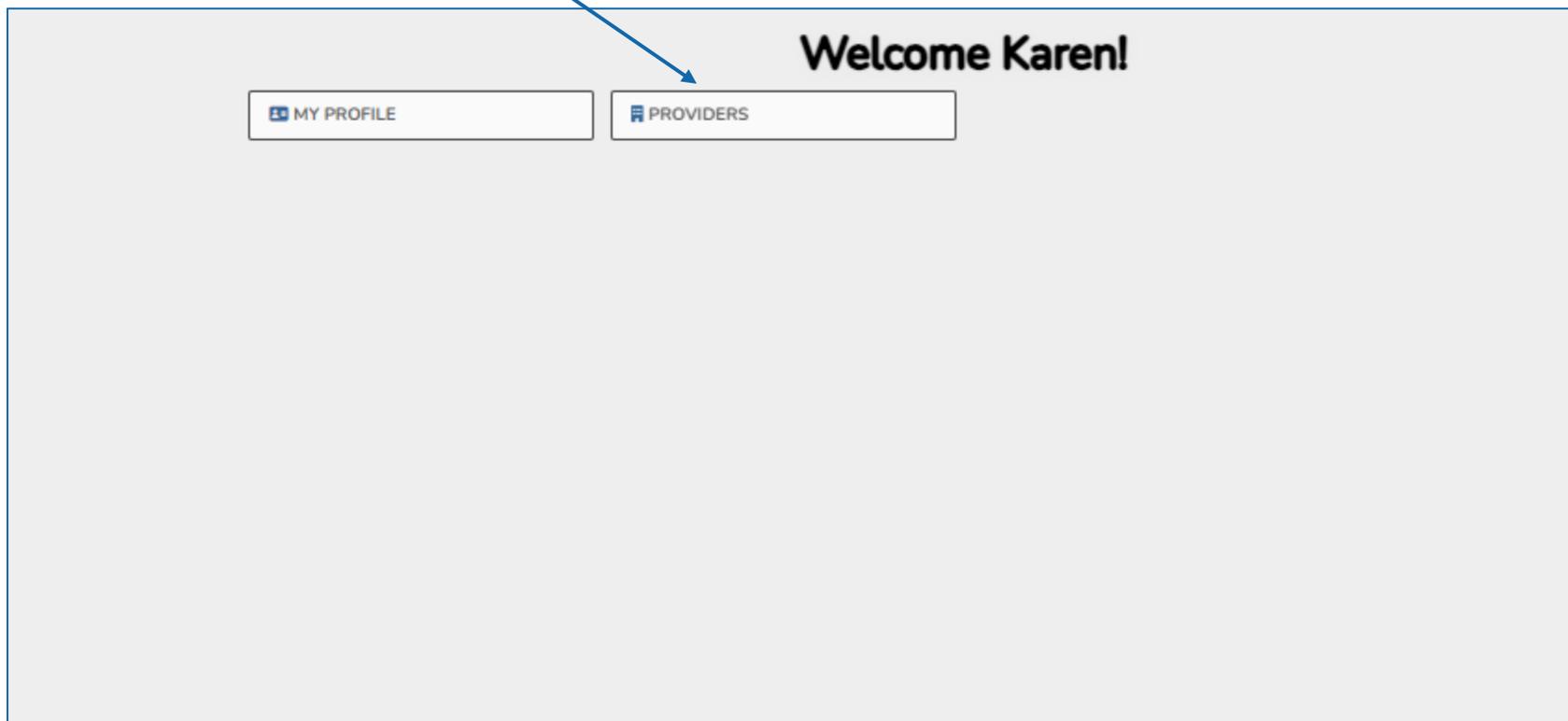




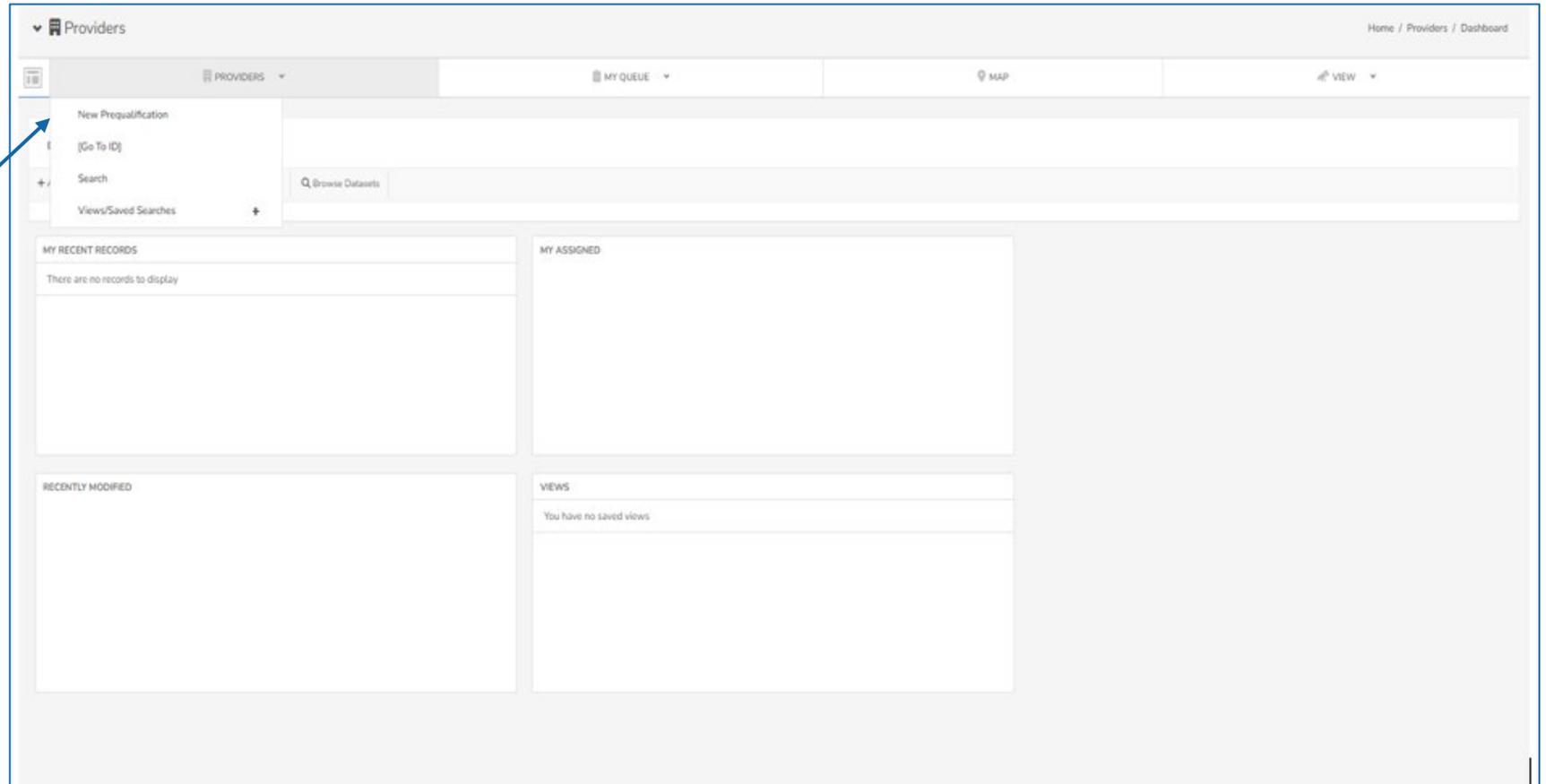
# New Prequalification Request

# 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.

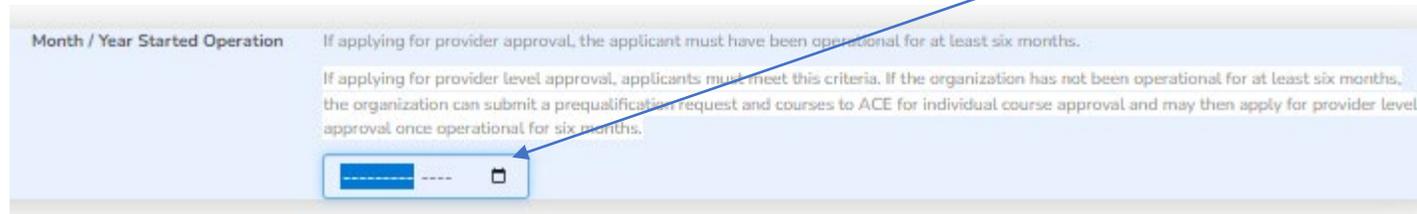
Those areas are:

- 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.

