



New Individual Course Application

About ACE Individual Course Approval

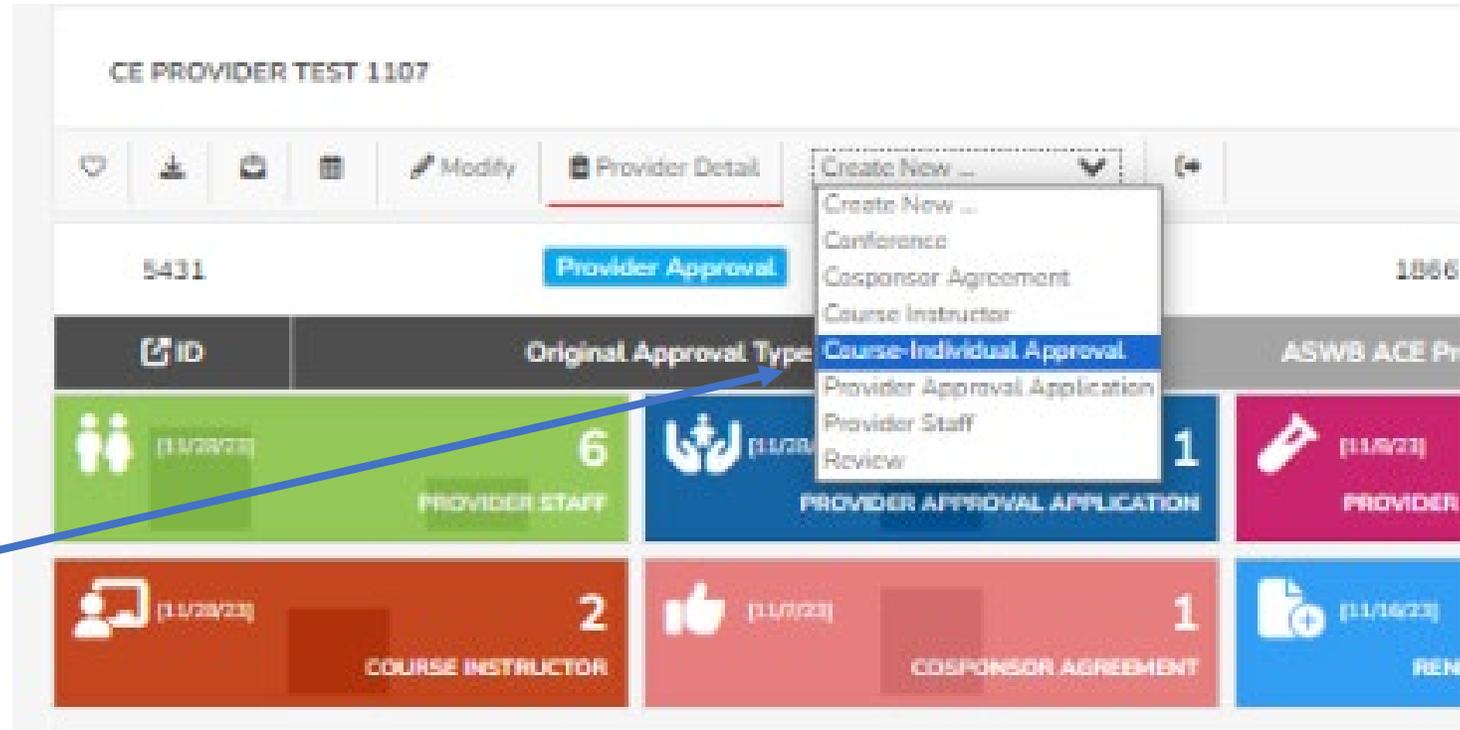
Individual course approval evaluates individual courses and conference sessions and approves them for licensees to earn continuing education credit.

Individual course approval is good for small providers with one to five courses and/or providers offering courses to social workers licensed in New Jersey.

Learn more about individual course approval [here](#).

Entering A New Individual Course

After accessing the provider record, click the “Create New” dropdown. Then click “Course-Individual Approval” from the dropdown list.



