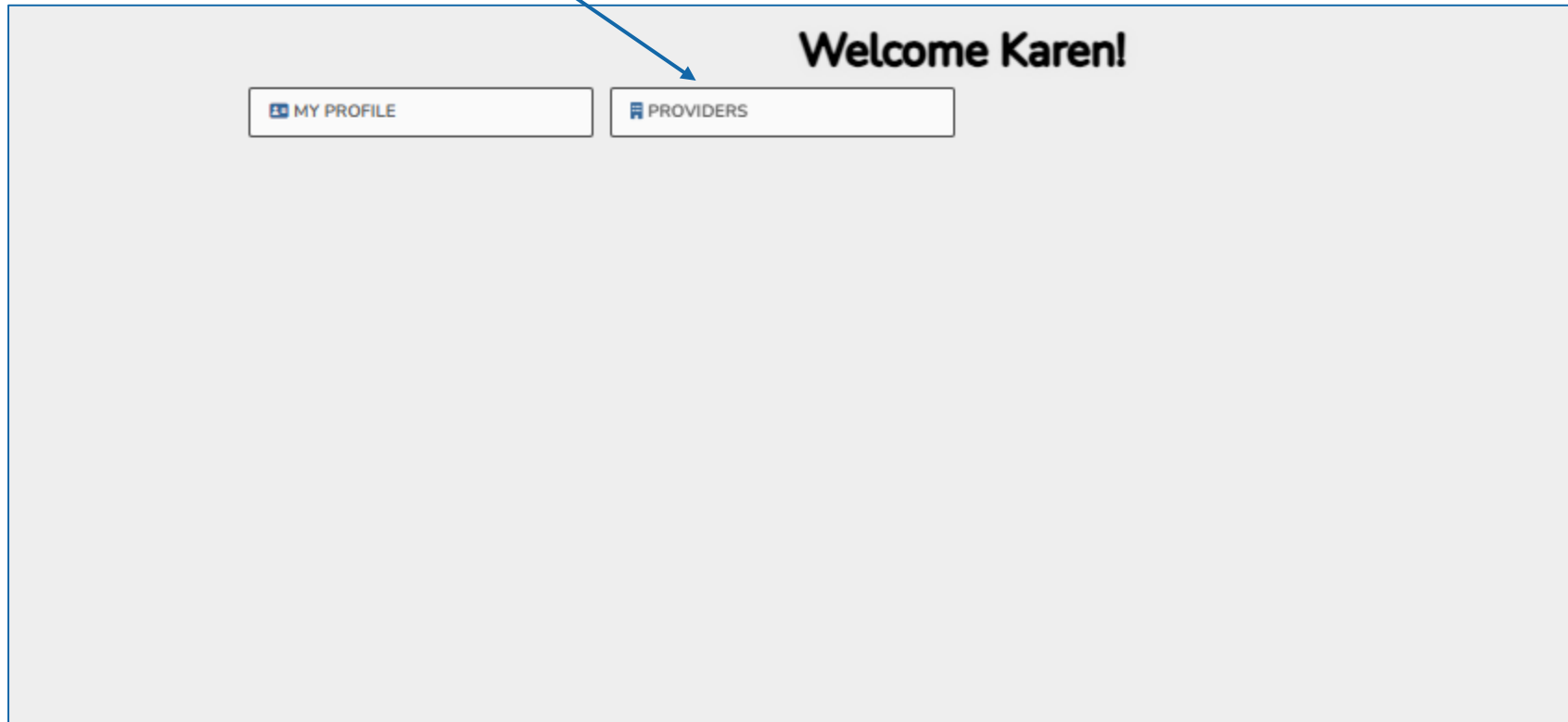




New Prequalification Request

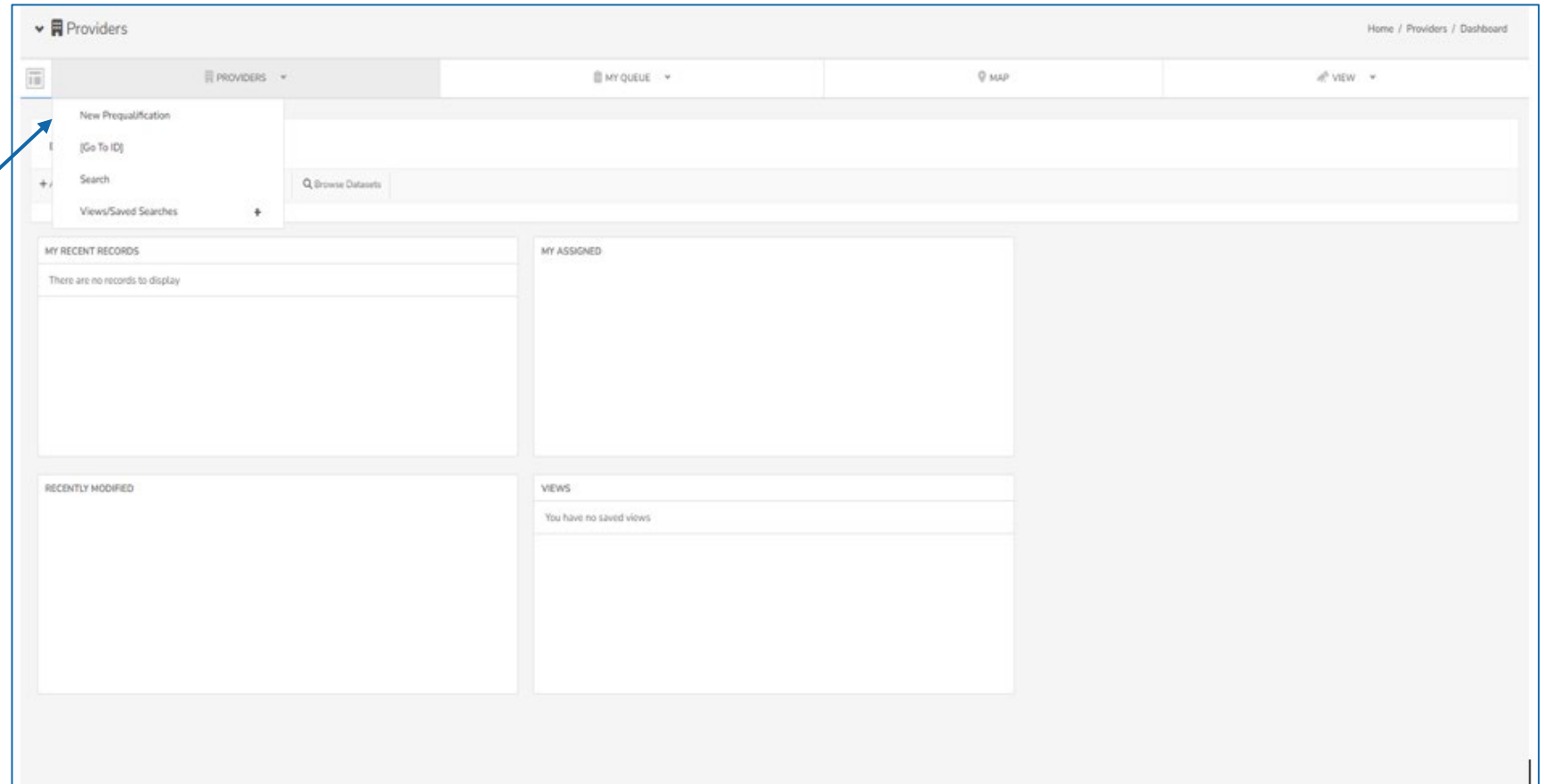
New Prequalification Request

Click Providers to begin a new prequalification request



New Prequalification Request

From the dashboard hover over the Providers dropdown and click “New Prequalification”



Prequalification Request Sections

Completing the Prequalification Request

There are two sections required for submission when completing the prequalification request.