-----

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.

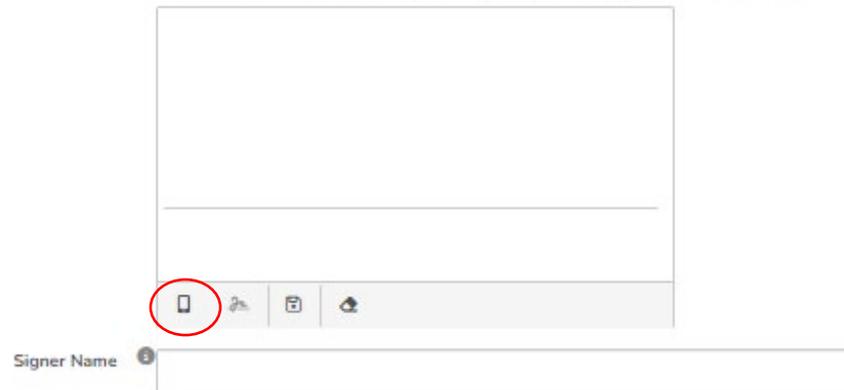
Website	Active	Inactive	

Add More

## Provider Attestation and Electronic Signatures

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*



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.

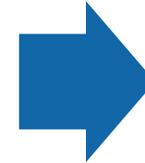
Once this page of the prequalification is complete and signed electronically, review the section for accuracy before clicking the “SAVE” button.

## 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.

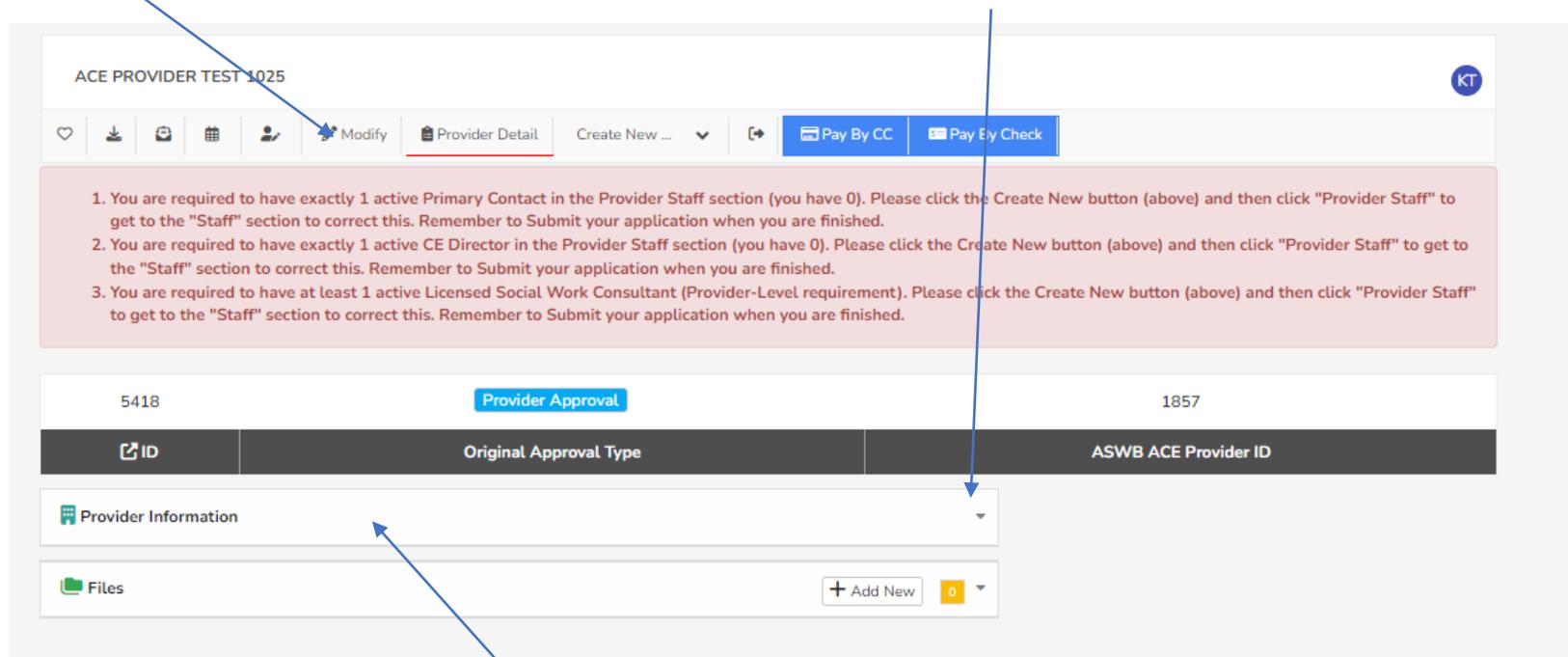
We didn't correctly capture your response to the following item(s). Please complete or correct the form and submit again.

- 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 Ely 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

