



# Online Application Portal

## Helpful Tips

## Helpful Tip

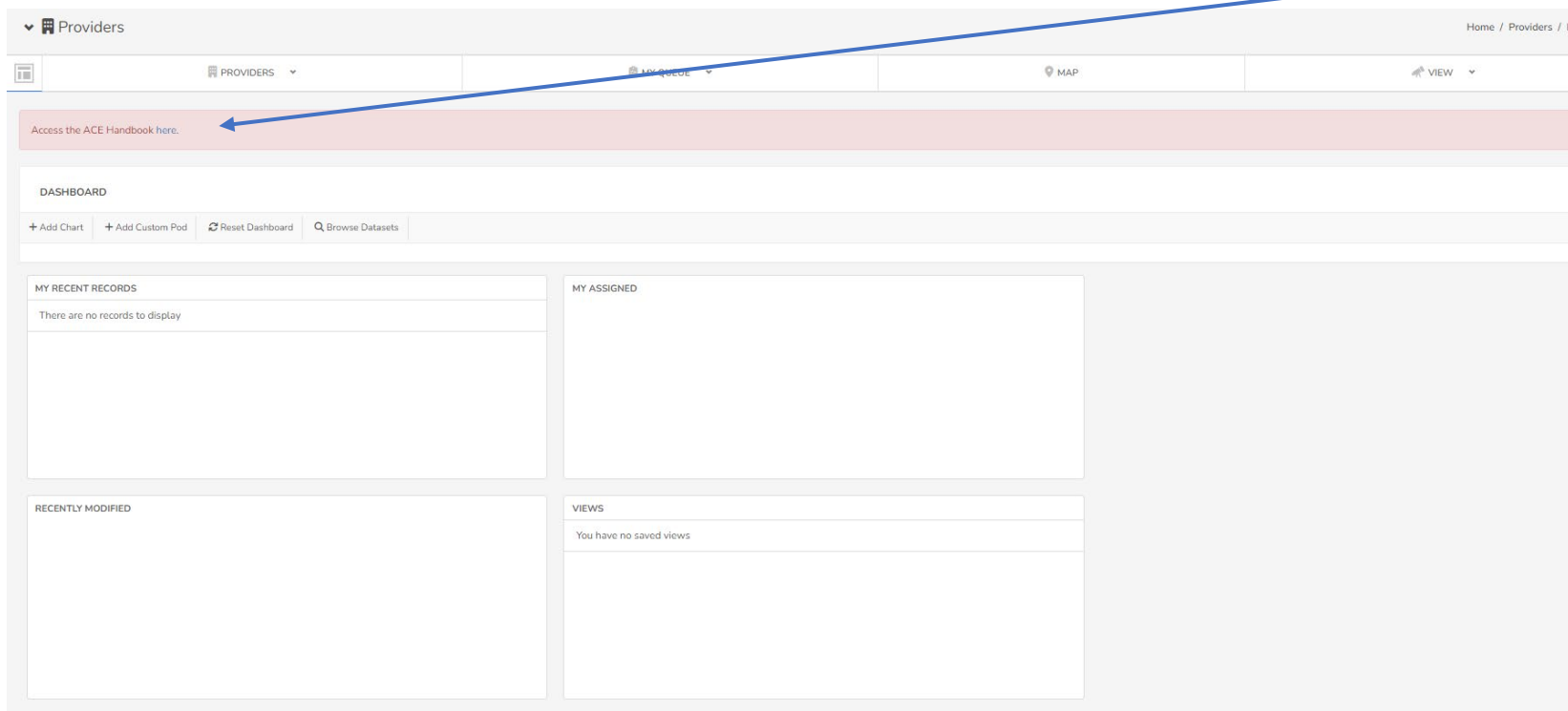
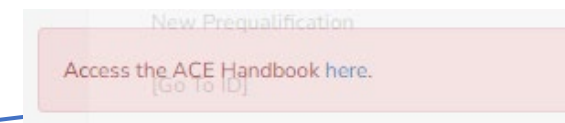


## ACE Handbook Link

After successfully logging in and clicking the Providers module,



The ACE Handbook is accessible via a link on the dashboard.