Section 1- Provider Information

Section 2- Provider Staff

Prequalification Request- Section 1

Provider Information

There are six areas that require completion in section 1 (provider information) of the prequalification request.

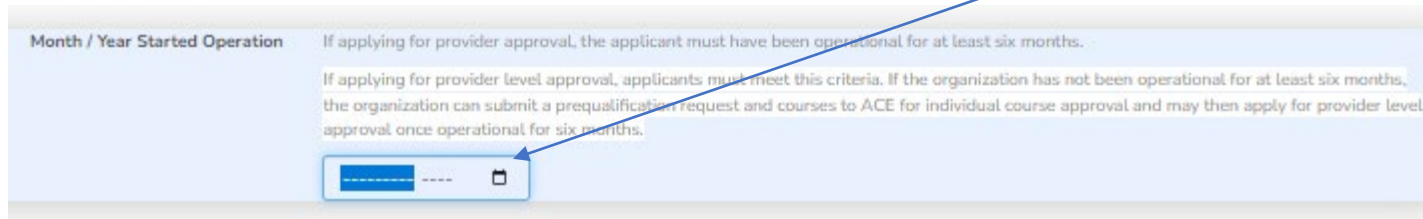
Those areas are:

- Application type and eligibility
- Provider information
- Unit- department- branch information
- Continuing education Information
- Applicant Overview
- Provider attestation

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

Entering Dates and Websites

Complete the application by clicking radio buttons and completing text boxes where questions are asked.
For fields requiring a date, click the calendar icon to select a date.




Month / Year Started Operation

If applying for provider approval, the applicant must have been operational for at least six months.

If applying for provider level approval, applicants must meet this criteria. If the organization has not been operational for at least six months, the organization can submit a prequalification request and courses to ACE for individual course approval and may then apply for provider level approval once operational for six months.

Calendar icon

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



Provider Website(s) Select add more to add websites.

Website	Active	Inactive

Add More

The bottom of page 1 of the prequalification request requires a signature by the person designated as the CE Director. If the individual completing the prequalification is not the CE Director, the signature box can be sent via text to a cell/mobile device for signature by the CE Director or the CE Director may login to the portal using their login to sign the application electronically.

NOTE: This attestation must be signed by the person designated as the CE Director

Signer Name

If sending the signature box to the CE Director via text, click the mobile device icon circled in red and enter the cell phone number in the box that appears.

Note that you must keep this page of the application in the browser tab open until the CE Director records their signature via mobile device. Once the signature is recorded, it will appear in the signature box.

Once this page of the prequalification is complete and signed electronically, review the section for accuracy before clicking the “SAVE” button.

Saving Provider Information Section 1

Click the “Save” button
when section 1 is complete.











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



The error message will
outline the fields that
require completion to
advance to the next page.

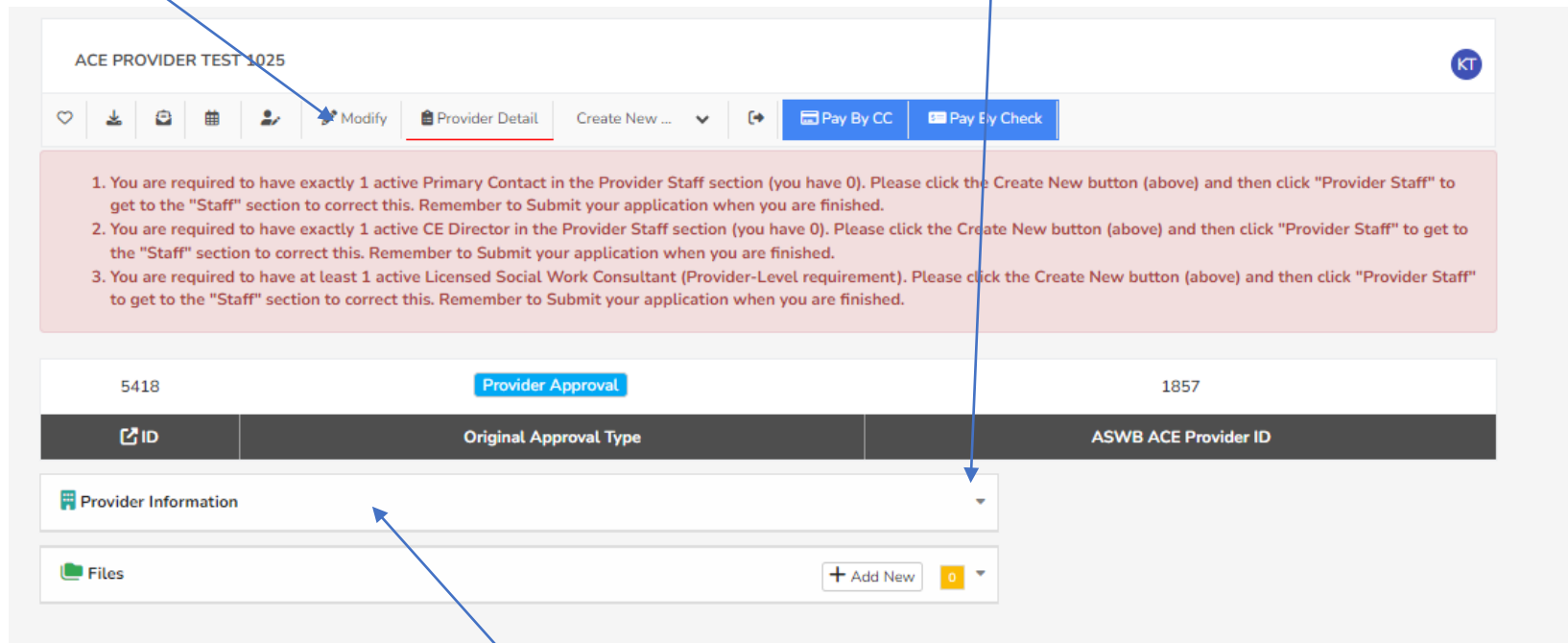
We didn't correctly capture your response to the following item(s). Please complete or correct the form and submit again.

	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

Provider Information Section 1

Section 1- Provider Information of the prequalification request is now complete.

Users may modify the Provider Information section prior to submission by clicking “modify” or users may view the information entered in the section by clicking the section to expand it.