The screenshot displays the 'CE PROVIDER TEST 1107' interface. At the top, there are navigation icons and a 'Provider Detail' tab. A 'Create New ...' dropdown menu is open, listing several options: 'Create New ...', 'Conference', 'Cosponsor Agreement', 'Course Instructor', 'Course-Individual Approval', 'Provider Approval Application', 'Provider Staff', and 'Review'. The 'Course-Individual Approval' option is highlighted. Below the dropdown, a table shows various approval types with their counts and dates. A blue arrow points from the text box to the 'Create New' dropdown, and another blue arrow points from the dropdown to the 'Course-Individual Approval' option.

ID	Original Approval Type	Count	ASWB ACE Pr
5431	Provider Approval		1000
[11/28/23]	PROVIDER STAFF	6	[11/28/23]
[11/28/23]	PROVIDER APPROVAL APPLICATION	1	PROVIDER
[11/28/23]	COURSE INSTRUCTOR	2	[11/28/23]
[11/28/23]	COSPONSOR AGREEMENT	1	[11/16/23]
			REN

Individual Course Save Draft Option

The individual course application can be saved and completed later by clicking the “Save Draft Entry” button.

CE TEST PROVIDER
Course

Provider Details

Delivery Format * If the course is a hybrid course and integrates two or more formats, choose all formats for the course.

In-Person

Synchronous Distance Learning

Recorded Asynchronous Distance Learning

Reading-Based Asynchronous Distance Learning

Is Hybrid Course * NO

Course Title *

Course Contact * Add New Course Contact

Content Level *

Beginner

Intermediate

Advanced

Course Dates

October 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Save & Submit Entry Save Draft Entry Cancel

Individual Course Application Completion

The following areas of the individual course application require completion:

- Course Information
- Cosponsorship
- General Information
- Credit Information and Credit Type
- Other Information
- Evaluation and Quality
- Conference Information
- Distance Learning, if applicable
- Attachments/ Required Documentation
- Attestation

Questions requiring a response or selection are identified with an *.

Course Contact and Course Instructor Fields

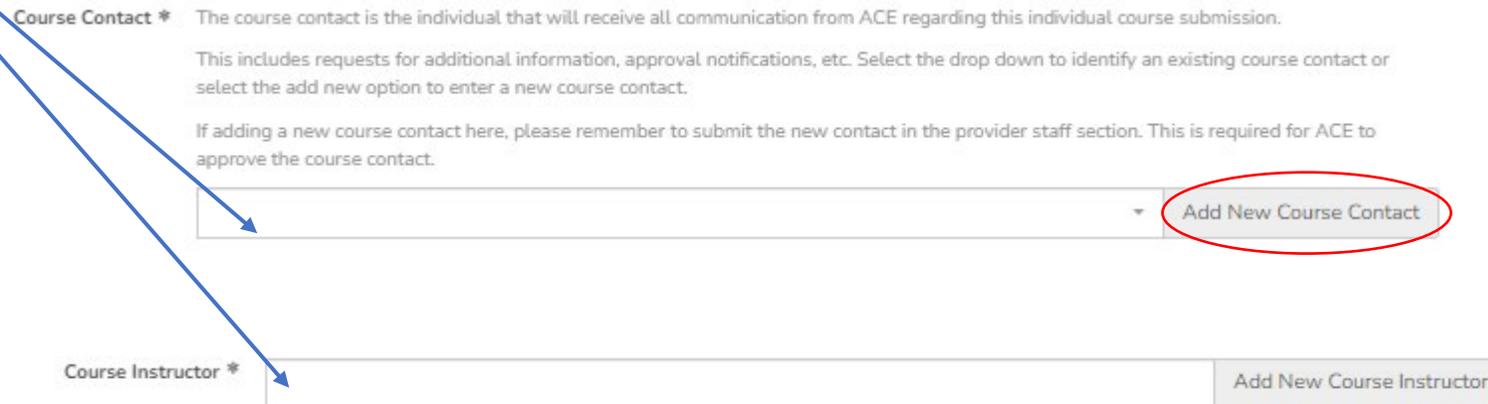
If the course contact and course instructor have been previously entered, users may click the dropdown to add them to the course. New course contacts and instructors may be added by clicking the “Add New” button.