# Helpful Tip

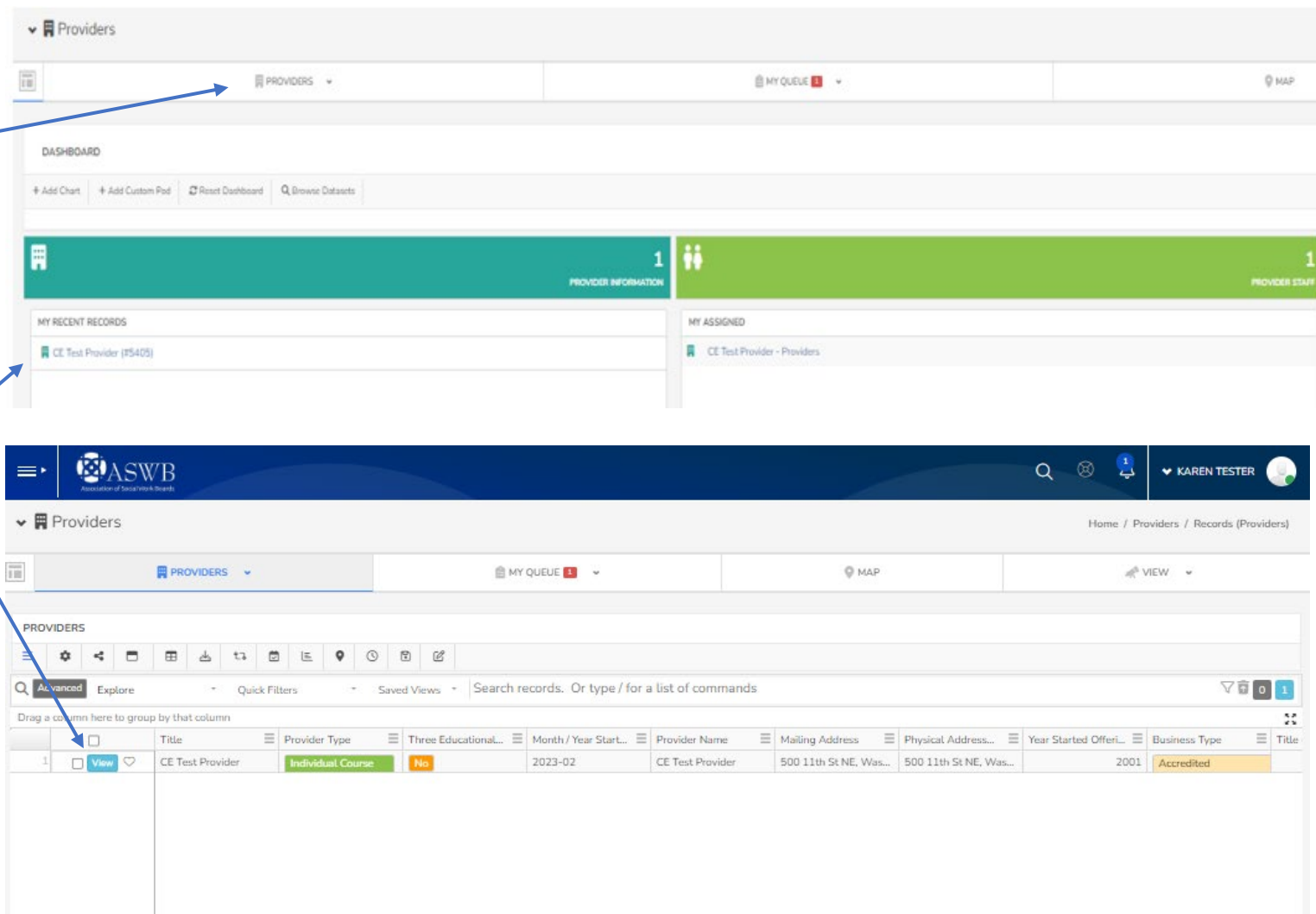


# Accessing an Existing Provider Record

If there is an existing record in the system for the provider, click “Providers”.