ACE PROVIDER TEST 1025

KT

Modify Provider Detail Create New ... Pay By CC Pay By Check

1. You are required to have exactly 1 active Primary Contact in the Provider Staff section (you have 0). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.

2. You are required to have exactly 1 active CE Director in the Provider Staff section (you have 0). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.

3. You are required to have at least 1 active Licensed Social Work Consultant (Provider-Level requirement). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.

5418	Provider Approval	1857
ID	Original Approval Type	ASWB ACE Provider ID

Provider Information

Files + Add New 0

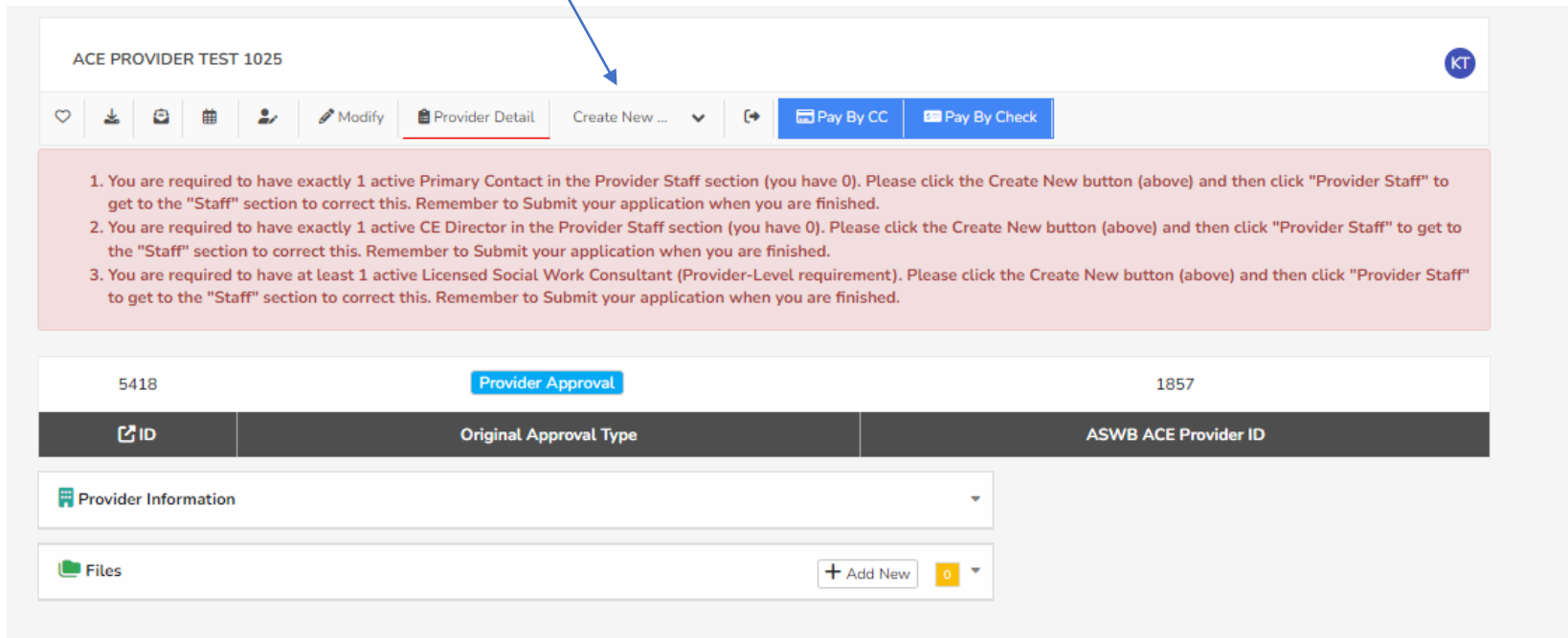
Once expanded, users may collapse the Provider Information section or any section on this screen by clicking the bar with the section title.

Prequalification Request- Section 2











Entering Provider Staff

The next step in completing the prequalification request is provider staff entry.

click the “Create New” drop down and click provider staff.



ACE PROVIDER TEST 1025 KT


     Modify  Provider Detail  Create New ...   Pay By CC  Pay By Check


1. You are required to have exactly 1 active Primary Contact in the Provider Staff section (you have 0). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.


2. You are required to have exactly 1 active CE Director in the Provider Staff section (you have 0). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.

3. You are required to have at least 1 active Licensed Social Work Consultant (Provider-Level requirement). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.

5418 Provider Approval 1857

 ID	Original Approval Type	ASWB ACE Provider ID
--	------------------------	----------------------

 Provider Information

 Files + Add New 0

Entering Provider Staff – cont'd

Read the instructions and requirements for each provider staff role. Reference standard 3.2 in the ACE handbook for the responsibilities required of each provider staff role. The staff required vary based on the approval type.

Staff within the organization may hold more than one role however each role must be entered separately.

For example, if the organization is prequalifying to submit individual courses to ACE, the contact entered as the CE Director may also need the role of course contact for the purposes of being listed as the contact when individual courses are entered.

This individual must be entered twice. Once as the CE Director and again as the course contact.

Contact Role * The CE provider is required to have assigned staff members to work with the ACE program during the application process and after approval to ensure continued compliance with ACE standards. Reference standard 3.2 provider staff in the ACE handbook for the responsibilities required of each provider staff role.

Provider level approval

CE providers applying for provider level approval are required to have the roles of continuing education director, social work consultant, primary contact and business owner/ CEO/ department head.

Individual course approval

CE providers applying for individual course or conference approval are required to have the roles of continuing education director, primary contact and either a social work consultant or one or more licensed social work planners for each course or conference session. A course contact is also required for individual course submissions.

Staff may hold more than one role, but each role must be entered separately. Only one contact role may be entered at a time. For example, if the same individual is both the CE director and social work consultant, that individual must be listed twice, once as the CE director and again as the social work consultant.

☐ CE Director

☐ Licensed Social Work Consultant

☐ Social Work Planner

☐ Primary Contact

☐ Business Owner / CEO/ Dept Head

☐ Course Contact

Jurisdiction and License Entry for Contacts

Click “Add More” to begin entry of jurisdiction and license information for contacts. An active social work license is required for all Social Work Consultant contacts. If contacts for other roles are licensed, their license information must be provided.

License field examples are: social work, psychology, nursing, medicine, etc.

To upload license verifications and resumes, click “Choose File”

Jurisdictions and Licenses * Provide all active license information. Use the add more button to enter license information.
License field examples (social work, psychology, nursing, medicine, law, etc.)
NOTE: Contacts in the role of social work consultant/ planner are required to have an active social work license.