Course Contact * The course contact is the individual that will receive all communication from ACE regarding this individual course submission. This includes requests for additional information, approval notifications, etc. Select the drop down to identify an existing course contact or select the add new option to enter a new course contact.

If adding a new course contact here, please remember to submit the new contact in the provider staff section. This is required for ACE to approve the course contact.

▼ Add New Course Contact

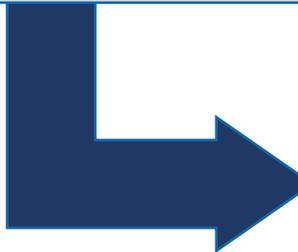
Course Instructor * Add New Course Instructor



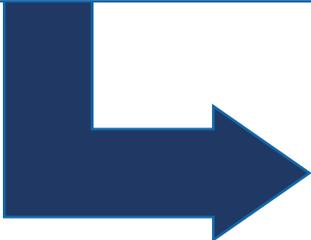
If a new course contact is entered, remember after the course is submitted to access the provider staff section of the provider record to submit the course contact.

Course Dates

Select the course dates using the calendar. If the course will be held on multiple dates, click all dates. The earliest course date clicked will show in the “Earliest Course Date” field below the calendar.



If the earliest course date is within 90 days, a warning will appear. The ACE review process takes up to 90 days. Users may proceed past this warning however note that approval is not guaranteed.



If the earliest course date is an error, click the date to unselect it. Dates clicked are identified in the calendar with a blue box.

select the add new

If adding a new course, you must first approve the course

Course Contact

Course Dates

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Earliest Course Date

2023-11-02

Warning

The course date you entered is in less than 90 days. The ACE review process takes up to 90 days and approval cannot be backdated. ACE cannot guarantee that the review/ approval process will be complete in time for scheduled events if applications are not submitted at least 90 days prior to the event. 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.

Cosponsored Courses- Linking Agreements

Cosponsor agreements are required for cosponsored courses. If an agreement for the cosponsor already exists in the system, click the dropdown to select the cosponsor name. To add a new cosponsor agreement, click the “Add New” button.

Cosponsorship

Is Cosponsored * Is this course cosponsored? Reference standard 5.3 Cosponsorship.

Yes

No

Cosponsor Agreement Link *

If adding a new cosponsor agreement, complete the fields on the next screen with the agreement date, cosponsor organization name, email and phone number.

Providers may upload their own completed cosponsor agreement form or may use the template provided by ACE.

Cosponsor Agreement – Downloading the ACE Template

Access the ACE Cosponsor Agreement template from the sidebar on the provider details page.

To open the sidebar, click the “Toggle Sidebar” icon.

System files will be displayed to the right of the provider details.

Select the Cosponsor Agreement Template for download.