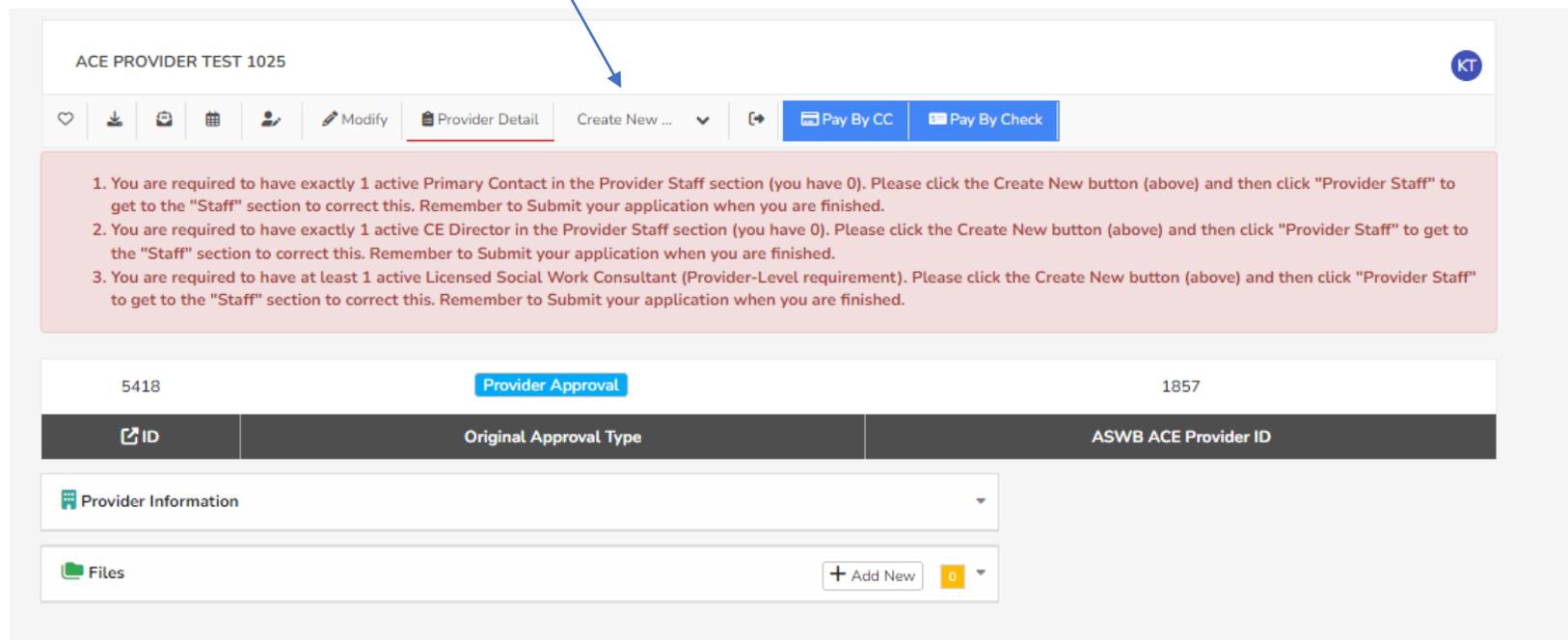
Files + Add New 0

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="button" value="Delete"/>					

**Licenses \***

**Resume**

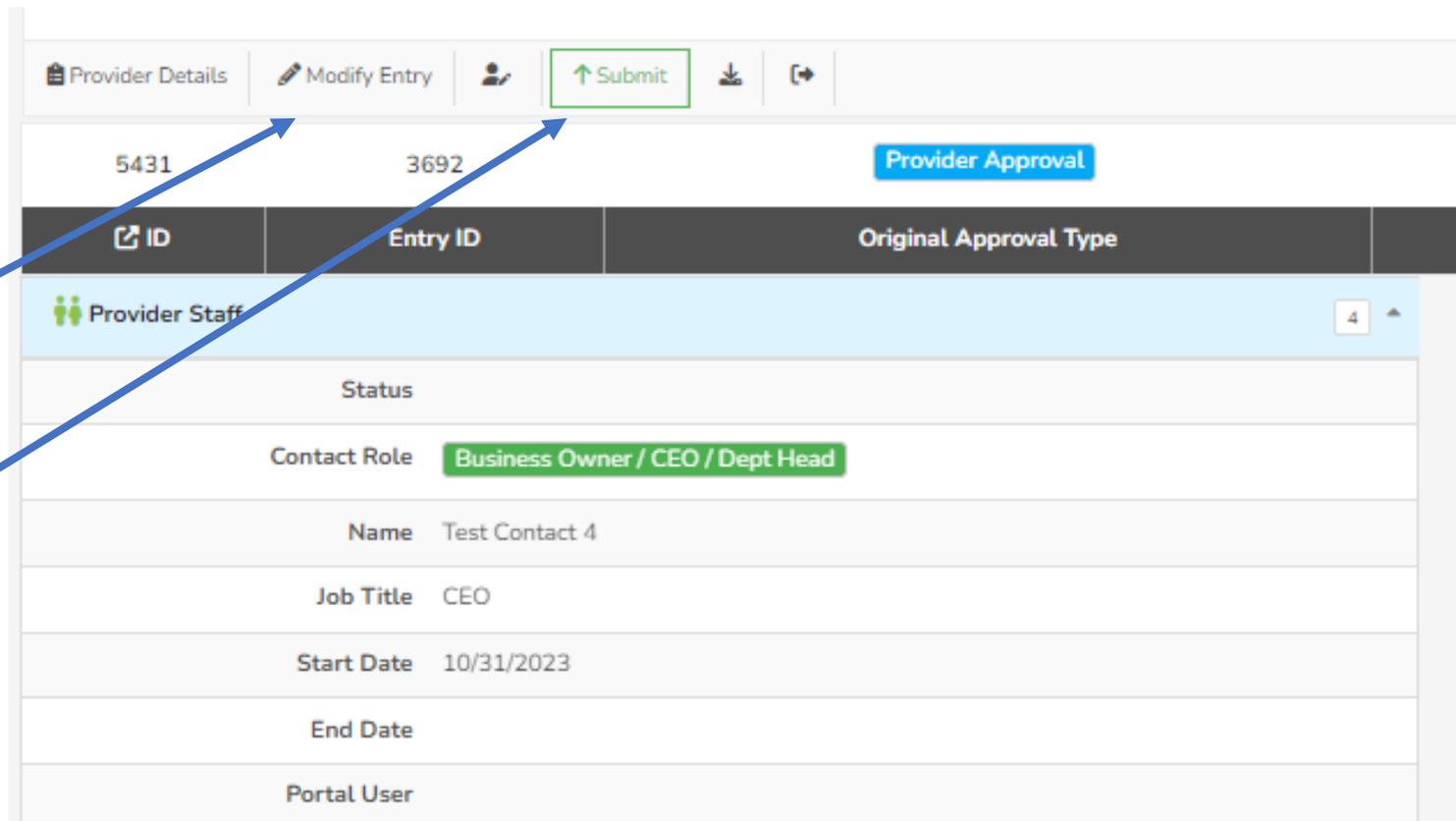
Click “Save Entry”  
after completing the provider staff page for this contact.

## 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.



Provider Details | Modify Entry | **Submit** | Download | Refresh

5431 | 3692 | **Provider Approval**

ID	Entry ID	Original Approval Type
<b>Provider Staff</b> 4		
Status		
Contact Role	<b>Business Owner / CEO / Dept Head</b>	
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
<b>Provider Staff</b> <span>3</span>			
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.

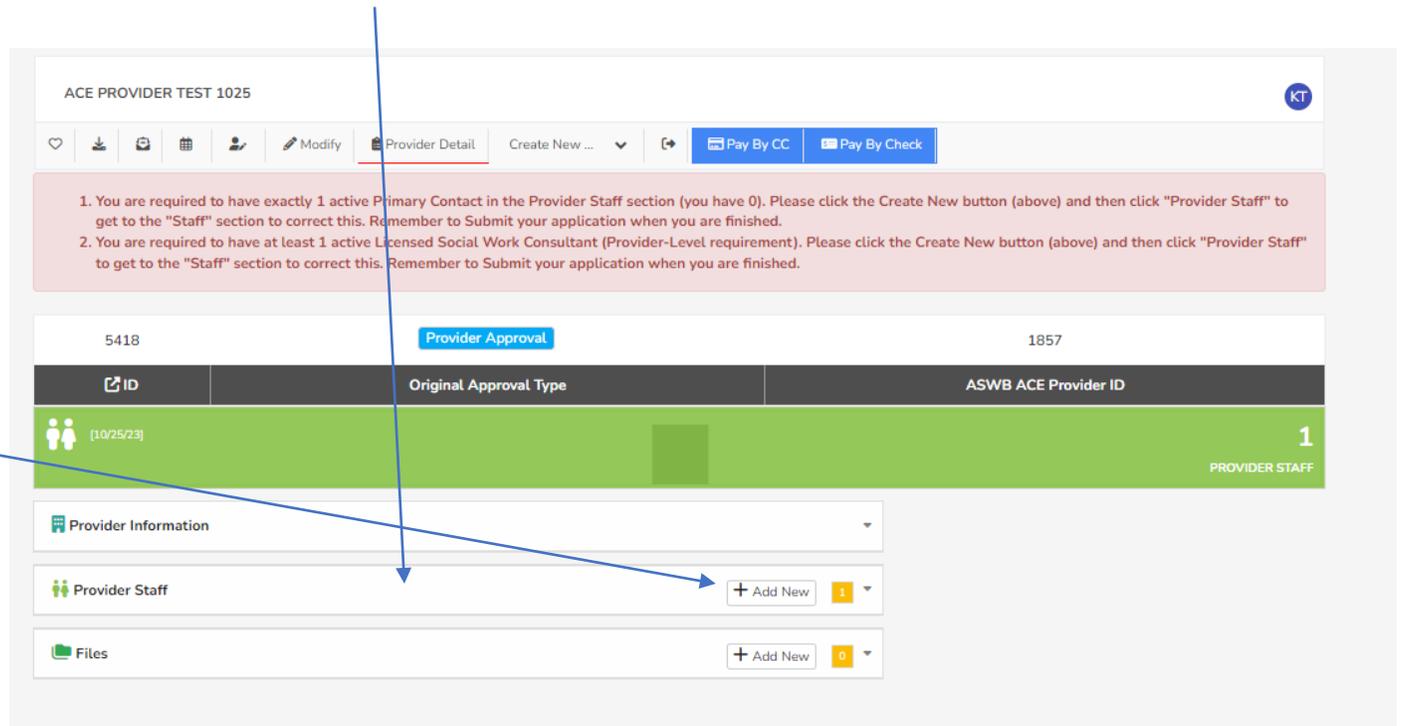
# Reviewing and Adding Additional Provider Staff

