



New Provider Approval Application

About ACE Provider Approval

Provider approval evaluates organizations for their ability to provide high- quality course offerings for social work continuing education credit.

Provider approval is good for larger providers with many courses and conferences.

Learn more about provider approval [here](#).

Organizations with provider approval through ACE may develop and offer courses in all approved formats without submitting individual courses for review.

Providers may make changes to courses as needed, if the course still meets ASWB ACE standards.

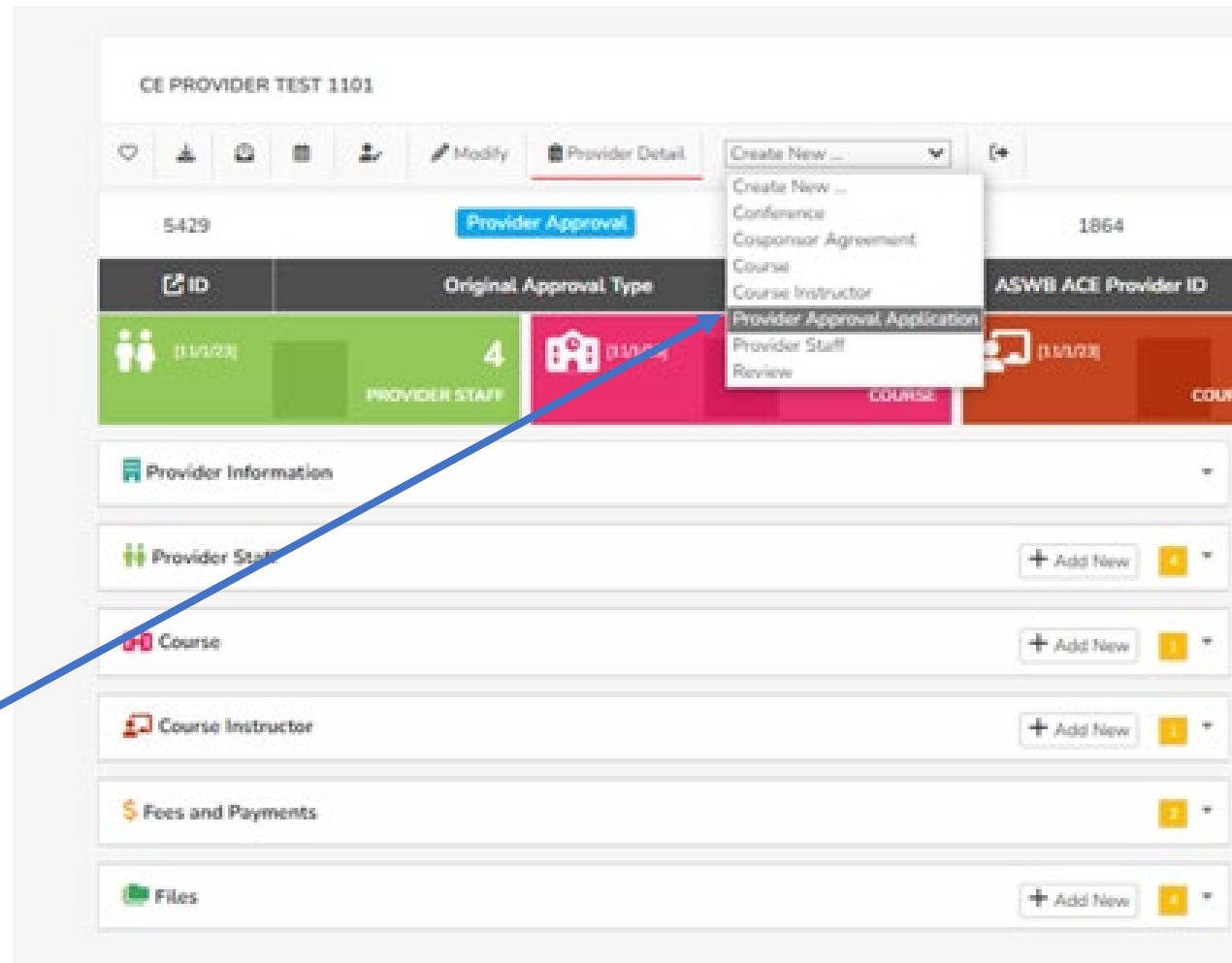
A course sample must be submitted for each delivery format sought for approval.