From the next screen, click “View” beside the provider's name.

After the provider record has been accessed for the first time, the record can be opened by clicking the provider's name from My Recent Records.



The screenshot shows the ASWB system interface. At the top, there's a navigation bar with 'ASWB Association of Social Work Boards' and a user profile for 'KAREN TESTER'. Below this is a 'Providers' dashboard with sections for 'PROVIDER INFORMATION' and 'PROVIDER STAFF'. A 'MY RECENT RECORDS' section lists 'CE Test Provider (15405)'. Below the dashboard is a table of provider records. The table has columns for Title, Provider Type, Three Educational..., Month / Year Start..., Provider Name, Mailing Address, Physical Address..., Year Started Offer..., Business Type, and Title. The first row shows 'CE Test Provider' with 'Individual Course' as the provider type and 'Accredited' as the business type. A 'View' button is visible next to the first row.

	Title	Provider Type	Three Educational...	Month / Year Start...	Provider Name	Mailing Address	Physical Address...	Year Started Offer...	Business Type	Title
1	CE Test Provider	Individual Course	No	2023-02	CE Test Provider	500 11th St NE, Was...	500 11th St NE, Was...	2001	Accredited	

## Helpful Tip



If an application section is missing information in the required fields, the user will receive an error message indicating which fields are missing information. The fields must be completed before saving. Some sections have a “Save Draft” option which allows the user to save their work on the section for completion later.

Continuing Education Information

Year Started Offering CE \*  4-digit year only Year Started Offering CE is required

Development of CE \* Select all that apply to the provider's development, delivery, and administration of continuing education.

Your Own Employees <sup>1</sup>

Outside Your Organization <sup>1</sup>

Contracts With Other Organizations <sup>1</sup>

Cosponsors Courses <sup>1</sup>

Other <sup>1</sup>

Social Work CE Program Description \*  Social Work CE Program Description is required

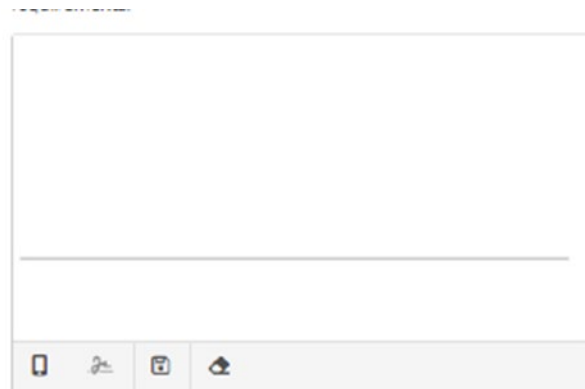
We didn't correctly capture your response to the following item(s). Please complete or correct the form and submit again.

- Provider Name is required
- Mailing Address is required
- Phone Number is required
- Provider E-mail is required
- Overall Organization Description is required
- Unit, Dept, or Branch? is required
- Year Started Offering CE is required
- Development of CE is required