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' record. At the top, there is a navigation bar with icons for home, download, email, calendar, user, and modify, along with a 'Provider Detail' tab and a 'Create New ...' dropdown. Below this is a red warning banner with two instructions: '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.'

The main content area shows a table with columns for ID, Original Approval Type, and ASWB ACE Provider ID. A green bar highlights the 'Provider Staff' section, which contains one entry with a date of [10/25/23] and a count of 1. Below the table are three expandable sections: 'Provider Information', 'Provider Staff' (with a '+ Add New' button and a count of 1), and 'Files' (with a '+ Add New' button and 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 + Add New 4

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

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

Provider Approval

5427 1862

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

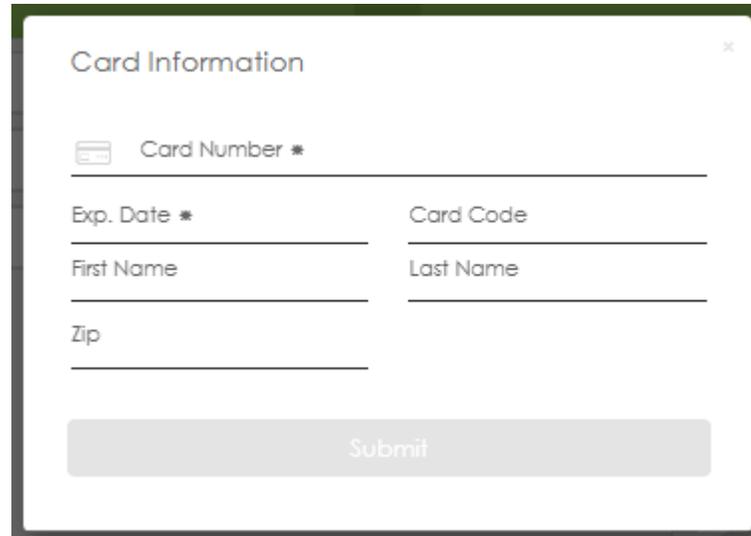
Provider Information

Provider Staff + Add New 9

Files + Add New 7

## Payment – Credit Card

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

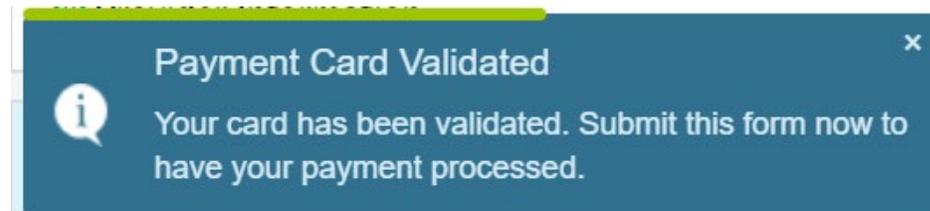


The screenshot shows a form titled "Card Information" with a close button (x) in the top right corner. The form contains the following fields:

- Card Number \*
- Exp. Date \*
- Card 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.



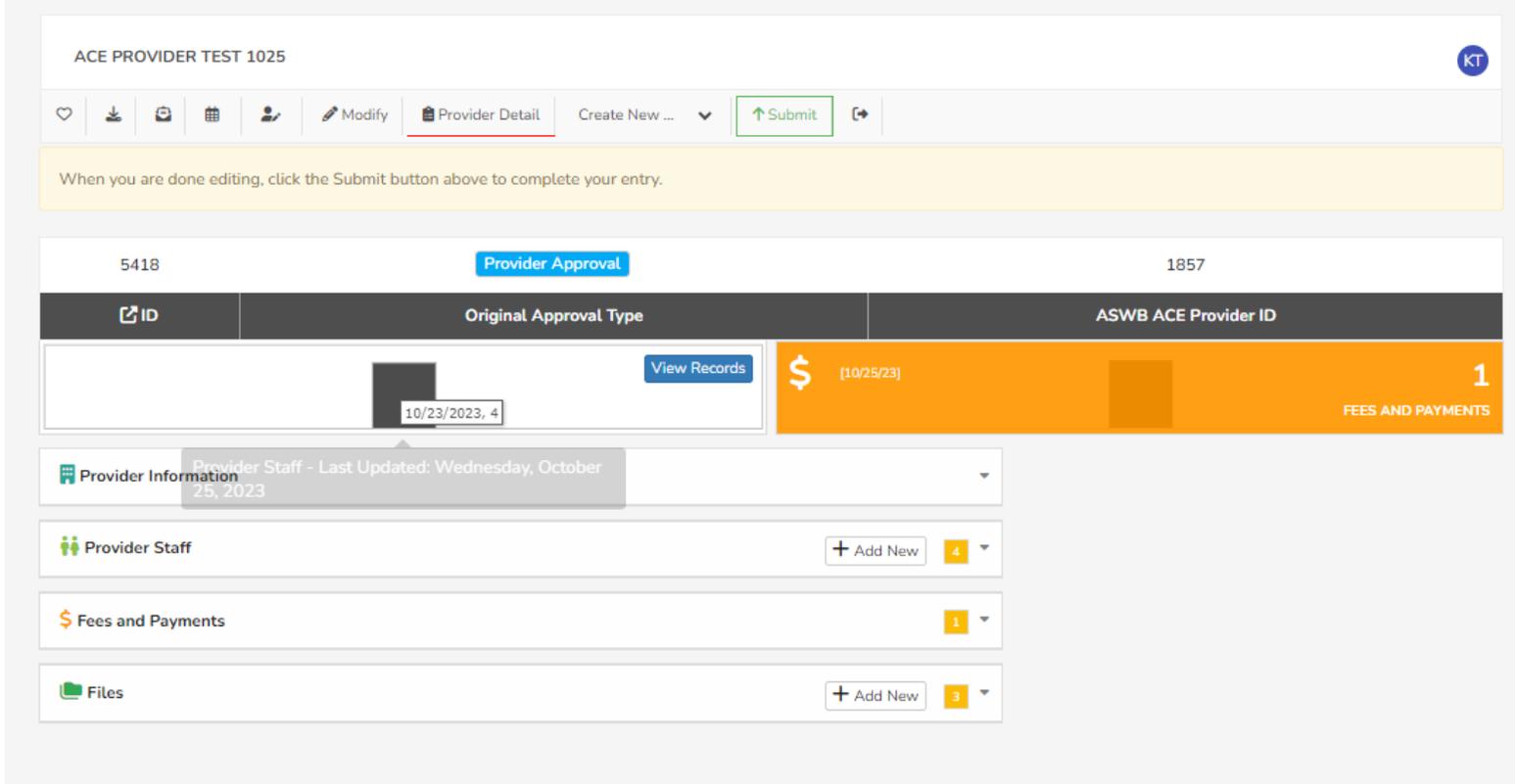
# Final Submission

After either electing check or paying by credit card, click "Submit"

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.