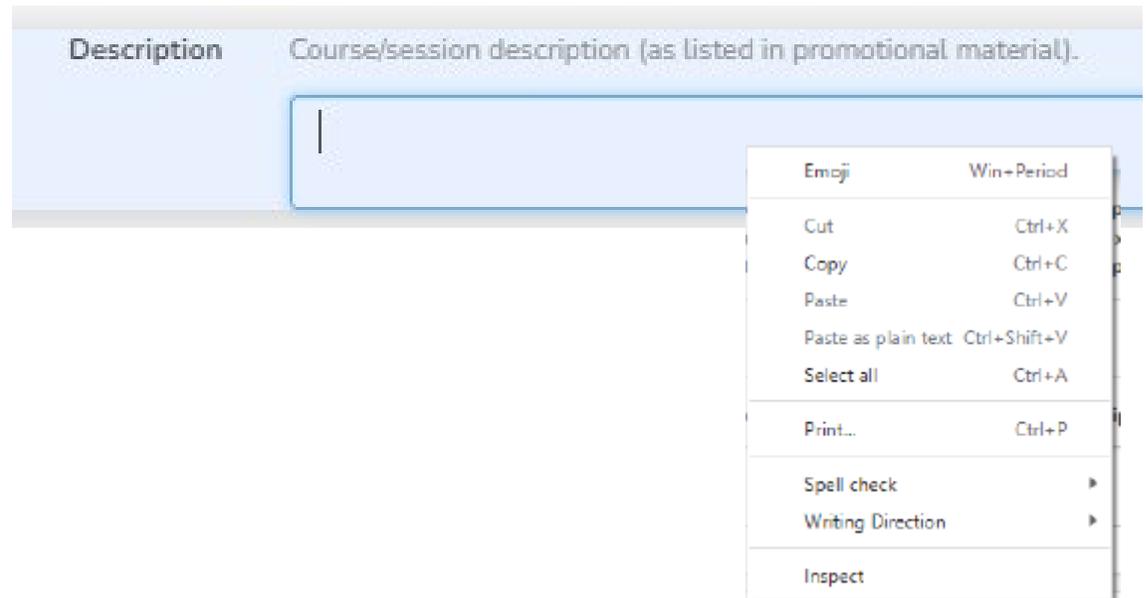
The screenshot displays the ACE provider details page for a 'CE TEST PROVIDER' with ID 5405. The page includes a navigation bar with icons for back, home, heart, download, mail, calendar, and user, along with 'Modify', 'Provider Detail', and 'Create New ...' options. A red circle highlights the 'Toggle Sidebar' icon (a square with a plus sign) in the navigation bar. A callout box labeled 'Toggle Sidebar' points to this icon. Below the navigation bar, the provider's details are shown, including a green bar for 'Individual Course Approval' and a table for 'Provider Type' with 2 'PROVIDER STAFF' members. The sidebar on the left contains links for 'Provider Information', 'Provider Staff', 'Fees and Payments Summary', and 'Files'. The sidebar on the right, titled 'SYSTEM FILES', lists three files: 'ASWBProviderRenewalCourseListTemplate', 'Cosponsor-Agreement-Template', and 'ProviderStaffAgreement'.

Course Description and Learning Objectives Text Boxes



Helpful Tip

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



Credit Information and Credit Types



Mismatch

The number of credits and the calculated sum of the credit types must match.

If these entries do not match, the user will receive an error when attempting to submit the application.

Credit Information

Number of Credits * Total Credits

Credit Type

The sum of these 4 credit types must equal the Total Credits listed above.

If the type of credit is not offered, enter 0 (zero).

For each credit type offered, the value must be a minimum of 1, increments of .25 thereafter.

General Credits *

Clinical Credits *

Ethics Credits *

Social and Cultural Competence Credits *

Calculated Sum of Credit Types

Website Entry

Select “Add More” to enter promotion website(s).
If the course is promoted on more than one website, click “Add More” to add additional lines for entry.

Online Promotion Websites

Enter promotion websites below

Website

Add More

Conferences

For courses that are offered as part of a conference, conference information must be entered, and the conference linked to the individual course.



To add a new conference, click the “Add New” button.



If the conference has already been entered in the system, use the dropdown to click the conference title.

Conference Information

Conference Approval * Are you requesting approval of a conference with this application?

Yes

No

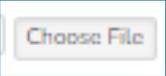
Conference Link *

Entering New Conferences

Note: The ASWB Conference ID will be auto-generated by the system.

Complete the entry form with conference information.

To upload attachments click



Select "Save Entry" when complete.

Add New Conference

Conferences must be linked through an individual course application or a course sample.

ASWB Conference ID This will be auto-generated by the system.

