**Course material requirements checklist**

Each item references the standard where the requirements are listed.

Refer to 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 for samples of course evaluations, certificates, promotional material, and attendance tracking methods that meet ACE standards.

**ALL COURSE SAMPLES MUST INCLUDE THE FOLLOWING MATERIALS THAT MEET ACE STANDARDS.**

* **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)
* **Evaluation** (standard 7.4)
* **Certificate of credit** (standard 7.5)

**DISTANCE LEARNING COURSE SAMPLES MUST ALSO INCLUDE THE FOLLOWING**

* **Completed 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 handbook)
* **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)