approval is revoked
 - Course renewal is denied

- An approved format has been removed from a course's approved format list
- Appeals must be made in writing.
- Appeals must include the nonrefundable administrative appeal fee. See [ACE program fees](#).
- Contact ACE individual course approval staff at cecourseapproval@aswb.org for more details on the appeals process.

Renewals

Providers of ACE individually approved courses or conferences may renew a course every two years. An email will be sent to the primary contact 120 days before the expiration date.

- CE providers must submit a renewal application and all required materials and fees at least 90 days before the expiration date or risk a lapse in approval.
- A new course/conference application is required when courses or conferences are more than 90 days past the expiration of their course or conference session approval period.
- Course material must meet current ACE standards when submitted for renewal. Courses or course materials may no longer meet current standards if standards have been updated since initial approval or last renewal. Providers are responsible for updating courses and materials to meet the current standards.