Conference Title *

Conference Start Date * 

Conference End Date 

Conference Location

Session Timings Concurrent Non-Concurrent Both Concurrent and Non-Concurrent

Number of Conference Sessions for ACE Credit

Total SW CE Credits Total number of continuing education credits offered to social workers for attendance at this conference

Websites List all website addresses used to promote this conference or used for conference registration

Overall Conference Goal

Conference Attachments  Choose File

Conference Brochure  Choose File

Conference Evaluation  Choose File

Conference Certificate Conference certificate is not required if the provider is offering one certificate per session, which should be submitted with the individual conference session applications.  Choose File

Section Requires Payment NO

Save Entry Cancel

Uploading Attachments

Select

Choose File

to upload required documents.

Attachments / Required Documentation

Attachments - General	<input type="button" value="Choose File"/>
Promotional Material	If the sample is a conference session, and conference promotional material was uploaded in the conference section, an upload is not required here. Reference standard 6.1 for promotional requirements. <input type="button" value="Choose File"/>
Timed Agenda Outline	Required for courses or conferences sessions over 2 hours. (standard 4.8) <input type="button" value="Choose File"/>
Bibliography	(standard 4.2) <input type="button" value="Choose File"/>
Attendance Documentation	Required for in-person and live distance learning. (sign-in and out log, attestation, distance learning software attendance reports, etc.) Include details, if necessary, to explain how attendance is tracked (standard 7.5) <input type="button" value="Choose File"/>
Course Materials	Handouts, PowerPoints, articles, etc. (standard 4.6) <input type="button" value="Choose File"/>
Evaluation	(standard 7.4) <input type="button" value="Choose File"/>
Certificate of Credit	If this sample is a conference session and one certificate is awarded listing all sessions, an upload is not required here if the certificate was uploaded in the conference section (standard 7.5) <input type="button" value="Choose File"/>

Attestation and Saving

Sign the attestation.

Enter the signers name and title.

Select "Save Entry" when complete.

Attestation

Attestation * I certify that the information provided herein is accurate.

I certify that my organization agrees to abide by all of the criteria outlined by the ASWB ACE Program, including requirements and best practices for continuing education as described in the ASWB ACE Handbook.

I understand that the selection of the enclosed application fees and payment thereof is non-refundable, and that submittal of an application does not guarantee approval.

Further, I acknowledge that approved courses and conferences can be offered an unlimited number of times during the two-year approval period as long as there are no unapproved changes.

I understand that ACE individual course or conference credit cannot be offered for the courses or conferences submitted with this application prior to approval.

I understand that if my organization wants to make any changes to an individually approved course or conference after it is approved we must submit a course/conference change request application to ACE and receive approval before we can offer the modified course or conference for ACE individual course or conference credit.

I understand that backdating of CE approval is prohibited.



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Signer Name

Signer Title

Saving- Error Message

If the user attempts to “Save” the section without completing all the required fields, an error message will appear.



The error message will outline the fields that require completion to save the application.

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

Payment

Select "Pay by CC" or "Pay by Check"

If paying by credit card, enter the card information and submit.

CE PROVIDER TEST 1107
Anxiety and Depression

Provider Details | Modify Entry | Delete Entry | [Pay By CC](#) | [Pay By Check](#)

ID	Entry ID	Original Approval Type	ASWB ACE Provider ID
5431	3632	Provider Approval	1866

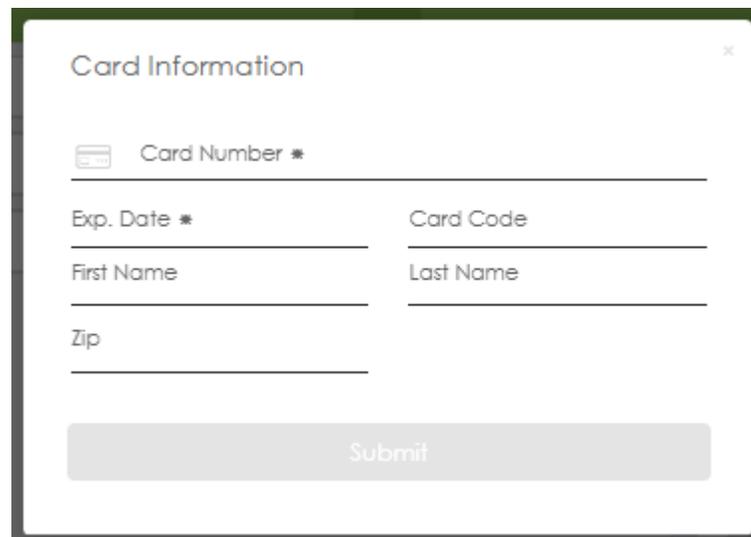
Course-Individual Approval 13

Files + Add New 30

Notes + Add New 0

Payment – Credit Card

If paying by credit card, enter the card information and click “Submit”