The screenshot shows the 'ACE PROVIDER TEST 1025' submission page. At the top, there is a navigation bar with icons for home, download, calendar, user, and modify, along with a 'Provider Detail' tab, a 'Create New ...' dropdown, and a green 'Submit' button. A yellow banner below the navigation bar reads: 'When you are done editing, click the Submit button above to complete your entry.'

The main content area displays a table with columns for 'ID', 'Original Approval Type', and 'ASWB ACE Provider ID'. A 'Provider Approval' button is visible above the table. A tooltip shows a date '10/23/2023, 4'. To the right, there is a summary bar for 'FEES AND PAYMENTS' with a dollar sign icon, a date '[10/25/23]', and a count of '1'.

Below the table, there are three sections:
 

- Provider Information:** Shows 'Provider Staff - Last Updated: Wednesday, October 25, 2023'.
- Provider Staff:** Includes an '+ Add New' button and a count of '4'.
- Fees and Payments:** Includes an '+ Add New' button and a count of '1'.
- Files:** Includes an '+ Add New' button and a count of '3'.

# Fees and Payment Summary

5405 Individual Course Approval

ID Provider Type

PROVIDER STAFF FEES AND PAYMENTS SUMMARY

Provider Information

Provider Staff

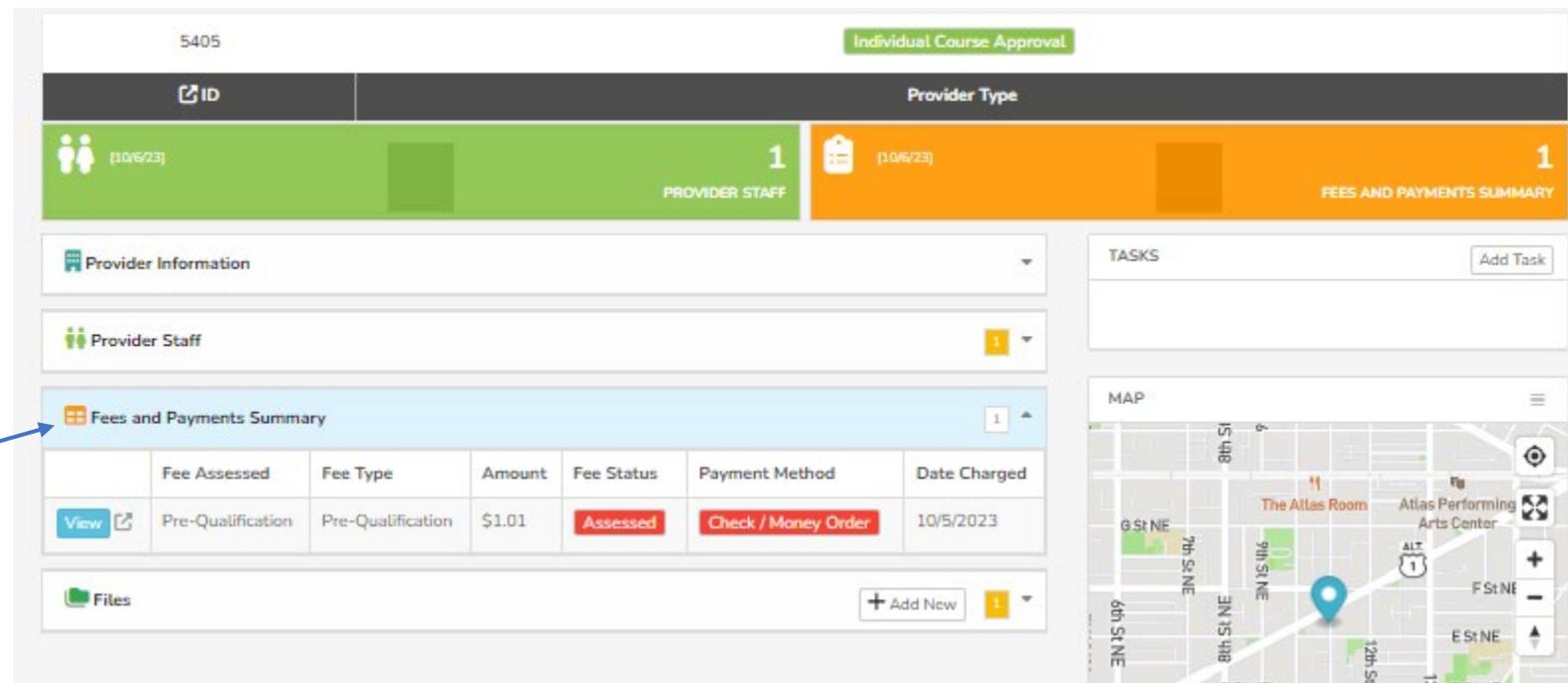
Fees and Payments Summary

	Fee Assessed	Fee Type	Amount	Fee Status	Payment Method	Date Charged
<a href="#">View</a>	Pre-Qualification	Pre-Qualification	\$1.01	Assessed	Check / Money Order	10/5/2023

