Renewal application checklist

Submit the following

* ACE Renewal Application
* List of courses and conferences offered for ACE credit in the current approval period
* Current grievance policy
* List of grievances received during last approval period (if any) including date of grievance, description of grievance, resolution/results of grievance review and any CE program changes made (if any) as result of the grievance
* Resume and licenses for current social work consultant and/or CE director, if new to the position
* List of all individuals that held the CE director and social work consultant role during the last approval period (include names, license number, type, and jurisdiction, and dates the individual held the role).
* Provide an attendance certificate (name redacted) that was awarded to a social worker with ACE credit for each course delivery format approved and offered in the last approval period
* Provide an attendance certificate (name redacted) that was awarded to a social worker with ACE credit for a conference (if any) held in the last approval period.
* Completed closing or selling the business form if ownership changed during the last approval period. This is required if the form was not submitted to ACE at time of the ownership change.
* Signed renewing provider agreement (located in the ACE Handbook [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/))
* Fee worksheet and payment form (located in the ACE Handbook [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/provider-approval/applying-to-be-an-ace-provider/ace-provider-appendix/))