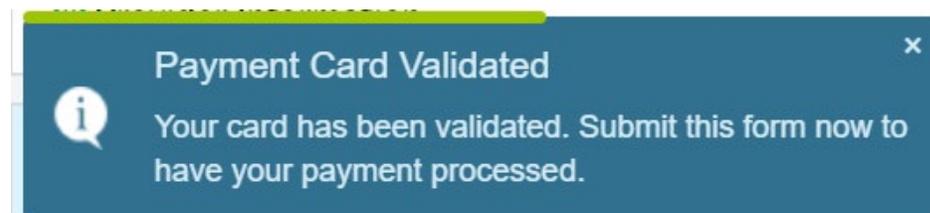


The screenshot shows a form titled "Card Information" with a close button (x) in the top right corner. The form contains the following fields:

- Card Number * (with a card icon on the left)
- Exp. Date * (Expiration Date)
- Card Code (Security Code)
- First Name
- Last Name
- Zip

A "Submit" button is located at the bottom of the form.

The following confirmation will appear when processing of the credit card payment is complete.



Course Submission

CE PROVIDER TEST 1107
Test

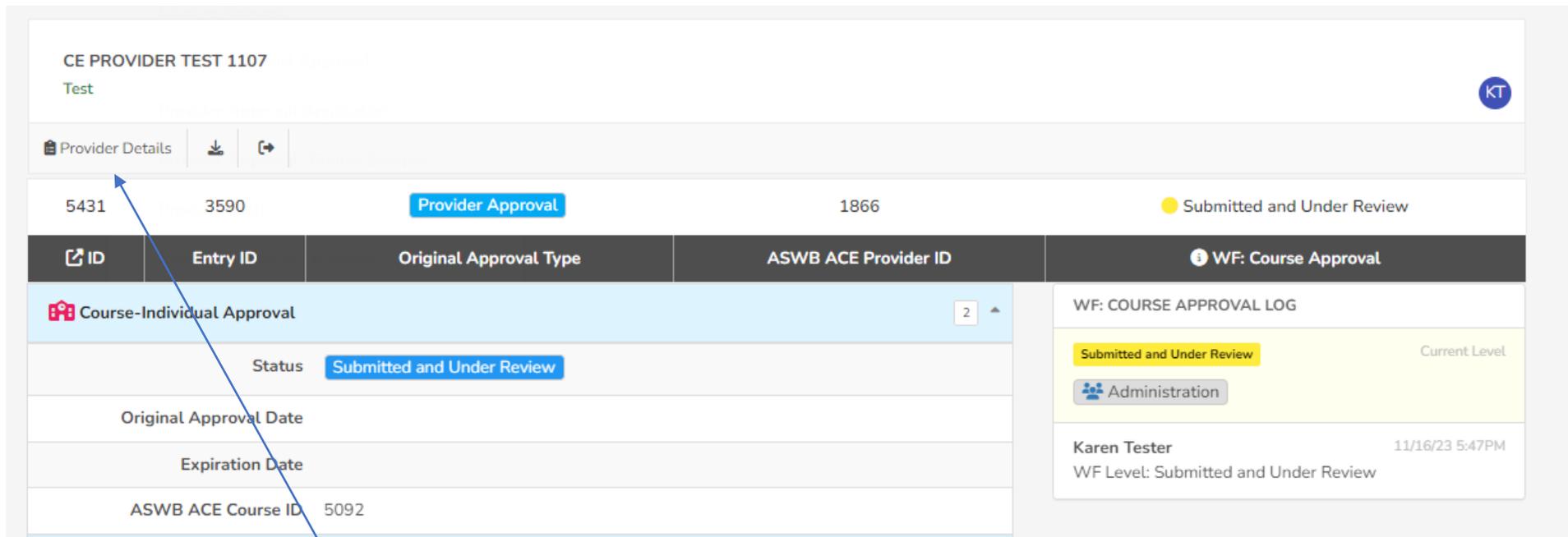
[Provider Details](#) [Modify Entry](#) [Delete Entry](#) [Submit](#) [Download](#) [Share](#)