Jurisdiction	License No.	License Field	License Level	Effective Date	Exp Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Licenses *

Resume

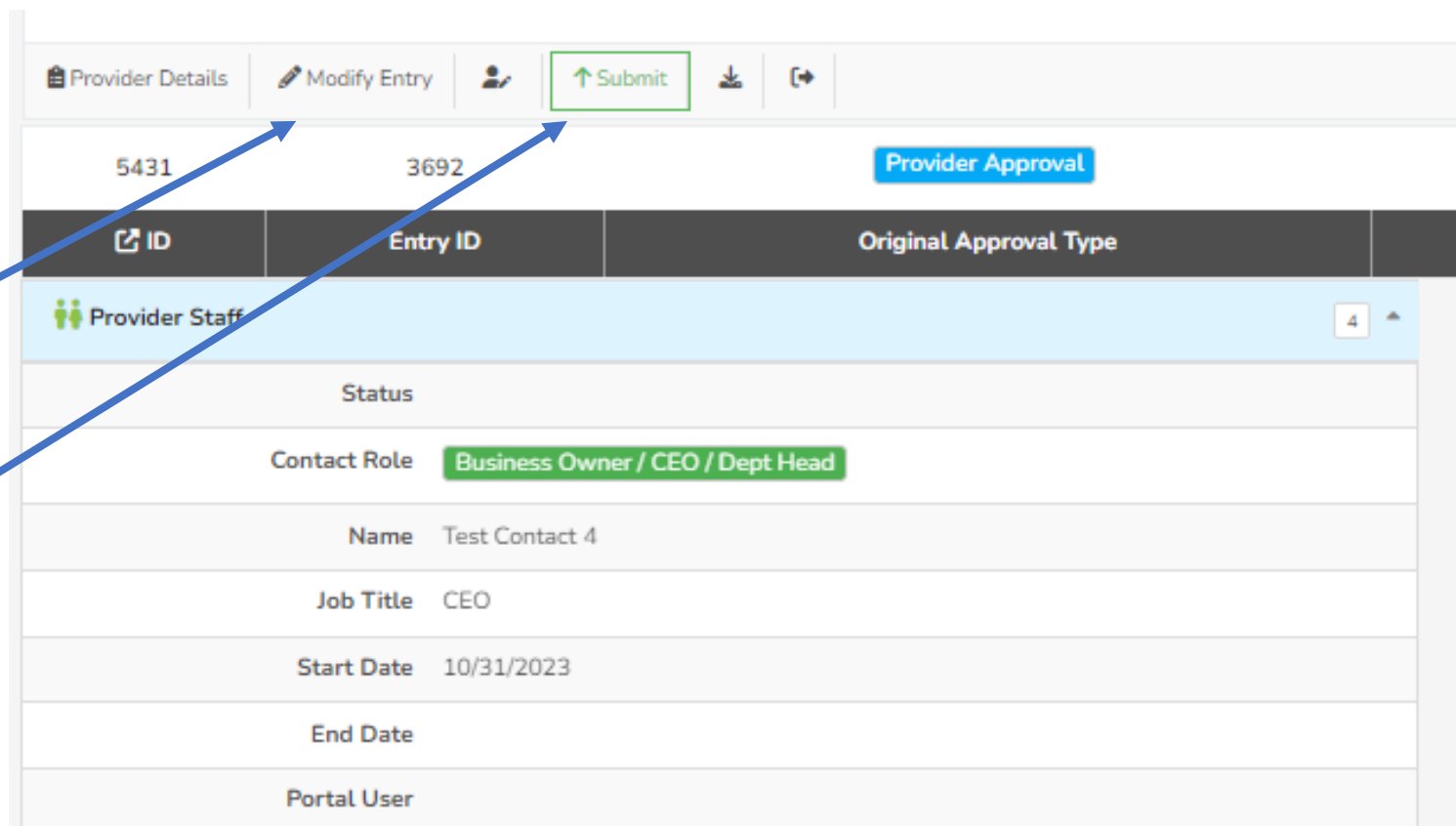
Click “Save Entry”
after completing the provider staff page for this contact.

Reviewing and Submitting Provider Staff

Once the entry is saved, review the entry for accuracy.

If updates need to be made to the contact prior to submission, click “Modify Entry”.

If the information for the contact is complete, click the “Submit” button to submit the contact for approval.






The screenshot shows a web interface for managing provider staff. At the top, there are buttons for 'Provider Details', 'Modify Entry', and 'Submit'. The 'Submit' button is highlighted with a green border. Below these buttons, there are two input fields with the values '5431' and '3692', and a 'Provider Approval' button. A table with the following columns is visible: 'ID', 'Entry ID', and 'Original Approval Type'. Below the table, there is a section titled 'Provider Staff' with a dropdown menu showing '4'. The main form area contains the following fields:

Status	
Contact Role	Business Owner / CEO / Dept Head
Name	Test Contact 4
Job Title	CEO
Start Date	10/31/2023
End Date	
Portal User	


Provider Staff Successful Submission

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

CE PROVIDER TEST 1107
Test Contact 3: Primary Contact

Provider Details   

5431 3691 Provider Approval 1866

ID	Entry ID	Original Approval Type	ASWB ACE Provider ID
 Provider Staff 3			
Status	Submitted and Under Review		
Contact Role	Primary Contact		
Name	Test Contact 3		
Job Title	Admin Asst		
Start Date	11/1/2023		
End Date			
Portal User			

Click “Provider Details”
when complete.

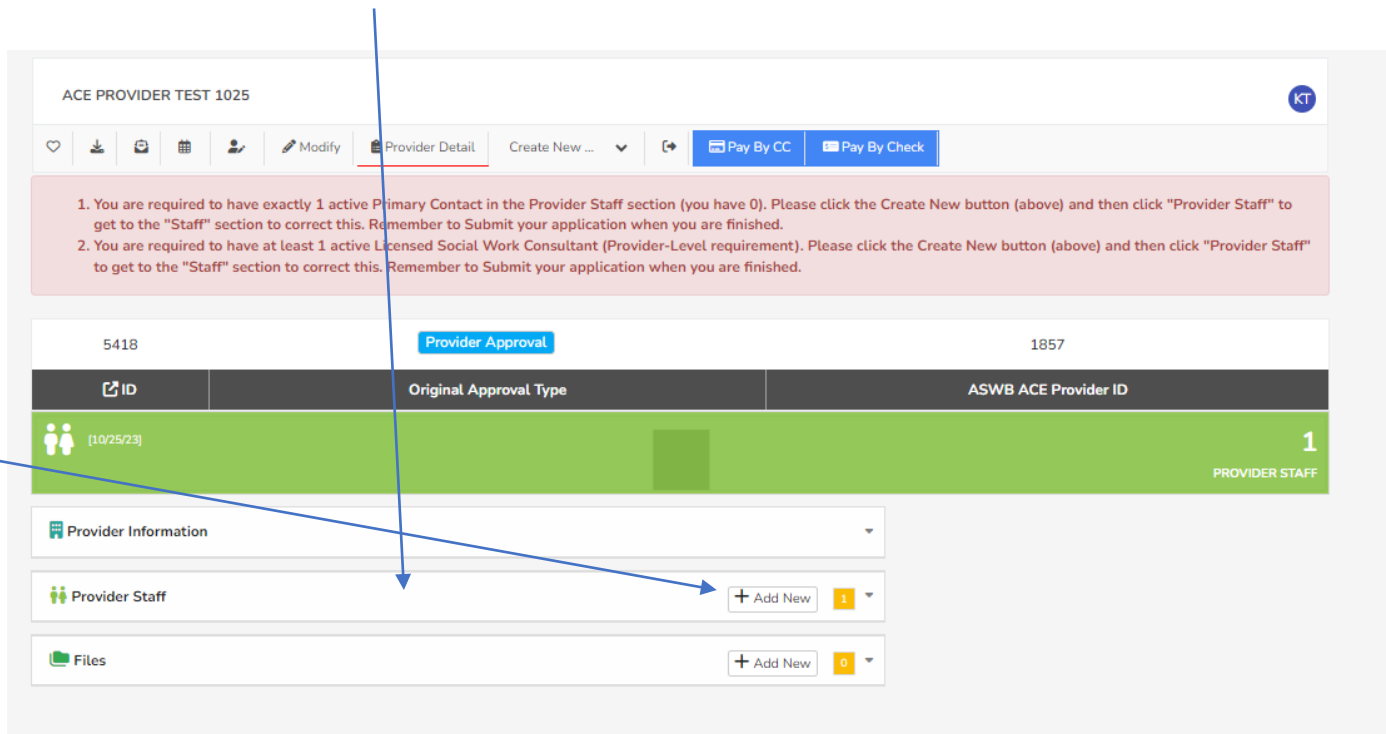
Reviewing and Adding Additional Provider Staff