ACE considers the following course delivery formats for approval: in-person, synchronous distance, recorded asynchronous distance and reading-based asynchronous distance

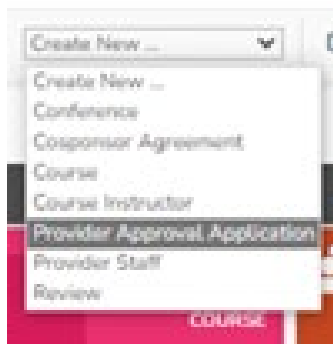
New Jersey accepts only individual approved courses/conferences therefore if organizations with ACE provider approval want to offer courses to social workers licensed in New Jersey, those courses require submission to the ACE Individual Course Approval program. Reference the user guide for submitting individual courses.

Applying for Provider Approval

After accessing the provider record, click the “Create New” dropdown. Then click “Provider Approval Application” from the dropdown list.



The screenshot shows the 'Provider Detail' page for 'CE PROVIDER TEST 1101'. The page features a 'Create New' dropdown menu that is open, displaying a list of options: 'Create New ...', 'Conference', 'Cosponsor Agreement', 'Course', 'Course Instructor', 'Provider Approval Application', 'Provider Staff', and 'Review'. The 'Provider Approval Application' option is highlighted. Below the dropdown, there is a table with columns for 'ID', 'Original Approval Type', and 'ASWB ACE Provider ID'. The table contains one row with a green background for 'PROVIDER STAFF' and a pink background for 'COURSE'. The 'Provider Staff' section shows 4 staff members. The sidebar on the right contains several sections: 'Provider Information', 'Provider Staff' (with '+ Add New' and a count of 4), 'Course' (with '+ Add New' and a count of 1), 'Course Instructor' (with '+ Add New' and a count of 1), 'Fees and Payments' (with a count of 3), and 'Files' (with '+ Add New' and a count of 1). A blue arrow points from the 'Provider Approval Application' option in the dropdown menu to the 'Provider Approval Application' option in the table.



This is a close-up of the 'Create New' dropdown menu. The options are: 'Create New ...', 'Conference', 'Cosponsor Agreement', 'Course', 'Course Instructor', 'Provider Approval Application', 'Provider Staff', and 'Review'. The 'Provider Approval Application' option is highlighted in pink.

Save Draft Option

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

CE PROVIDER TEST 1101
Provider Approval Application

Provider Details

ID	Original Approval Type	ASWB ACE Provider ID
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Provider Approval Application

This application is used to apply to the ASWB Approved Continuing Education program for provider level approval.

ACE Standards
Review the ACE handbook before applying to make sure your organization and course samples meet ACE standards. Application fees are non-refundable.

Course samples
In addition to completing this application, a course sample and course sample questionnaire must be submitted for each delivery format sought for approval. All course materials must be mocked up to meet current ACE standards. Examples of mocked up materials can be found in the appendix of the ACE handbook.

Approval decisions
The average timeframe for an approval decision, after submission of a complete application and fees, is four to six months.
For questions or more information, contact ACE at ace@aswb.org

Approval - Renewal - Expiration Dates

NOTE: The dates below will be auto-populated by the system upon approval of the provider-level application.