Files + Add New

TASKS Add Task

MAP

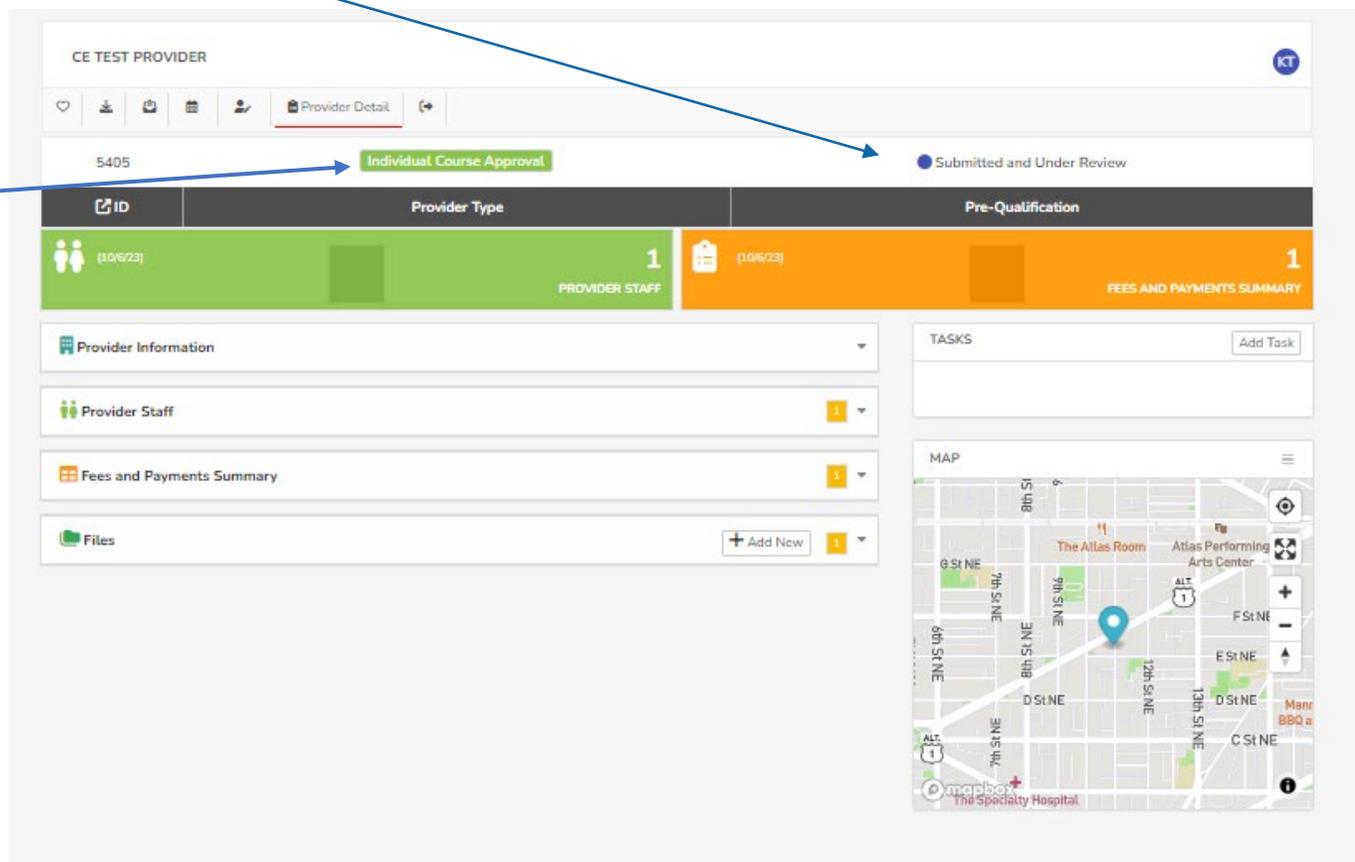


Fee and payment information for all applications can be viewed when the Fees and Payments Summary section is expanded. Click on the section title to expand and collapse.

## 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 for provider 5405. At the top, the status is 'Submitted and Under Review'. Below this, a table shows the prequalification details:

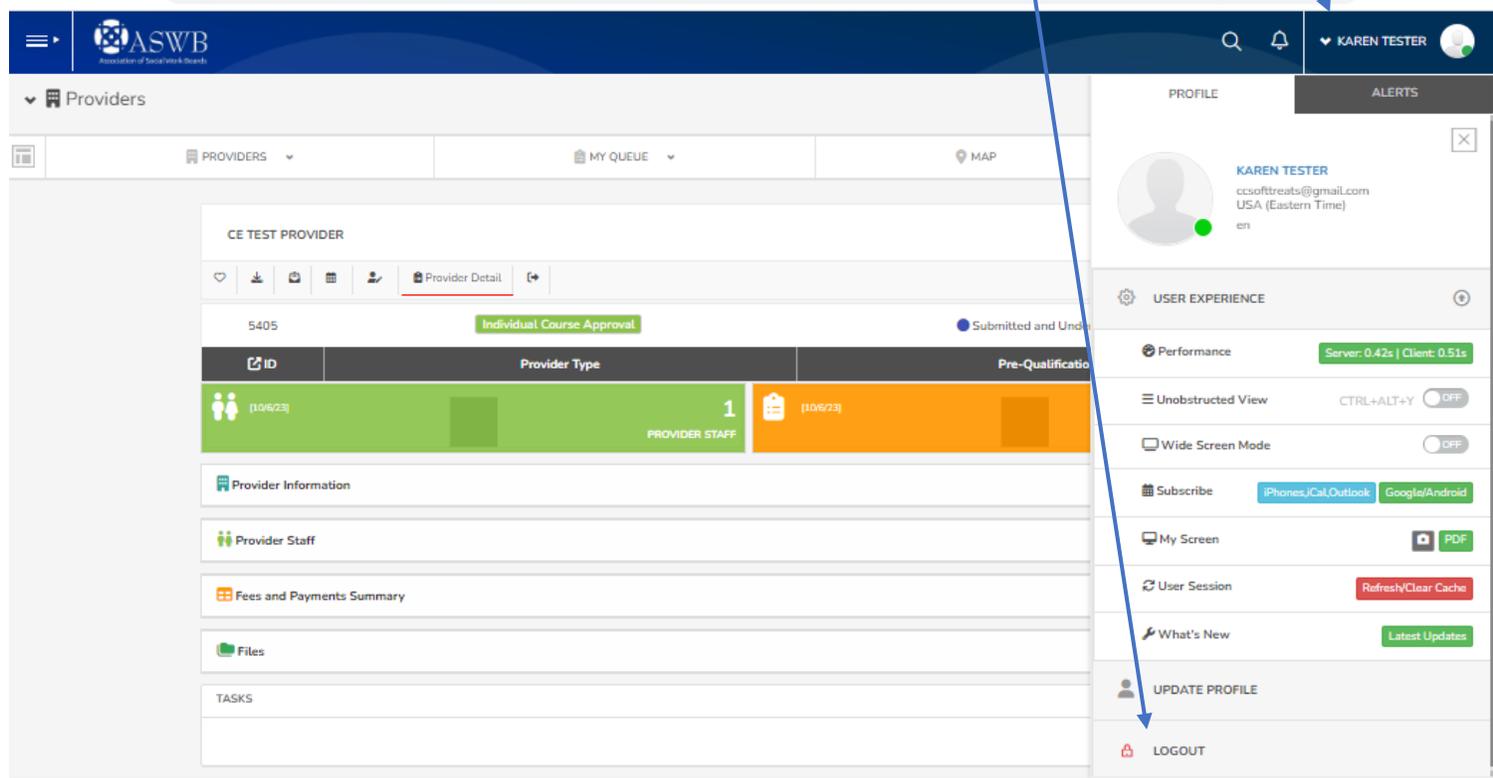
ID	Provider Type	Pre-Qualification
[19/6/23]	1 PROVIDER STAFF	[19/6/23] 1 FEES AND PAYMENTS SUMMARY

The interface also includes sections for 'Provider Information', 'Provider Staff', 'Fees and Payments Summary', 'Files', 'TASKS', and a 'MAP' showing the location of 'The Atlas Room' and 'Atlas Performing Arts Center'.