After entry of at least one staff role, the provider staff section is now visible from the provider record.

Users may expand and collapse this section by clicking it.

The number of contacts listed in this section is identified in the section bar.

Users may add additional staff contacts by clicking “+Add New” in the provider staff section.



The screenshot displays the 'ACE PROVIDER TEST 1025' interface. At the top, there's a header with the title and a user profile icon 'KT'. Below the header is a navigation bar with icons for heart, download, calendar, person, and a 'Modify' button. The 'Provider Detail' tab is selected. To the right of the tabs are buttons for 'Pay By CC' and 'Pay By Check'. A red alert box contains two messages: '1. You are required to have exactly 1 active Primary Contact in the Provider Staff section (you have 0). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.' and '2. You are required to have at least 1 active Licensed Social Work Consultant (Provider-Level requirement). Please click the Create New button (above) and then click "Provider Staff" to get to the "Staff" section to correct this. Remember to Submit your application when you are finished.'

Below the alert box is a table with columns: ID, Original Approval Type, and ASWB ACE Provider ID. The first row shows ID 5418, Original Approval Type 'Provider Approval', and ASWB ACE Provider ID 1857. Below the table is a green bar with a person icon, the date [10/25/23], and a count of 1. The text 'PROVIDER STAFF' is visible at the bottom right of this bar.

At the bottom of the interface, there are three expandable sections: 'Provider Information', 'Provider Staff', and 'Files'. Each section has a '+ Add New' button and a count. The 'Provider Staff' section shows a count of 1, and the 'Files' section shows a count of 0.

Final Review of Provider Staff

Once all staff have been entered, review the provider staff grid for accuracy.

If more contacts need to be added, click “+Add New”.

If the contact roles are complete and have been successfully submitted, the status will be “Submitted and Under Review” for each contact.

Users may click the “View” button to view contact details.

Provider Information							
Provider Staff							
	Status	Contact Role	Name	Job Title	Start Date	End Date	E-Mail Address
View	Submitted and Under Review	Business Owner / CEO / Dept Head	Test Contact 4	CEO	10/31/2023		test@gmail.com
View	Submitted and Under Review	Primary Contact	Test Contact 3	Admin Asst	11/1/2023		pc@test.com
View	Submitted and Under Review	Licensed Social Work Consultant	Test Contact 2	Social Work Consultant	10/31/2023		pc@test.com
View	Submitted and Under Review	CE Director	Test Contact 1	CE Director	11/1/2023		pc@test.com

A pdf of these sections may be downloaded by clicking the download icon.

Final Review & Payment









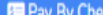
Click “Modify” if necessary to make any final updates to the Provider Information section prior to payment and submission.

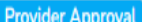
Reminder: the provider information and provider staff sections can be expanded by clicking on the section titles.


A \$25 fee is required for submission of the prequalification request.


Click the blue buttons at the top of the screen to pay by CC or pay by check



CE PROVIDER TEST 1031 KT



     Modify  Provider Detail Create New ...   

5427  1862

ID	Original Approval Type	ASWB ACE Provider ID
 [10/31/23]		9 PROVIDER STAFF

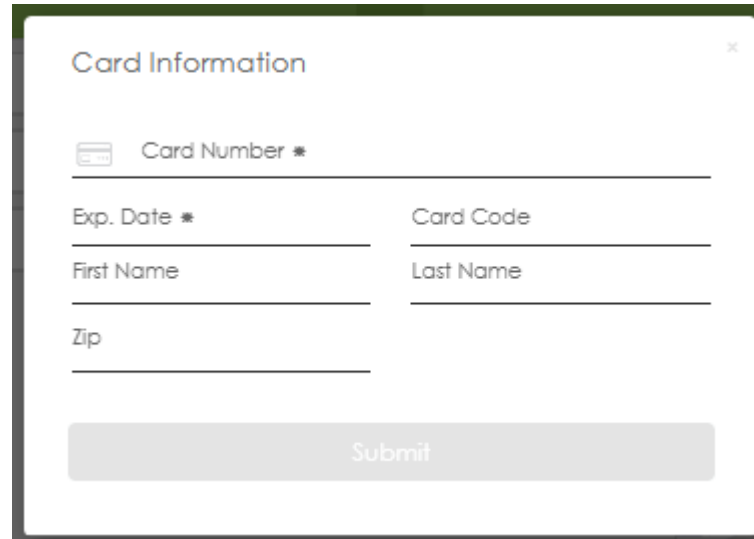
 Provider Information

 Provider Staff  9

 Files  7

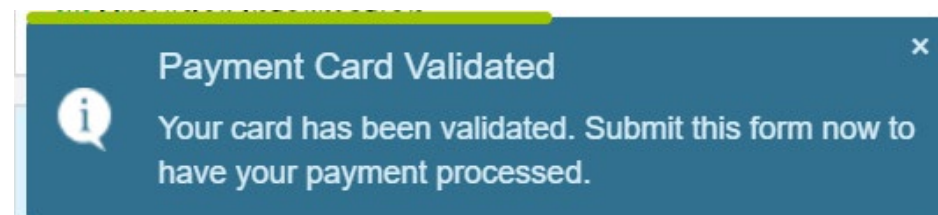
Payment – Credit Card

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



A screenshot of a web 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, "Exp. Date *" (expiration date), "Card Code" (security code), "First Name", "Last Name", and "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.





This is the final step in the prequalification request submission process.

Both sections
(provider information and provider staff)
of the prequalification request are now
showing a status of “Submitted and Under
Review”

Note: A prequalification request is not considered complete unless all provider staff have been submitted and the provider information section submitted.

ACE PROVIDER TEST 1025

KT

[Home](#)
[Download](#)
[Email](#)
[Calendar](#)
[People](#)
[Modify](#)
[Provider Detail](#)
[Create New ...](#)
[Submit](#)

When you are done editing, click the Submit button above to complete your entry.

