

Association of Social Work Boards

**Approved Continuing Education Program**

***ACE Provider* *Add Format Application***

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| **Instructions** |
| This application is used to add a delivery format to a CE organization’s provider level approval. Formats approved as part of this application will be effective on the date approved and for the remainder of the CE providers current ACE approval period. Providers may not offer courses for ACE credit in the new format until ACE grants approval. Review standard 5.1 in the [ACE Handbook](https://www.aswb.org/wp-content/uploads/2021/01/ACE-Handbook-FINAL.pdf) for a list of formats recognized by ACE. **Course sample:** Complete this application for each sample being submitted. If you are seeking approval for more than one delivery format, a different application and sample is required for each. Additionally, if submitting to add a distance learning format, complete and submit the ACE Provider Distance Learning Questionnaire located in the [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/) of the ACE Handbook. **Fee worksheet and payment form:** Complete and submit this form located in the [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/) of the ACE handbook. A fee is charged for each new delivery format.For questions or more information, contact ACE at ace@aswb.org. |

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| Applicant information |
| **ACE provider name:** Click or tap here to enter text. |
| **ACE provider #:** Click or tap here to enter text. |
| Add course delivery format |
| Choose the format(s) for the course sample: If the course is a hybrid course and integrates two or more formats, choose all formats for the course.[ ]  In-person[ ]  Synchronous distance learning[ ]  Recorded asynchronous distance learning[ ]  Reading-based asynchronous distance learning |
|  Course/session information |
| **Course/session title:** Click or tap here to enter text. |
| **Is this course a semester/series course or an in-service?** [ ]  Yes [ ]  NoIf yes, check those that apply:[ ]  In-service (presented solely to your own employees or contracts with other organizations to deliver courses solely to the staff of the other organization)[ ]  Semester/series **Is this a conference session?** [ ]  Yes [ ]  No**If yes, provide the name of the conference:** Click or tap here to enter text. |
| **Course/session description (as listed in promotional material):** Click or tap here to enter text.**Additional course description details not included in promotional materials (optional)**: Click or tap here to enter text. |
| **Learning objectives:** Click or tap here to enter text. |
| **Course length (in hours and minutes):** Click or tap here to enter text.**Number of credits:** Click or tap here to enter text.**Enter the credit amount for each credit type:**General: Click or tap here to enter text.Clinical: Click or tap here to enter text.Ethics: Click or tap here to enter text.Social & cultural competence: Click or tap here to enter text. |
| **Describe how the course is promoted (online, flyer, brochure, social media, email, internally, externally, or both). If promoted online, include the link(s).**Click or tap here to enter text.**Web link(s):** Click or tap here to enter text. |
| **Was this course created solely for a licensed social work audience?** [ ]  **Yes** [ ]  **No****If this course was not created solely for a licensed social work audience, describe the target audience the course was created for:** Click or tap here to enter text.**Audience composition (if the course was presented in the past; use total numbers and not percentages)**Total participants: Click or tap here to enter text.Total social workers: Click or tap here to enter text.**Content level**[ ]  Beginning [ ]  Intermediate [ ]  Advanced**Describe how course content reflects literature, materials, and references published within the last five years.** Click or tap here to enter text. |
| **Course topics must clearly fall within the scope of practice for social workers and be directly applicable to social work practice, relating to one or more of the following social work educational areas. Check the boxes for the education areas the course content relates to:** [ ] Theories and concepts of human behavior in the social environment[ ] Social work practice, knowledge, and skills[ ] Social work research, programs, or practice evaluations[ ] Social work agency management or administration[ ] Development, evaluation, and/or implementation of social policy[ ] Social work generalist practice[ ] Social work clinical practice[ ] Diversity and social justice[ ] Social work ethics[ ] Other, describe: Click or tap here to enter text.**Describe how the educational areas identified above are covered in the course.**Click or tap here to enter text. |
| Evaluation |
| **Does the organization require the attendee to put their name on the evaluation?** [ ]  Yes[ ]  No**If no was selected above, explain how the organization tracks who completed an evaluation ensuring that every social worker requesting CE credit completed an evaluation, as required by ACE standards.**Click or tap here to enter text. |
| Attachments/ required documentation |
| * **Promotional material** (if the sample is a conference session, full conference promotional material is required) (standard 6.1)
* **Timed agenda/ outline** (for courses or conference sessions over 2 hours) (standard 4.8)
* **Bibliography** (standard 4.2)
* **Qualified instructor current resume** (standard 4.5)
* **Attendance documentation: sign-in and out, attestation, etc.** (required for in-person and live distance learning) include details, if necessary, to explain how attendance is tracked (standard 7.5)
* **Course materials** (handouts, power points, articles, etc.) (standard 4.6)
* **Posttest** (required for distance learning: asynchronous or non-interactive synchronous courses) (standard 4.10)
* **Pilot test** (individual pilot test responses and a summary are required for: courses that include reading, where the provider wishes to pilot test instead of using ACE allowed credit amounts based on word count; any asynchronous course that is interactive with technology in such a way that determining credit amount is not possible based on word count and/or recorded time alone; or any distance learning course where the CE credit includes the time it takes to complete the posttest) (standard 4.9)
* **Evaluation** (standard 7.4)
* **Certificate of credit** (standard 7.5)

**Additional attachments:*** **Fee worksheet and payment form**
* **Distance learning questionnaire, if applicable**
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