

Individual course approval Application checklist

This checklist applies to new course applications and renewal applications.

One-time requirement for all new providers A new provider is 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. Not required at renewal.

- ACE prequalification application **with** the following supporting documents
 - Continuing education director's resume
 - Continuing education director's license information, if licensed
 - Licensed social work consultant's resume if SWC is identified in section B of the prequalification application
 - Social work consultant's license information if SWC is identified in section B of the prequalification application
 - Auxiliary social work consultant's resume, (if ASWC is identified in section B of the prequalification application)
 - Auxiliary social work consultant's license information, (if ASWC is identified in section B of the prequalification application)

Requirements for all providers for both new course applications and renewal applications

- Section 1: Individual Course/Conference Application Cover Page
 - Overall conference brochure (if application requests conference approval)
 - Overall conference evaluation (if application requests conference approval)
 - Overall conference certificate (if application requests conference approval and the provider is offering one overall certificate listing all sessions attended rather than one certificate of credit per session)
- Section II: Individual Course Approval Application with the supporting documents listed on its last page. Complete a separate application for each course or conference session being submitted
- Section III: Individual Course/Conference Application Payment Form