ID	Original Approval Type	ASWB ACE Provider ID
5418	Provider Approval	1857
 <div> <div>10/23/2023, 4</div> <div>View Records</div> </div>	<div>\$ [10/25/23]</div> <div></div>	<div>1</div> <div>FEE'S AND PAYMENTS</div>

- Provider Information**

Provider Staff - Last Updated: Wednesday, October 25, 2023
- Provider Staff**

+ Add New 4
- Fees and Payments**

+ Add New 1
- Files**

+ Add New 3

Fees and Payment Summary

Fee and payment information for all applications can be viewed when the Fees and Payments Summary section is expanded. Click on the section title to expand and collapse.

5405

Individual Course Approval

ID

Provider Type

[Icon]

[10/5/23]

1

PROVIDER STAFF

[Icon]

[10/5/23]

1

FEE'S AND PAYMENTS SUMMARY

Provider Information

Provider Staff

Fees and Payments Summary

Files

	Fee Assessed	Fee Type	Amount	Fee Status	Payment Method	Date Charged
View	Pre-Qualification	Pre-Qualification	\$1.01	Assessed	Check / Money Order	10/5/2023

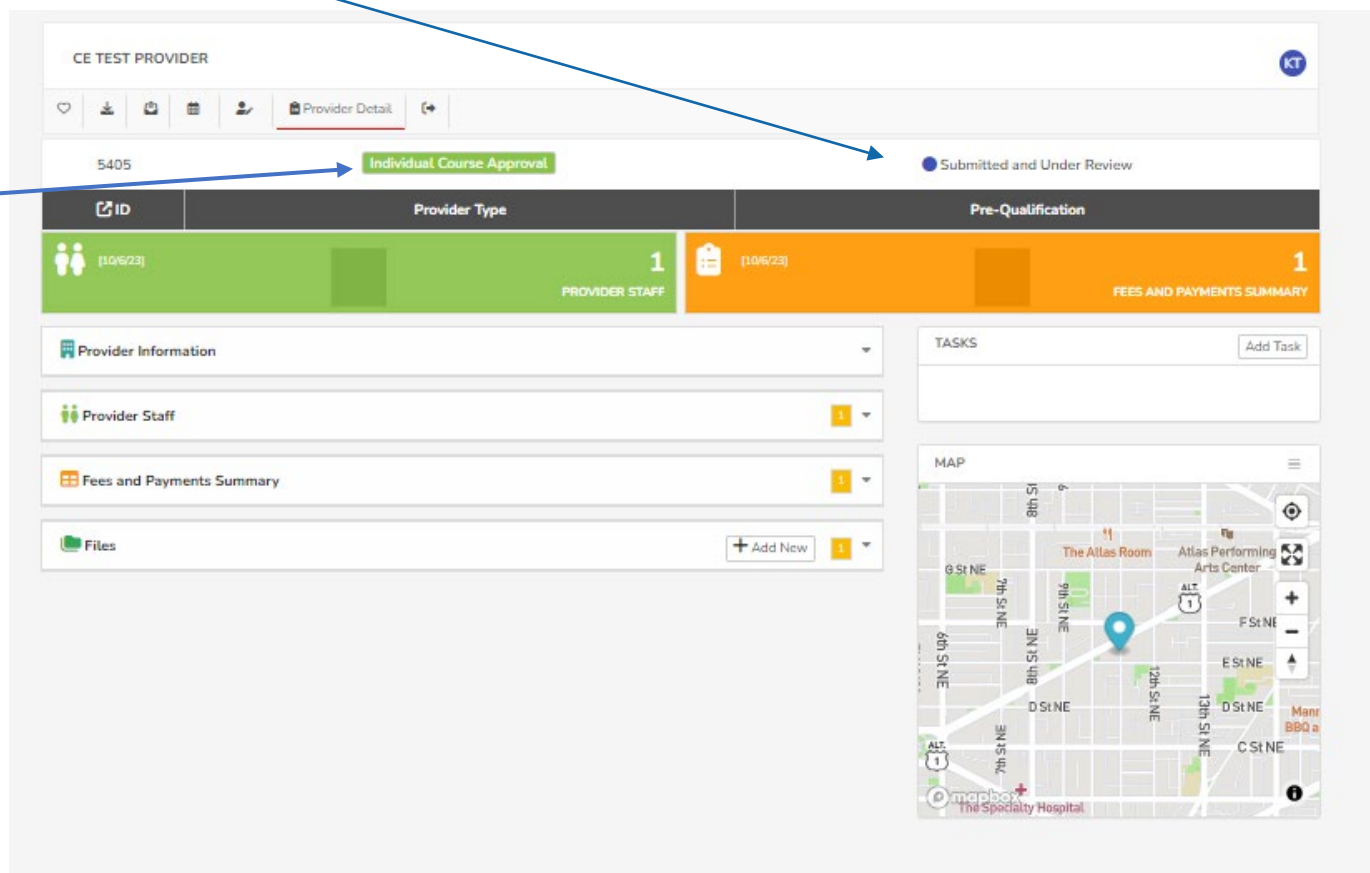
TASKS

MAP

Prequalification- Successful Submission

Once the prequalification request has been successfully submitted, the status will be “Submitted and Under Review”. The request will remain in this status while the prequalification undergoes review by ACE staff.

The approval type selected in the prequalification (provider level or individual course approval) is identified here