5431	3590	Provider Approval
ID	Entry ID	Original Approval Type
 Course-Individual Approval		
2		
Status		
Original Approval Date		
Expiration Date		
ASWB ACE Course ID 5092		
Course Information		
Delivery Format	In-Person	
Is Hybrid Course	No	
Course Title	Test	

Select the green "Submit" button.

Successful Submission

Once the course is successfully submitted, the status will be “Submitted and Under Review”



CE PROVIDER TEST 1107
Test

Provider Details

5431	3590	Provider Approval	1866	Submitted and Under Review
ID	Entry ID	Original Approval Type	ASWB ACE Provider ID	WF: Course Approval
Course-Individual Approval				2
Status		Submitted and Under Review		
Original Approval Date				
Expiration Date				
ASWB ACE Course ID	5092			

WF: COURSE APPROVAL LOG

Submitted and Under Review Current Level

Administration

Karen Tester 11/16/23 5:47PM
WF Level: Submitted and Under Review

Select the “Provider Details” button to return to the provider details page.

Submitted and Under Review

From the provider detail page, the status of the course will be “Submitted and Under Review”.

If the course was linked to a cosponsor or conference, those links will be visible.

The conference section and cosponsor agreement sections will show entries.

Click these sections to expand and collapse.

5424 Pre-Qualified Provider Approval Provider Approval 1860 PQ Criteria Met

ID	Provider Status	Original Approval Type	ASWB ACE Provider ID	Pre-Qualification
[10/28/23]	4 PROVIDER STAFF	[10/28/23] 1 COURSE	[10/28/23] 1 CONFERENCE	[10/28/23] 1 COSPONSOR AGREEMENT
[10/28/23]	2 FEES AND PAYMENTS			

Provider Information

Provider Staff + Add New 4

Course + Add New 1

Status	Original Approval Date	Expiration Date	ASWB ACE Course ID	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View Submitted and Under Review			5076	In-Person	Test Course Sample	ABC Organization	ABC Conference

Conference + Add New 1

Cosponsor Agreement + Add New 1

New Course Contact Submission



If a new course contact is entered, after the course is submitted, access the provider staff section of the provider record to submit the course contact.

Provider Staff + Add New 4							
	Status	Contact Role	Name	Job Title	Start Date	End Date	E-Mail Address
View		Course Contact	Course Contact 1	Admin Assistant	10/3/2023		contact@test.com
View	Staff Approved	Primary Contact	Test Contact 3	Admin Assistant	10/3/2023		pc3@test.com
View	Staff Approved	Licensed Social Work Consultant	Test Contact 2	Social Worker	10/4/2023		test@gmail.com
View	Staff Approved	CE Director	Test Contact	CE Director	10/3/2023		test@gmail.com

Select “View” and then “Submit” at the top of the staff record.

The status of the course contact will update to “Submitted and Under Review”

Select “Provider Details” to return to the provider details page.

Fees and Payment Summary



Fees or payments associated with the course can be viewed from the Fees and Payment section of the provider details page.