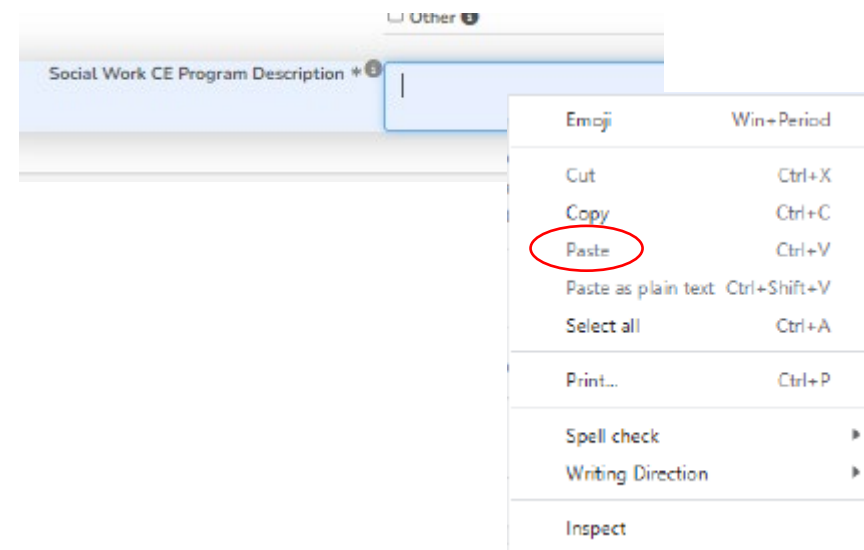
## Helpful Tip



Some sections will require the user to read a statement or paragraph and check a box to acknowledge, initial or provide an e-signature. Sample e-signature boxes shown below.



If a field requires a text answer, users have the option of pasting text from other documents in these fields. Right click the text area and click “Paste”.



## Helpful Tip



Some fields require the user to either click the “Add More” or “New Entry” buttons to begin entering information. If another row of information needs to be added, click the “Add More” or “New Entry” buttons again.

Provider Website(s)

Select add more to add websites.

Website	Active	Inactive

[Add More](#)



To upload a file, click on the “Choose File” button and click your file. This button provides additional features that do not relate to a file upload.