# 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

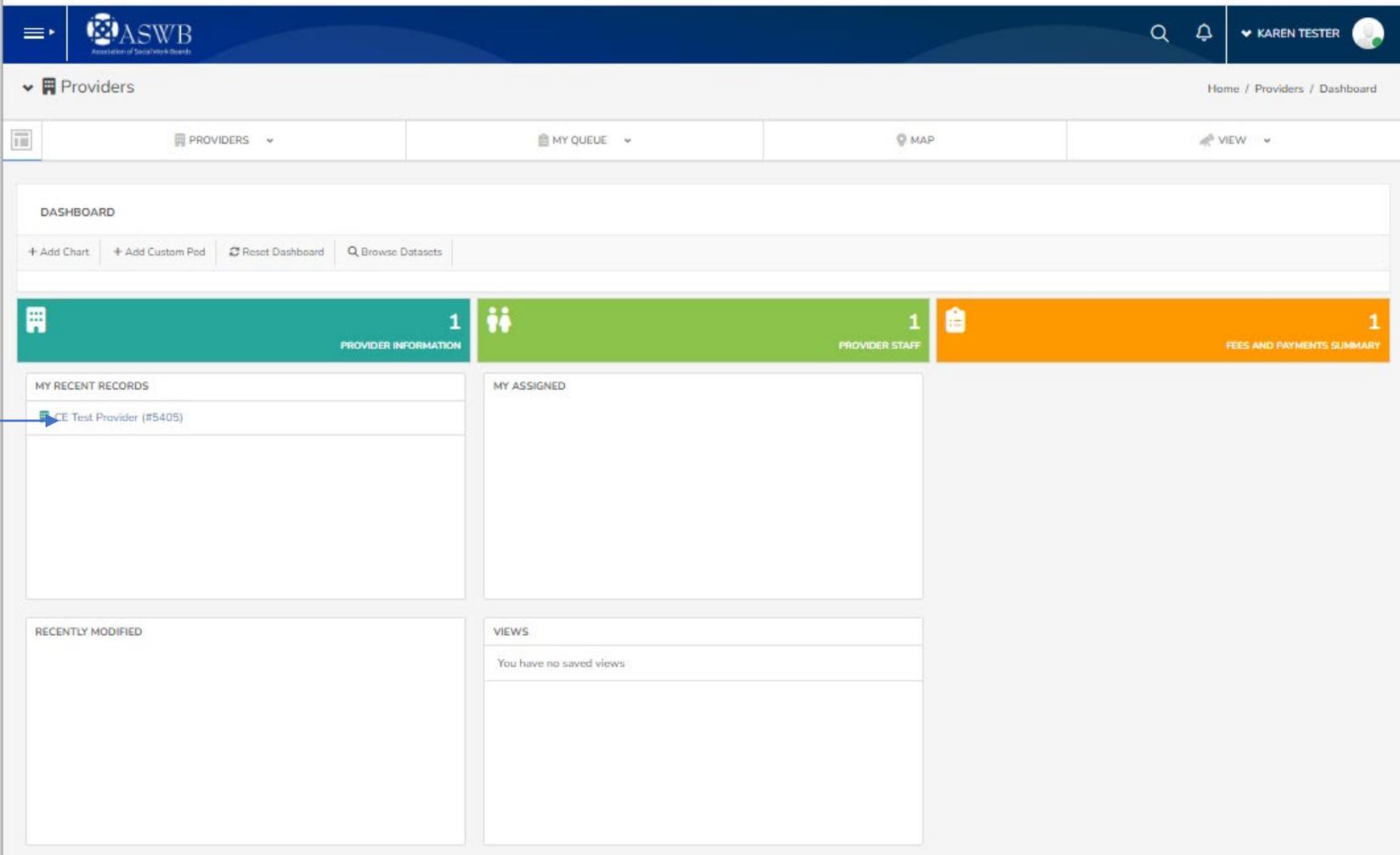


The screenshot displays the ASWB user interface. At the top right, the user's name "KAREN TESTER" is shown with a dropdown arrow. A dropdown menu is open, showing options: PROFILE, ALERTS, USER EXPERIENCE, Performance (Server: 0.42s | Client: 0.51s), Unobstructed View (CTRL+ALT+Y OFF), Wide Screen Mode (OFF), Subscribe (iPhones/iCal/Outlook, Google/Android), My Screen (PDF), User Session (Refresh/Clear Cache), What's New (Latest Updates), UPDATE PROFILE, and LOGOUT. A blue arrow points from the text above to the dropdown arrow. Another blue arrow points from the text box on the left to a dashboard icon in the top left of the page. The main content area shows a "CE TEST PROVIDER" page for ID 5405, with a table of provider staff and various navigation tabs like "Provider Information", "Provider Staff", "Fees and Payments Summary", "Files", and "TASKS".

# Provider Dashboard

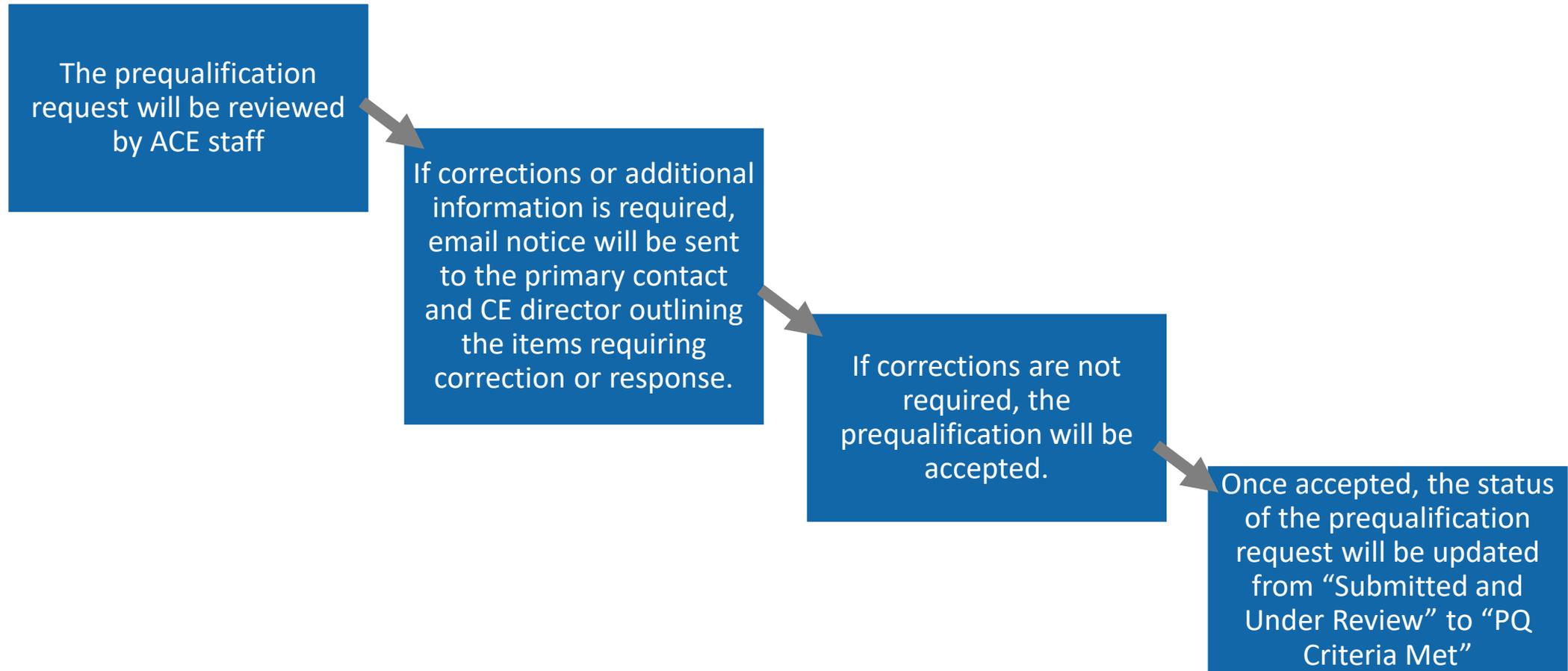
The provider record created from the prequalification request can be seen and accessed from "My Recent Records".

