



Association of Social Work Boards
Approved Continuing Education (ACE)
Individual Course/Conference Application

Section II - Individual Course or Conference Session Application

A. Organization Information

Organization Name:

B. Course Overview

1. Course/Session Title:

2. Course Instructor(s):

3. Course Date(s):

4. Course Location(s):

5. Describe course target audience:

6. Course content level:

Beginning

Intermediate

Advanced

B. Course Overview, continued

7. Course Description:

B. Course Overview, continued

8. Course Learning Objectives:

C. Delivery Methods and Formats

1. Course Delivery Method:

Check all that apply

In-Person

Distance Learning

2. Course Formats you are seeking approval for:

Check all that apply

Workshop

Reading-Based Online

Live Webinar

Conference Session

Recorded Video-Based Online

Live Teleconference

Semester/Series

Recorded Teleconference

Live Audio/Video

Home Study

Recorded Audio/Video

In-Service

Reading-Based Online

Recorded Webinar

Hybrid

3. If offering CE credit for a recorded product, what is the run time of the recording?

4. If reading-based online or reading based home study or a hybrid course that includes reading as part of the course, provide the exact word count of the reading material:

D. Course Content and Credit

See Standard 4.7 for guidance on assigning course credit.

1. Course Length:

2. Number and type of credits to be granted:

Enter the number of credits for each of the content areas identified below

Clinical Social Work

Cultural competency

Ethics

General Social Work

3. Acceptable Content Areas for CE Credit:

Check which one or more of the following acceptable content areas this course addresses:

Theories and concepts of human behavior and the social environment

Social work practice, knowledge and skills

Social work research, program evaluation or practice evaluation

Management/administration/social policy

Social work ethics, including, but not limited to, topics in boundary relationships, conflicts of interest, confidentiality, and recordkeeping.

E. Administrative Processes

1. Social work consultant or social work planner for this course:

I have a licensed social work consultant for my organization overall and they have reviewed this course

-OR-

I have a licensed social work planner assigned to this specific course and their details are listed below:

a. Social Work Planner name:

b. Jurisdiction(s) & Social Work license #(s):

2. Describe promotional process: How, when and where is this course promoted?

3. Upon approval of this course, will it be offered to social workers licensed in the state of New Jersey?

Yes No

4. Is this a co-sponsored event (as defined in the ACE Handbook in Standard 5.3)?

Yes No

If yes, provide the name(s) of the co-sponsoring organization(s) you are working with and the contact person's title, phone # & email address for each cosponsor organization.

G. Attachments/Required Documentation

The items listed below must be included as attachments to every individual course or conference session application.

1. Timed Agenda

Only required if course is over 2 hours long and an agenda is not included in the promotional material

2. Bibliography

3. Instructor Resume(s)

4. Certificate of Credit

Include required approval statement with course's specific credit number and type on the end:

[Course name], [course number], is approved by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program to be offered by [provider name] as an individual course. Individual courses, not providers, are approved at the course level. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. ACE course approval period: [dates]. Social workers completing this course receive [number] [type] continuing education credits.

5. Sign-in/sign-out sheet

6. Evaluation

7. Promotional materials (brochures, flyers, website addresses, etc.)

8. Course materials (handouts, power points, articles, etc.) if available. If not available at the time of application, they must be submitted during the ACE review, if requested, which may cause delays.

9. Copy of grievance policy for this course

10. DISTANCE LEARNING ONLY:

10a. Post Test

If you are requesting approval of an asynchronous distance learning course or a non-interactive synchronous distance learning course submit:

- A copy of the post test with correct answers indicated

10b. Pilot Test

If you are requesting approval of a reading based asynchronous distance learning course, a hybrid course that includes a reading-based section, or any distance learning course format where CE credit is being requested for the time it takes to complete the post test, submit the following:

- At least 5 pilot tests
- A pilot test summary (including details of how you calculated the CE credit amount for the course)

10c. Access to online courses.

If you are requesting approval of an online asynchronous course, you must submit the following on a document titled "Online course access": 1. A website link to the online course login page; 2. An already created username/password for reviewers; and 3. Instructions for how to gain free access to the online course for reviewers. If online access is not yet available, explain in the attached document why, and when it is expected to be available online.

11. COSPONSORED EVENTS ONLY:

If this is a cosponsored event, submit a copy of the cosponsor agreement(s).