**ACE cosponsor agreement**

**between an ACE provider and a non-ACE provider**

**AGREEMENT** made the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20\_\_

**between**

ACE provider name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACE provider number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**and**

Cosponsor organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of cosponsored activity**

|  |  |  |
| --- | --- | --- |
| **Compliance with ACE standards for continuing education activities** | **Cosponsor initials** | **ACE provider initials** |
| **Cosponsor** agrees to follow ACE standards in all aspects of course development, monitoring, and evaluation. |  |  |
| **ACE provider’s** social work consultant is involved in all phases of program development, monitoring, and evaluation. |  |  |
| **ACE provider** agrees to oversee all administrative processes and procedures and ensure adherence to ACE standards and requirements. |  |  |
| **ACE provider and cosponsor** agree that CE programs must meet all ACE standards. |  |  |
| **ACE provider and cosponsor** agree to use ethical business practices.  |  |  |
| **ACE provider and cosponsor** agree to include the course approval information\* in promotional materials and certificates of completion. The ACE provider is responsible for providing appropriate information and oversight regarding use of ACE approval information and jurisdictional acceptance of ACE approval to cosponsor. |  |  |
| **ACE provider and cosponsor** agree that ACE identifying information and recognition numbers\* may be used only for courses for which a written cosponsor agreement and appropriate oversight by the ACE provider are in place and only for specific courses that have been approved for ACE credit as a cosponsored course by ASWB ACE and have an ASWB ACE course ID number and course approval dates assigned. |  |  |

**\*Sample ACE course approval statement** (Conference session approval statements may differ slightly. See ACE Handbook for more details.)

[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.

**Financial agreement**

**Indicate who is responsible for each item below. When the cosponsor is responsible, the ACE provider must provide a description of the oversight monitoring activities and timeframe.**

|  |  |  |
| --- | --- | --- |
| **Continuing education administration** | **cosponsor** | **ACE provider** |
| Registration |[ ] [ ]
| Determining CE credit for ASWB ACE application purposes  |[ ] [ ]
| Certificate of credit/course completion |[ ] [ ]
| Grievance policy |[ ] [ ]
| Requests for accommodations for disability |[ ] [ ]
| ACE provider’s description of administrative oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Promotional material** | **cosponsor** | **ACE provider** |
| Websites advertising courses, events, and programs to the public |[ ] [ ]
| Printed materials advertising courses, events, and programs to the public |[ ] [ ]
| Electronic communication advertising courses, events, and programs to the public |[ ] [ ]
| ACE provider’s description of promotional material oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Instruction/content development** | **cosponsor** | **ACE provider** |
| Course development (content and materials) |[ ] [ ]
| Bibliography and references |[ ] [ ]
| Selection of instructor/ presenter/author |[ ] [ ]
| Verification of instructor/presenter/author credentials |[ ] [ ]
| Identification of course level (beginner, intermediate, advanced) |[ ] [ ]
| Required topics |[ ] [ ]
| Educational objectives |[ ] [ ]
| Intended audience |[ ] [ ]
| Outline/agenda |[ ] [ ]
| Distance learning requirements |[ ] [ ]
| CE hours offered |[ ] [ ]
| Evaluation |[ ] [ ]
| Evaluation summary and analysis |[ ] [ ]
| Course assignments |[ ] [ ]
| Posttests (if applicable) |[ ] [ ]
| ACE provider’s description of instruction/content development oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Record keeping – Collection, maintenance, and retention for at least seven years** | **cosponsor** | **ACE provider** |
| Personnel records | [ ] [ ]  | [ ] [x]  |
| Participant records |[ ] [ ]
| Documentation of complaints or grievances |[ ] [ ]
| Requests for accessibility accommodations |[ ] [ ]
| ACE provider’s description of record keeping oversight for cosponsor items indicated above: |

|  |  |  |
| --- | --- | --- |
| **Security, identity, and attendance verification** | **cosponsor** | **ACE provider** |
| Security measures to protect course participants’ personal information |[ ] [ ]
| Identity verification |[ ] [ ]
| Attendance documentation (sign-in, sign-out records) |[ ] [ ]
| ACE provider’s description of security, identity, and attendance oversight for cosponsor items indicated above: |

The ACE provider and the cosponsor acknowledge by signatures of the designated authorities below that they have read, understand, and agree to all terms and conditions of the ACE program cosponsor agreement.

The undersigned affirm that they understand that:

* A cosponsored course they offer together for ACE credit may not be offered using an ACE provider approval statement; an individual course approval statement must be used
* An application for a cosponsored course must be submitted to the ACE program for individual course/conference approval
* Approval from ASWB ACE must be received before a course may be offered

**ACE provider**

CE director signature \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cosponsor**

Manager/CE director signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_