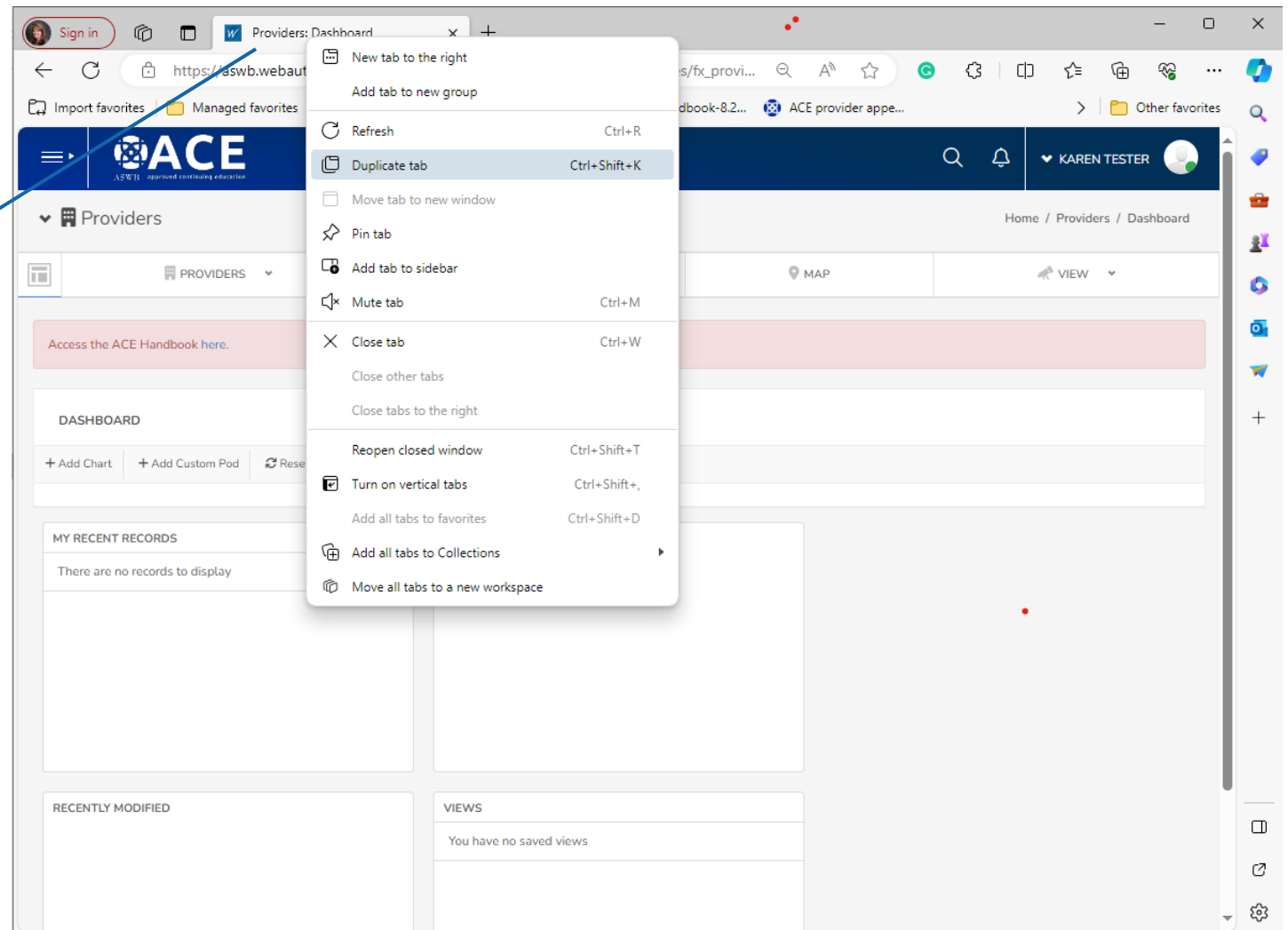
## Duplicate Tabs

Users can duplicate tabs in the web browser and work in multiple areas of the application portal at one time.

Right click on the browser tab and select “Duplicate tab”.

A second tab will open allowing users to work in multiple tabs.

For example, a user can have the ACE Handbook open in one tab and work in another area of the portal using the other tab.

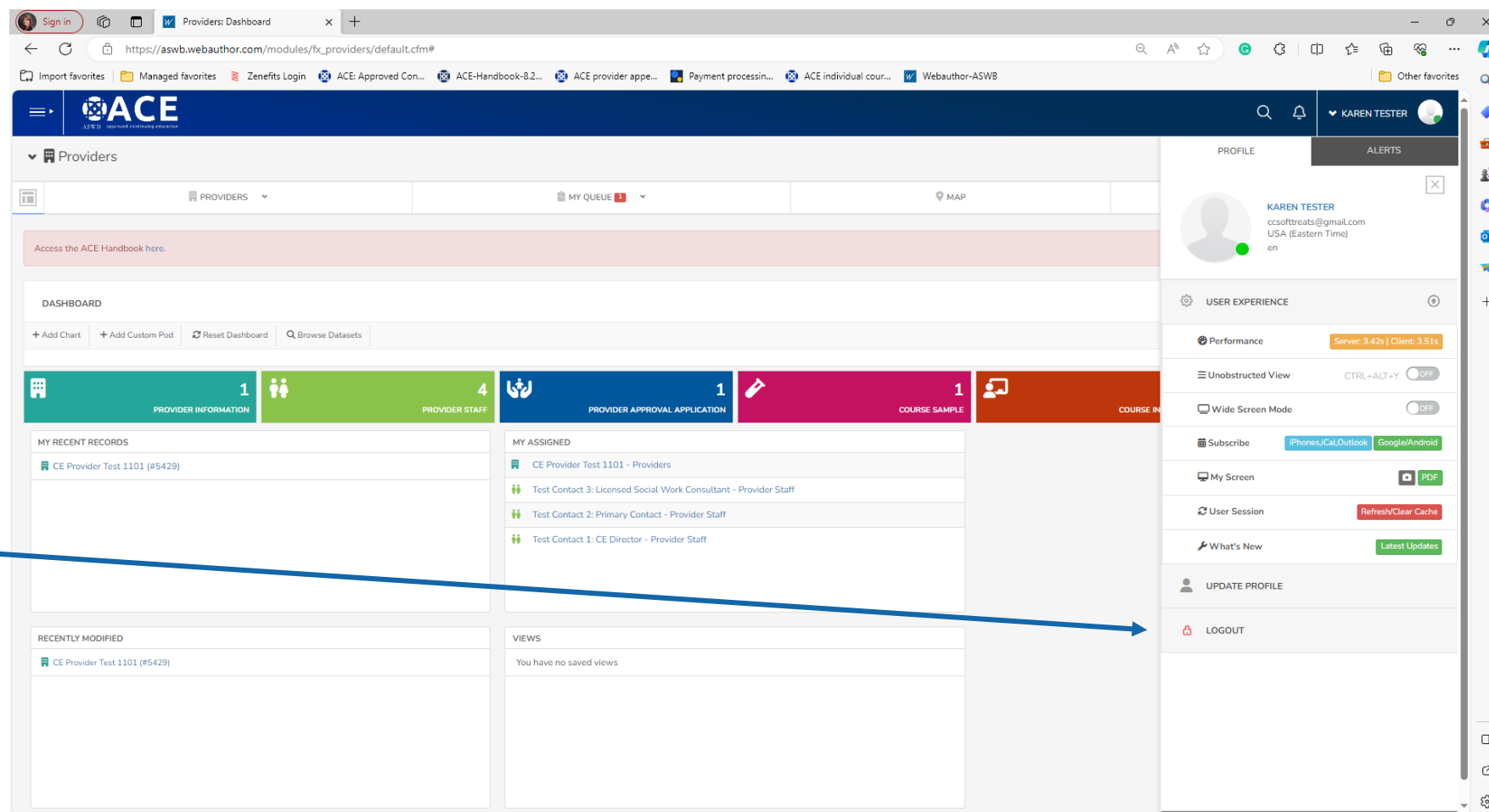
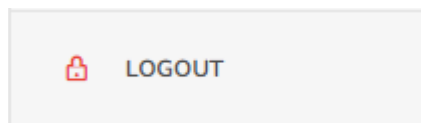




