Prequalification request checklist

* ACE prequalification request with the following supporting documents
* Continuing education director’s resume
* Continuing education director’s license information, if licensed
* Licensed social work consultant’s resume
* Social work consultant’s license information
* Fee Worksheet & Payment Form

New provider application checklist

* ACE new provider application with the following supporting documents
* Grievance policy
* Organizational chart
* Fully executed new applicant provider agreement
* Completed course sample questionnaire(s) and required materials for each course format applied for
* Completed distance learning questionnaire(s), if applicable, for each distance learning format applied for
* Fee Worksheet & Payment Form

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