REQUIRED FORM

Association of Social Work Boards **Approved Continuing Education (ACE) Individual Course/Conference Application**

***Section II - Individual Course or Conference Session Application***

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| **A. Organization Information** | | |
| **CE Provider Name:** Click or tap here to enter text. | | |
| **B. Course Overview** | | |
| **1. Course/Session Title:**  Click or tap here to enter text. | | |
| 1. **Has this course been individually approved by ACE before?**   Yes No  **If yes, what was the ACE course number?** Click or tap here to enter text. | | |
| **3. Course Instructor(s):**  Click or tap here to enter text. | | |
| **4. Course Date(s): (note, our review process takes up to 90 days and approval cannot be backdated)**  Click or tap here to enter text. | | |
| **5. Course Location(s):**  Click or tap here to enter text. | | |
| **6. Describe course target audience:**  Click or tap here to enter text. | | |
| **6. Course content level:**  Beginning Intermediate Advanced | | |
| **7. Course Description:**  Click or tap here to enter text. | | |
| **8. Course Learning Objectives:**  Click or tap here to enter text. | | |
| **9. How often will this course be offered?**  Once  More than once or ongoing | | |
| **C. Delivery Format** | | |
| **1. Course Delivery Format:** *Check the formats for which you want approval.*  In-Person  Synchronous distance  Recorded asynchronous distance  Reading-Based asynchronous distance  *If the course is offered in a distance learning format, complete the distance learning questionnaire located in the* [*appendix*](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/individual-course-or-conference-approval/applying-for-ace-individual-course-conference-approval/ace-individual-course-approval-appendix/) *of the handbook.* | | |
| 1. **Is this course only offered internally, to staff members of an organization (in-service)?**   Yes No | | |
| 1. **Do you consider this course to be a semester or series?**   Yes No | | |
| 1. **Is this a hybrid course?** (one course that requires the attendee to complete portions of the course in more than one course delivery format)   Yes No | | |
| **2. If offering CE credit for a recorded product, what is the run time of the recording (HH:MM)?**  Click or tap here to enter text. | | |
| **3. If reading-based online or reading based home study or a hybrid course that includes reading as part of the course, provide the exact word count of the reading material:** Click or tap here to enter text. | | |
| **D. Course Content and Credit** | | |
| **See Standard 4.7 for guidance on assigning course credit.** | | |
| 1. **Number and type of credits to be granted:**   *Select the credit type and enter the number of credits for each.* | | |
| **Clinical** Click or tap here to enter text.  **Ethics** Click or tap here to enter text. | | **Cultural Competence** Click or tap here to enter text.  **General** Click or tap here to enter text. |
| **2. Acceptable Content Areas for CE Credit:**  **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 all the boxes for the education areas the course content relates to:** Theories and concepts of human behavior in the social environmentSocial work practice, knowledge, and skillsSocial work research, programs, or practice evaluationsSocial work agency management or administrationDevelopment, evaluation, and/or implementation of social policySocial work generalist practiceSocial work clinical practiceDiversity and social justiceSocial work ethicsOther, 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. | | |

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| **E. Administrative Processes** |
| 1. **Social work consultant or social work planner for this course:**   **I have a licensed social work consultant for my organization overall and they have reviewed this course**  **-OR-**  **I have a licensed social work planner assigned to this specific course and their details are listed below:**   1. **Social Work Planner name:**   Click or tap here to enter text.   1. **Jurisdiction(s) & Social Work license #(s):**   Click or tap here to enter text. |
| 1. **Describe how the course is promoted (online? Internally? By email? Social media?) If promoted online, include the link here.**   Click or tap here to enter text. |
| 1. **Is this a co-sponsored event (as defined in the ACE Handbook in Standard 5.3)?**   Yes No  If yes, provide the name(s) of the co-sponsoring organization(s) you are working with and the contact person's title, phone # & email address for each cosponsor organization.  Click or tap here to enter text. |
| 1. **Attestations.** Click the boxes to attest to the following:   Confirm you are not currently advertising this course in a way that suggests the course is already approved by ACE. (TIP: If you want to state the following prior to a decision being made, you may: “*Social Workers: We have applied for consideration of [CE credit amount and type] through ASWB ACE”.*  Confirm you understand the following regarding the 90 days timeline:  *ACE cannot guarantee that the review/approval process will be complete in time for scheduled events if application packages are not received at least 90 days prior to the training event. Continuing education credit cannot be backdated for courses that are presented before you receive an approval letter. There is no refund given for courses submitted less than 90 days prior to the course date, if the course is not approved by the course date requested.* |

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| **G. Attachments/Required Documentation** |
| **The items listed below must be included as attachments to every individual course or conference session application.** |
| **1. Timed Agenda** for in person, synchronous distance and recorded asynchronous distances courses. Note, only required for courses more than 2 hours when the agenda is not in the promotional materials. |
| **2. Current bibliography** |
| **3. Current Instructor Resume(s)** |
| **4. Certificate of Credit**  Include this sample as a placeholder. Changes to the course number and ACE course approval period date sections are not needed in your sample. Note: See ACE Handbook addendum for credit statements required for conference sample certificates.  *z*  *[Course name], [course number], is approved by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program to be offered by [provider name] as an individual course. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE course approval period: [dates]. Social workers completing this course receive [number] [type] continuing education credits.* |
| **5. Attendance Tracking Details for live courses (sign in/out forms for in-person, live distance platform tracking report)** |
| **6. Course/Session Evaluation** for each requested format |
| **7. Promotional materials (brochure, flyer, mocked up webpage if promoted online, but no link is available yet)** |
| **8. Course materials (handouts, power points, articles, etc.) if available.** If not available at the time of application, they must be submitted during the ACE review, if requested, which may cause delays in an approval decision. |
| **9. Copy of grievance policy for this course** |
| **10. DISTANCE LEARNING ONLY: 10a. Posttest**  If you are requesting approval of an asynchronous distance learning course or a non-interactive  synchronous distance learning course submit:   A copy of the posttest with correct answers indicated    **10b. Pilot Test** Pilot testing is required for:Asynchronous reading-based or hybrid distance learning courses that include reading-based content and the CE provider does not use the word count chart to determine the CE amount for the reading portion of the course.  * Distance learning courses, synchronous or asynchronous, in which a CE provider wants to offer CE credit for the time it takes to complete a course’s posttest (Standard 4.10) * Asynchronous courses that include interactive technology features and the CE provider does not use the actual run time of the recording(s) to calculate CE credit.   If your course requires a pilot test, submit the following:   At least 5 pilot tests   A pilot test summary (including details of how you calculated the CE credit amount for the course)  **10c. Distance learning application.**  If you are requesting approval of a synchronous or asynchronous distance learning course/conference, you must submit a separate distance learning questionnaire for each course/conference session that includes a distance learning format. The distance learning questionnaire is in the [appendix](https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/individual-course-or-conference-approval/applying-for-ace-individual-course-conference-approval/ace-individual-course-approval-appendix/) of the handbook. |
| **11. COSPONSORED EVENTS ONLY:**  If this is a cosponsored event, submit a copy of the cosponsor agreement(s). |