## Logging Out

Hover over your username in the upper right corner.

From the dropdown click "Logout"



The screenshot shows the ACE Providers Dashboard in a web browser. The user is logged in as KAREN TESTER. The dashboard includes sections for PROVIDERS, DASHBOARD, MY RECENT RECORDS, MY ASSIGNED, RECENTLY MODIFIED, and VIEWS. A dropdown menu is open in the upper right corner, showing options for PROFILE, ALERTS, USER EXPERIENCE, and UPDATE PROFILE. The 'LOGOUT' option is highlighted in red at the bottom of the dropdown menu. A blue arrow points from the 'LOGOUT' callout box to this option.





## Toggle Sidebar

Toggle Sidebar allows users to expand the sidebar for access to System Files and uploaded documents.

CE PROVIDER TEST 1101 KCT

5429 Provider Approval 1864 PQ Criteria Met

ID	Original Approval Type	ASWB ACE Provider ID	Pre-Qualification
[11/1/23] 4	[11/1/23] 1	[11/1/23] 1	[11/1/23] 1
PROVIDER STAFF	PROVIDER APPROVAL APPLICATION	COURSE SAMPLE	COURSE INSTRUCTOR
[11/1/23] 3			
FEES AND PAYMENTS			

Provider Information

Provider Staff + Add New

Provider Approval Application 1

	Application Status	Approval Date	Next Renewal Due Date	Expiration Date	Course Delivery Formats
<a href="#">View</a>	Approved	11/1/2023	10/1/2024	11/1/2024	In-Person

Course Sample 1

	Status	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link

SYSTEM FILES

- ASWBProviderRenewalCourseListTemplate
- Cosponsor-Agreement-Template
- ProviderStaffAgreement

FILES Add File

- File-Fx\_providers\_org\_staff\_resume.Doc  
Uploaded On 11/1/2023 12:02 PM By Karen Tester
- File-Fx\_providers\_org\_staff\_licenses.Doc  
Uploaded On 11/1/2023 12:02 PM By Karen Tester
- File-Fx\_providers\_org\_staff\_resume.Doc  
Uploaded On 11/1/2023 12:01 PM By Karen Tester



## System Files

System Files are accessible from the sidebar. System files may be updated regularly by ACE to include resource materials such as training guides or documents required for submitting applications, etc.

CE PROVIDER TEST 1101 Toggle Sidebar KC.T

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