Association of Social Work Boards

**Approved Continuing Education Program**

***ACE Provider Fee Worksheet & Payment Form***

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| **Instructions** |
| Use this form to determine the payment amount due. Complete each section that applies to the ACE provider application. Mark the appropriate boxes to indicate the amount owed. Enter the subtotals in the space provided to the right. At the end of the form enter the total amount due in the space provided and identify the payment method. Do not submit payment until the complete application is ready to submit. Complete and return this form with the complete application packet.  |
| **Organization**  |
| **Continuing education provider name:** Click or tap here to enter text. |
| **ACE provider number (leave blank if new):** Click or tap here to enter text. |
| **New Application Fees** |
| Pre-qualification fee of $25 is a one-time fee for new continuing education providers submitting to the ACE program. Prequalification fees are due once the completed pre-qualification application has been submitted. New provider application fee is based on the number of courses offered annually for continuing education credit. The fee for multi‐session courses and conferences is based on the total number of sessions offered for continuing education credit; count the total number of sessions in each conference or multi‐session event. New application fees are due once a complete application packet has been submitted. **Applications will not be reviewed prior to receipt of payment.**  |
| [ ]  | **Pre-qualification Fee $25** |  |
|[ ]  **New Application Fee**  |  |
|  |[ ]  **1-10 courses $500** |  |
|  |[ ]  **11-49 courses $800** |  |
|  | [ ]  | **50-99 courses $1,100** |  |
|  |[ ]  **> 100 courses $1,400** |  |
|  |  |  | **SUBTOTAL: $** Click or tap here to enter text. |

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| **Renewal Application Fees** |
| Renewal application fees are determined by adding up the number of courses/conference sessions you wish to be able to offer for ACE credit each year during the next three‐year approval period The fee for multi‐session courses and conferences is based on the total number of sessions offered for continuing education credit; count the total number of sessions in each conference or multi‐session event. Refunds are not issued to providers who offer less than the expected number of courses. Providers are expected to pay the difference at the time of renewal if they offered more courses/conference sessions in the last approval period than were paid for. courses first year + 20 courses second year + 10 courses third year = 40 total courses, so you would pay for 11-49 courses.  |
| [ ]  | **Renewal Fee**  |  |
|  |[ ]  **1-10 courses $600** |  |
|  | [ ]  | **11-49 courses $900** |  |
|  | [ ]  | **50-99 courses $1,200** |  |
|  |[ ]  **> 100 courses $1,500** |  |
|  |[ ]  **Additional fees for more courses offered than paid for in prior application** |  |
|  | **SUBTOTAL: $** Click or tap here to enter text. |
| **Add New Format** |
| A $175 fee is charged for each new course delivery format. |
| [ ]  | **Add Course Format Fee $175**  |  |
|  |  | **SUBTOTAL: $** Click or tap here to enter text. |
| **Other Fees** |
| The $100 renewal late fee is due if the application is not received by ACE within 10 days of the due date. The $500 reinstatement fee PLUS the $100 late fee are due if the application is received after the approval expiration date. Renewal applications not received within 90 days after the expiration date will not be accepted and the provider will need to re-apply to ACE as a new provider. Application fees include three reviews of submitted materials. If additional reviews are needed, applicants must pay an additional application review fee for ACE staff to review responses or revised materials submitted in response to an ACE review report.  |
|[ ]  **Renewal Late Fee $100**  |  |
| [ ]  | **Reinstatement Fee $500**  |  |
|[ ]  **Returned Check Fee $35**  |  |
|[ ]  **Appeal Fee $900**  |  |
| [ ]  | **Additional application review fee $100**  |  |
|  |  | **SUBTOTAL: $** Click or tap here to enter text. |
|  **TOTAL AMOUNT DUE:** **$** Click or tap here to enter text. |

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| **Payment Method** |
| The amount is payable in U.S. dollars only. Checks and money orders are accepted from U.S. applicants only. Applicants outside the U.S. are required to make a credit card payment using Visa, MasterCard, or Discover. **Applications are not considered complete until payment is received. No refunds of payment will be authorized as payment is for consideration of approval and does not guarantee approval.** |
| [ ]  | **Check or money order payable to ASWB** Mail checks or money orders to:Association of Social Work BoardsAttn: ACE Program17126 Mountain Run Vista Ct.Culpeper VA 22701 |
| [ ]  | **Credit Card** If electing to pay by credit card, ASWB ACE will email an invoice to the email address of the individual submitting the application. The email will come from Association of Social Work Boards <invoice@authorize.net> and will include a link for the organization to remit payment. If the individual receiving the email is not the person that will remit payment, the invoice email with link for payment may be forwarded to the individual who will remit payment.  |