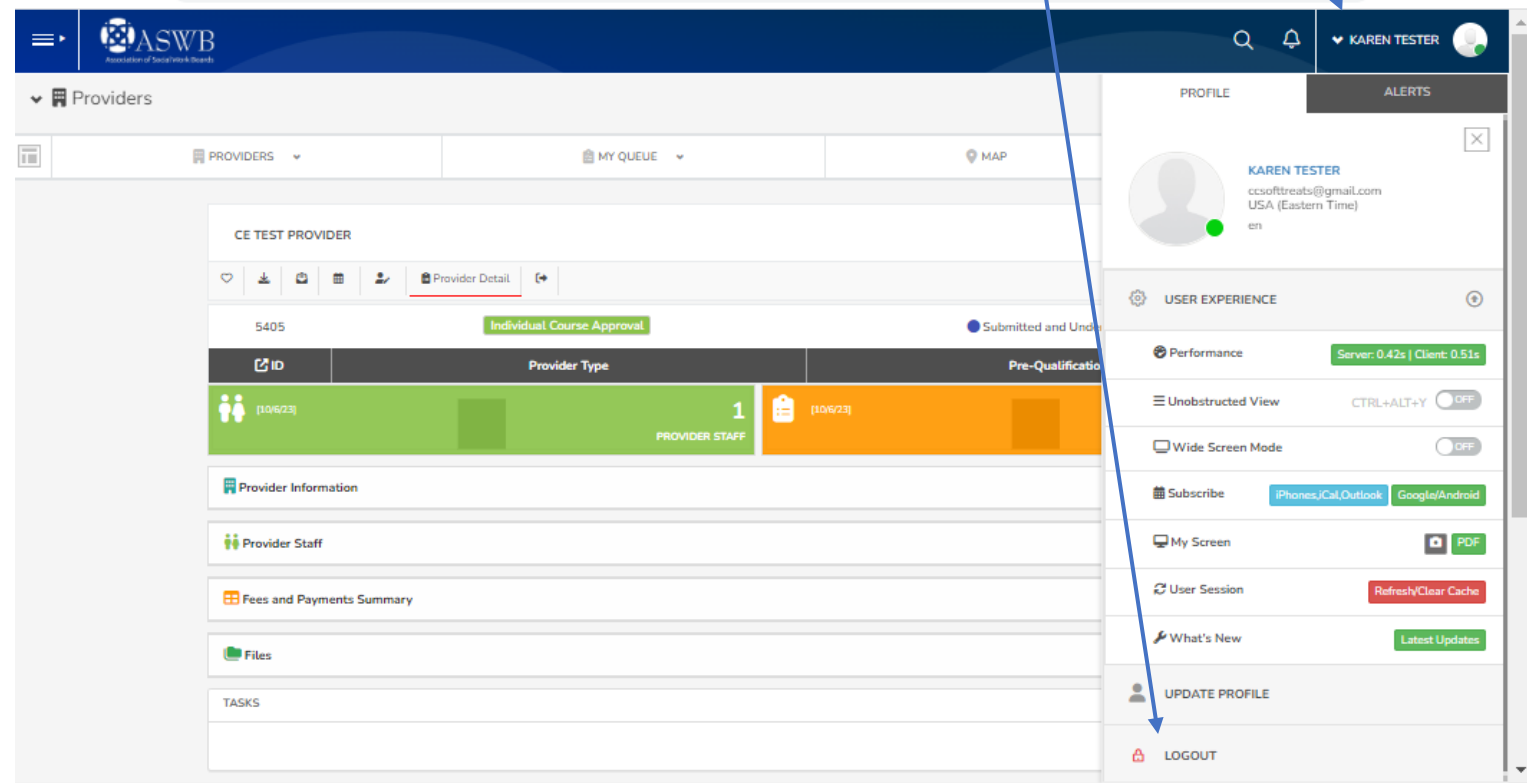
The screenshot displays the 'CE TEST PROVIDER' interface. At the top, the user 'KT' is logged in. Below the navigation bar, the provider ID '5405' is shown. The 'Pre-Qualification' status is 'Submitted and Under Review'. The 'Approval Type' is 'Individual Course Approval'. The interface includes a table with columns for ID, Provider Type, and Pre-Qualification. The table shows one entry for 'PROVIDER STAFF' with a count of 1. Below the table, there are sections for 'Provider Information', 'Provider Staff', 'Fees and Payments Summary', and 'Files'. A 'TASKS' section with an 'Add Task' button is also present. A map of the area around 'The Specialty Hospital' is shown at the bottom right.

ID	Provider Type	Pre-Qualification
[10/6/23]	1 PROVIDER STAFF	1 FEES AND PAYMENTS SUMMARY

Logging Out & Dashboard Access

Once the application is submitted, you may logout by clicking the dropdown arrow beside your name in the upper right corner of the screen and click “LOGOUT” from the dropdown menu.

Return to the dashboard by clicking the dashboard icon



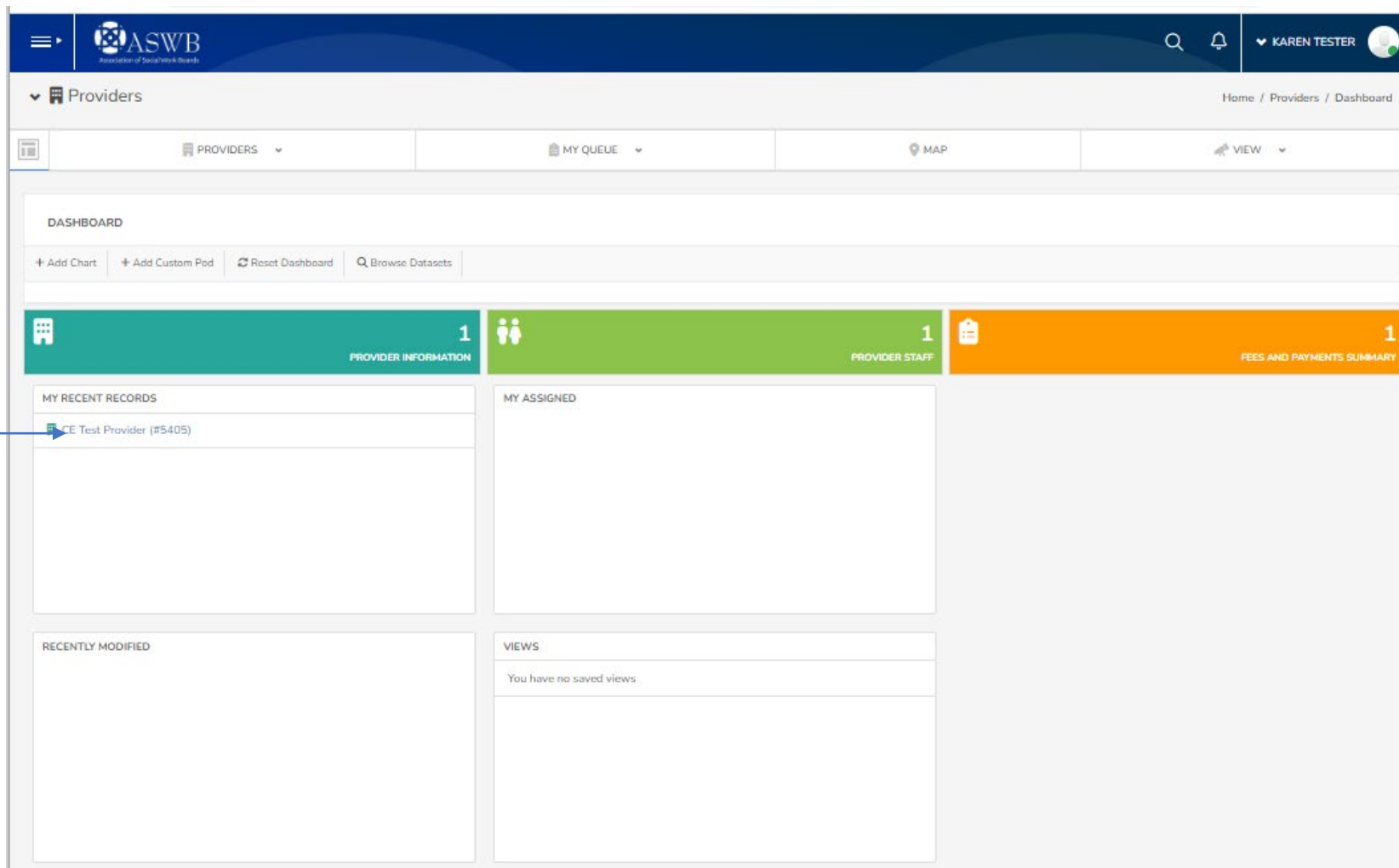
The screenshot displays the ASWB dashboard interface. At the top, the ASWB logo and navigation icons are visible. The user's name, KAREN TESTER, is shown in the upper right corner with a dropdown arrow. The main content area is divided into two columns. The left column shows the 'Providers' section with a table of providers. The right column contains the user profile, user experience settings, and a 'LOGOUT' button. Arrows from the text boxes point to the dashboard icon in the top left and the 'LOGOUT' button in the bottom right.