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



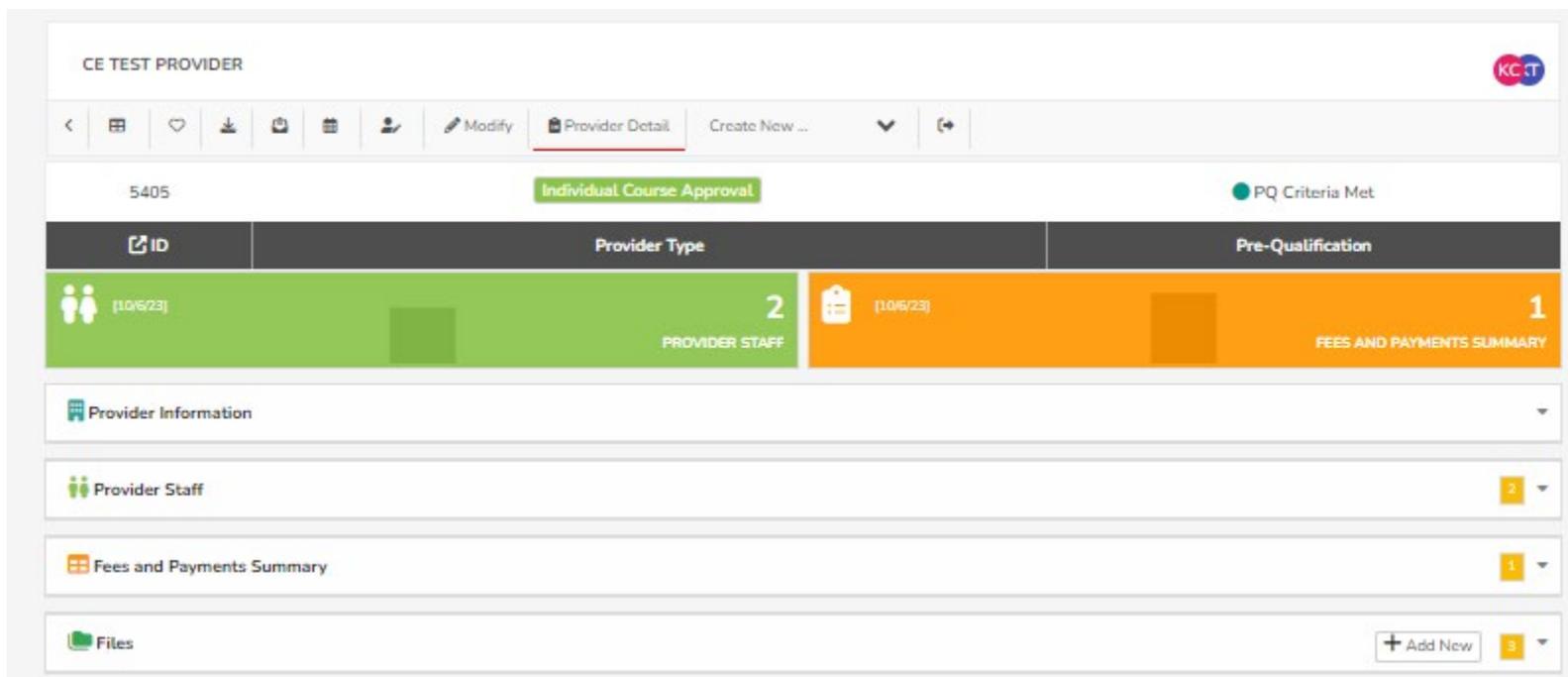
The screenshot shows the ASWB Provider Dashboard interface. At the top, there is a navigation bar with the ASWB logo, a search icon, a notification bell, and the user name 'KAREN TESTER'. Below the navigation bar, there is a breadcrumb trail: 'Home / Providers / Dashboard'. The main content area is divided into several sections. On the left, there is a 'DASHBOARD' section with options to '+ Add Chart', '+ Add Custom Pod', 'Reset Dashboard', and 'Browse Datasets'. Below this, there are three colored cards: a teal card for 'PROVIDER INFORMATION' with a '1' icon, a green card for 'PROVIDER STAFF' with a '1' icon, and an orange card for 'FEES AND PAYMENTS SUMMARY' with a '1' icon. The 'MY RECENT RECORDS' section contains a list with one entry: 'ACE Test Provider (#5405)'. A blue arrow points from the text box to this entry. Other sections include 'MY ASSIGNED', 'RECENTLY MODIFIED', and 'VIEWS' (which shows '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”.



The screenshot displays the 'CE TEST PROVIDER' interface. At the top, the provider ID is 5405, the approval type is 'Individual Course Approval', and the status is 'PQ Criteria Met'. Below this is a table with columns for ID, Provider Type, and Pre-Qualification. The table shows two rows: one for 'PROVIDER STAFF' with a count of 2, and one for 'FEES AND PAYMENTS SUMMARY' with a count of 1. Below the table are several expandable sections: 'Provider Information', 'Provider Staff' (with a count of 2), 'Fees and Payments Summary' (with a count of 1), and 'Files' (with an 'Add New' button and a count of 3).

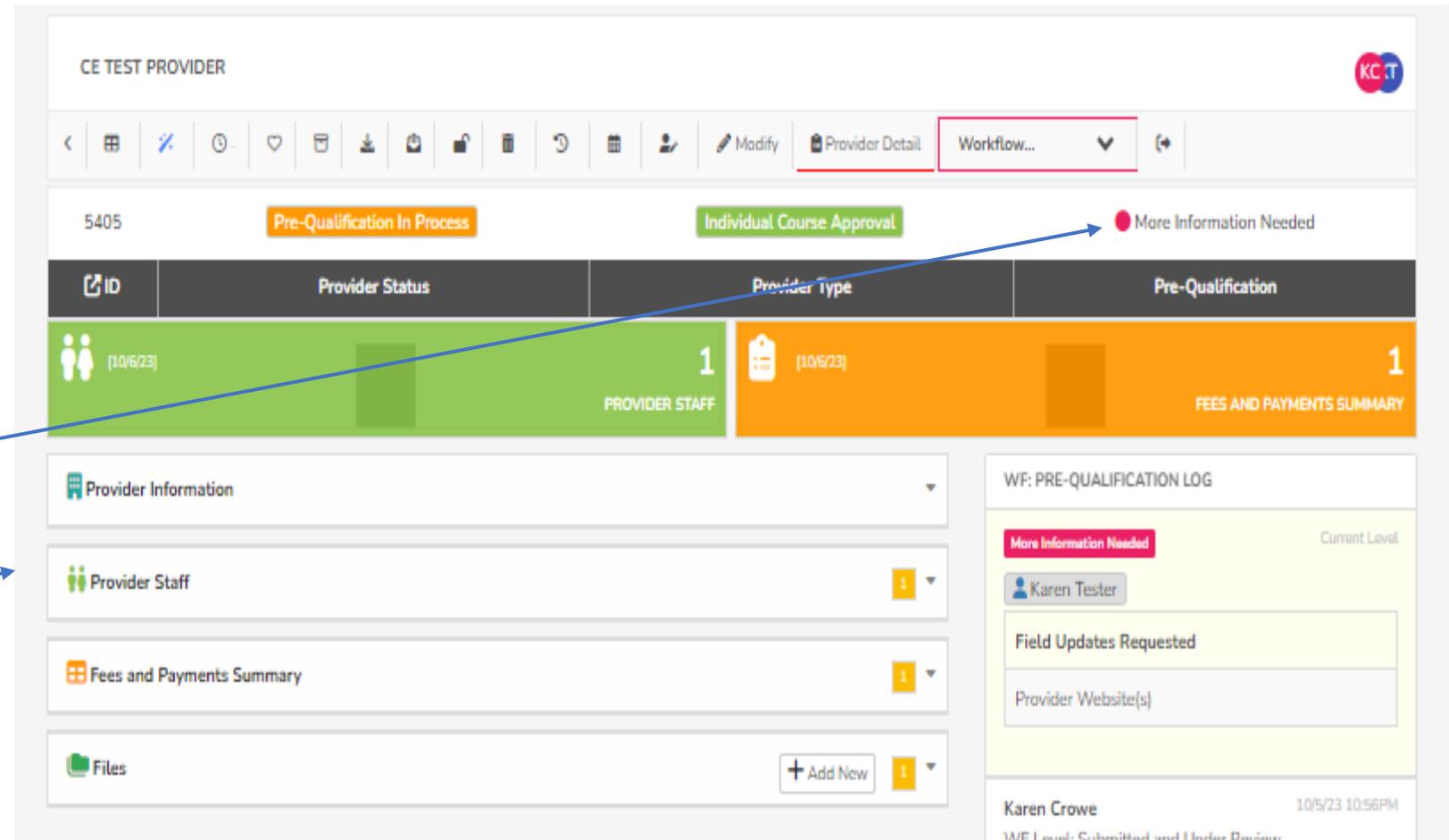
ID	Provider Type	Pre-Qualification
[10/6/23]	2 PROVIDER STAFF	[10/6/23] 1 FEES AND PAYMENTS SUMMARY

# 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”



The screenshot displays the 'CE TEST PROVIDER' interface for provider ID 5405. The status is 'Pre-Qualification In Process' and 'Individual Course Approval'. A red dot indicates 'More Information Needed'. The interface includes sections for Provider Information, Provider Staff, Fees and Payments Summary, and Files. A log on the right shows a 'More Information Needed' status change by Karen Tester on 10/5/23 at 10:56 PM, with a note 'Field Updates Requested'.

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

## 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”