Provider Information								
Provider Staff							+ Add New	4
Course							+ Add New	1
Conference							+ Add New	1
Cosponsor Agreement							+ Add New	1
\$ Fees and Payments + Add New 2 ▲								
	Fee Assessed	Fee Type	Amount	Fee Status	Payment Method	Date Charged	Date Check Received	
View	New Course Application	Course - New Application	\$1.02	Assessed	Check / Money Order	10/28/2023		
View	Pre-Qualification	Pre-Qualification	\$1.01	Assessed	Check / Money Order	10/28/2023		

Individual Course Review Process

The course will be reviewed by ACE staff

If corrections or additional information is required, email notice will be sent to the course contact outlining the items requiring correction or response.

Once approved, the status of the course will be updated from "Submitted and Under Review" to "Approved"

If corrections are not required, the course will be approved.

Course Approved

Once the course is approved, the status will be “Course Approved,” and the Approval and Expiration Dates will be populated.

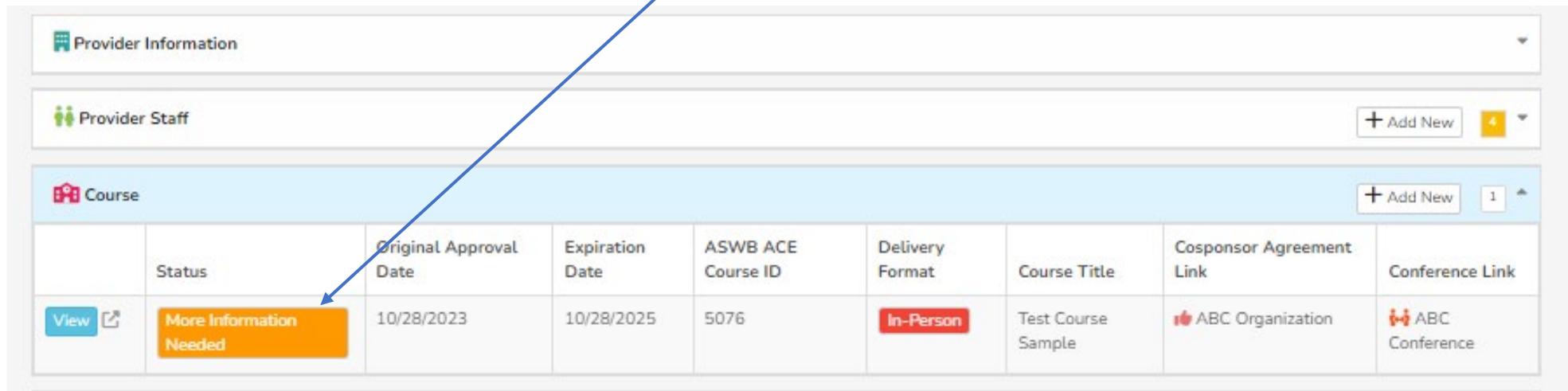
The course # for use in the ACE individual course approval statement (shown below) is listed in the ACE Course ID column.

Provider Information								
Provider Staff								
Course								
	Status	Original Approval Date	Expiration Date	ASWB ACE Course ID	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View	Course Approved	10/28/2023	10/28/2025	5076	In-Person	Test Course Sample	ABC Organization	ABC Conference
Conference								
Cosponsor Agreement								

[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.

Individual Course - More Information Needed

If an update to the course is required, the course contact will be notified by email.
The status of the course will be “More Information Needed”



The screenshot displays a web interface for managing courses. It features three main sections: 'Provider Information', 'Provider Staff', and 'Course'. The 'Course' section is highlighted in light blue and contains a table with one row of data. The 'Status' column for this row is highlighted in orange and labeled 'More Information Needed'. A blue arrow points from the text box above to this status cell. The table also includes columns for 'Original Approval Date', 'Expiration Date', 'ASWB ACE Course ID', 'Delivery Format', 'Course Title', 'Cosponsor Agreement Link', and 'Conference Link'. A 'View' button is located to the left of the first row.

	Status	Original Approval Date	Expiration Date	ASWB ACE Course ID	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View	More Information Needed	10/28/2023	10/28/2025	5076	In-Person	Test Course Sample	ABC Organization	ABC Conference

Making Corrections

Refer to the making corrections instructions in the user guide for guidance on updating applications that are in a status of “More Information Needed”