ID	Provider Type	Pre-Qualification
5405	Individual Course Approval	Submitted and Under Review
[10/6/23]	PROVIDER STAFF	[10/6/23]

Provider Dashboard

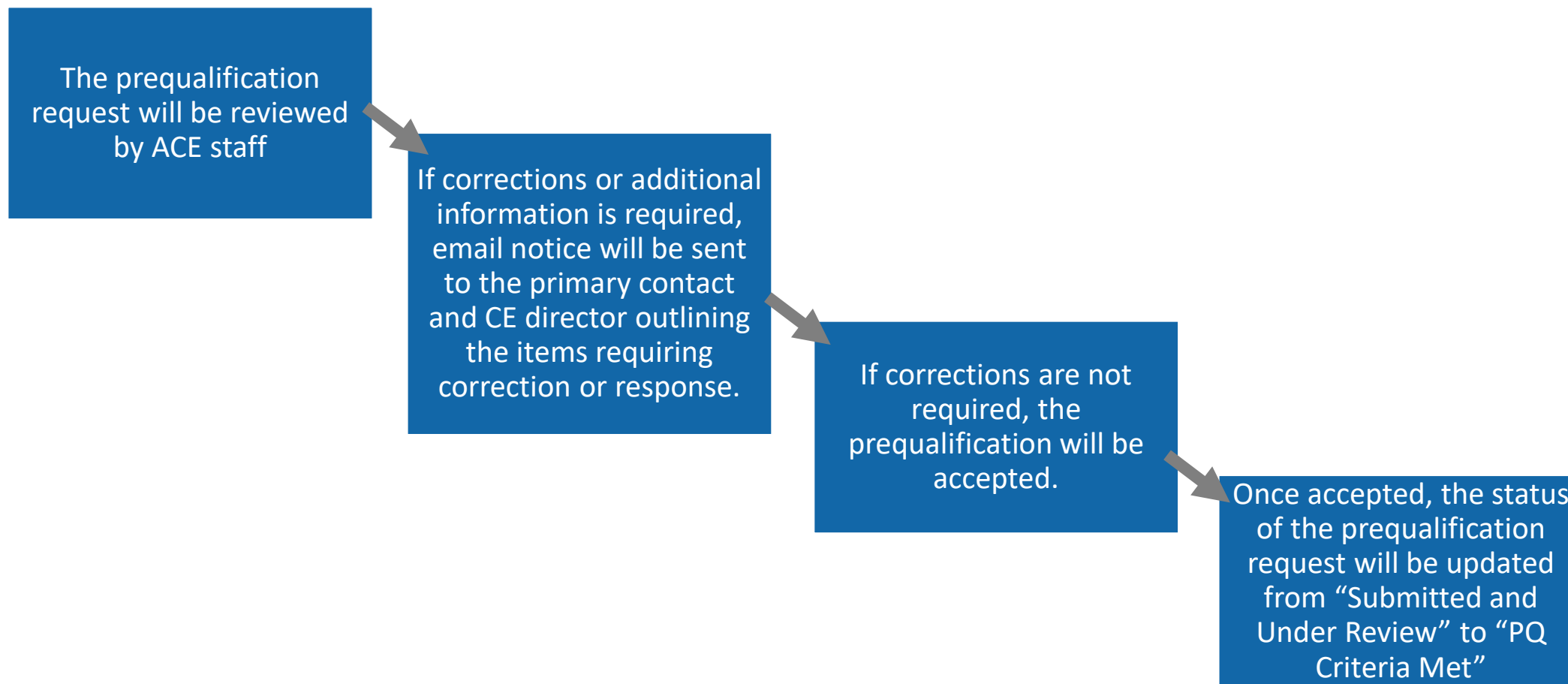
The provider record created from the prequalification request can be seen and accessed from “My Recent Records”.

To access the record and the prequalification request, click on the provider's name.



The screenshot displays the ASWB Provider Dashboard. The top navigation bar includes the ASWB logo, a search icon, a notification bell, and the user name "KAREN TESTER". Below the navigation bar, the "Providers" section is active, showing a breadcrumb trail: "Home / Providers / Dashboard". The dashboard features a "DASHBOARD" header with options to "Add Chart", "Add Custom Pod", "Reset Dashboard", and "Browse Datasets". The main content area is divided into four sections: "MY RECENT RECORDS" (teal header), "MY ASSIGNED" (green header), "RECENTLY MODIFIED" (white header), and "VIEWS" (white header). The "MY RECENT RECORDS" section contains a single entry: "CE Test Provider (#5405)". A blue arrow points from the text in the callout box to this entry. The "MY ASSIGNED" section is currently empty. The "RECENTLY MODIFIED" and "VIEWS" sections are also empty, with the "VIEWS" section displaying the message "You have no saved views".

Prequalification Review Process



Prequalification Request Approved

When the prequalification request is accepted by ACE, an email will be sent to the primary contact and CE Director notifying them of the approval. The provider may then be able to submit applications to ACE based on the approval type (provider level or individual course) identified in the prequalification. The status of the application will update to “PQ Criteria Met”.

CE TEST PROVIDER

5405

Individual Course Approval

PQ Criteria Met

ID	Provider Type	Pre-Qualification
[10/6/23]	<div>2</div> <div>PROVIDER STAFF</div>	<div>1</div> <div>FEEES AND PAYMENTS SUMMARY</div>

Provider Information

Provider Staff

Fees and Payments Summary

Files

+ Add New

3

Prequalification- Provider Information Section

“More Information Needed”

If an update to the Provider Information or Provider Staff section of the prequalification is required, the primary contact and CE director will be notified by email.

The status of the provider information section will be “More Information Needed” or if an update is required to the provider staff, the status of the staff in the section will be “More Information Needed”

CE TEST PROVIDER

KC.IT

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📁

🔒

🗑️

🔄

📅

👤

✏️ Modify

📄 Provider Detail

Workflow... ▾

⚡

5405

Pre-Qualification In Process

Individual Course Approval

More Information Needed

ID	Provider Status	Provider Type	Pre-Qualification
👤 [10/6/23]	1	📅 [10/6/23]	1
PROVIDER STAFF		FEES AND PAYMENTS SUMMARY	

📄 Provider Information

👤 Provider Staff

📄 Fees and Payments Summary

📄 Files

+ Add New

WF: PRE-QUALIFICATION LOG

More Information Needed

Current Level

👤 Karen Tester

Field Updates Requested

Provider Website(s)

Karen Crowe

10/5/23 10:56PM

WF Level: Submitted and Under Review

Making Corrections

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