Approval Date

Next Renewal Due Date 11 months after Approval Date 11 months after Original Approval Date

Expiration Date 1 year after Approval Date

Provider Approval Application Completion

The following areas of the provider approval application require completion:

- Continuing Education Director Role
- Social Work Consultant Role
- Instructor Qualifications
- Evaluation and Quality
- Course Delivery Formats
- Course Sample Entries (one sample required for each format sought for approval)
- Attachments/ Required Documentation
- Provider Agreement

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

Provider Approval Application Completion- cont'd

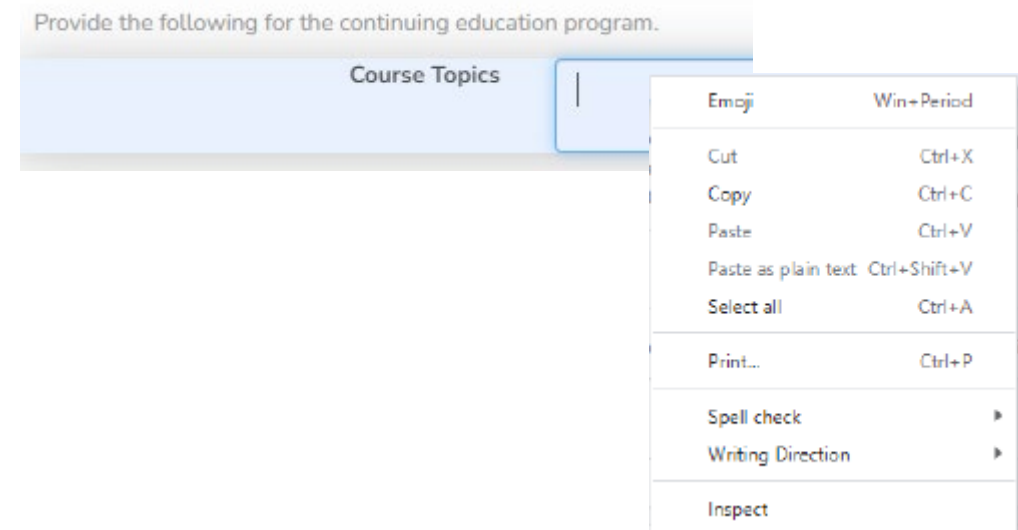
The Approval- Renewal- Expiration Date section at the top of the application may be skipped. Those dates are auto populated by the system upon approval of the provider- level application.

Proceed in completing the application. Click in text boxes to begin typing answers.



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”.



Course Delivery Formats and Required Course Samples

Click all the format(s) for which the organization is seeking approval.
As each format is clicked, a box will appear below for a corresponding course sample entry.

Course Delivery Formats * Choose the format(s) for which the organization is seeking approval to offer.

Reference standard 5.1 in the ACE Handbook for course delivery format details.

A different course sample must be submitted for each delivery format sought for approval.

All course materials must be mocked up to meet current ACE standards. Examples of mocked up materials and the course sample questionnaire are in the appendix of the ACE handbook.

In-Person

Synchronous distance learning

Recorded asynchronous distance learning

Reading-based asynchronous distance learning

Hybrid

Hybrid - Additional

Course Sample - In Person *

		Add New In-Person Course Sample
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Entering Course Samples

Course Sample - In Person *  [Add New In-Person Course Sample](#)

To begin entry of a new course sample, click “Add New”

The course sample page will load, and the delivery format will default.



If the course sample entry is for a hybrid format, the user must click the additional formats included in the hybrid from the delivery format section.



If the course is a hybrid, slide the “Is Hybrid Course” answer to “Yes”.

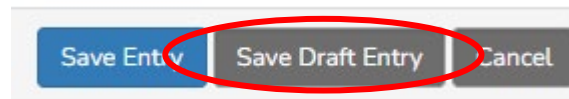
Entering Course Samples- cont'd

The following areas for each course sample require completion:

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

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

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



If “Save Entry” is clicked and the required fields are not complete, the user will receive an error message outlining the fields that require completion to proceed.

Course Instructor Field

New course contacts and instructors may be added by clicking the “Add New” button. For subsequent course sample entries, if the sample being entered includes an instructor that has already been entered, users may click in the text box to select an existing instructor from the dropdown. Multiple instructors can be clicked.

Course Instructor *

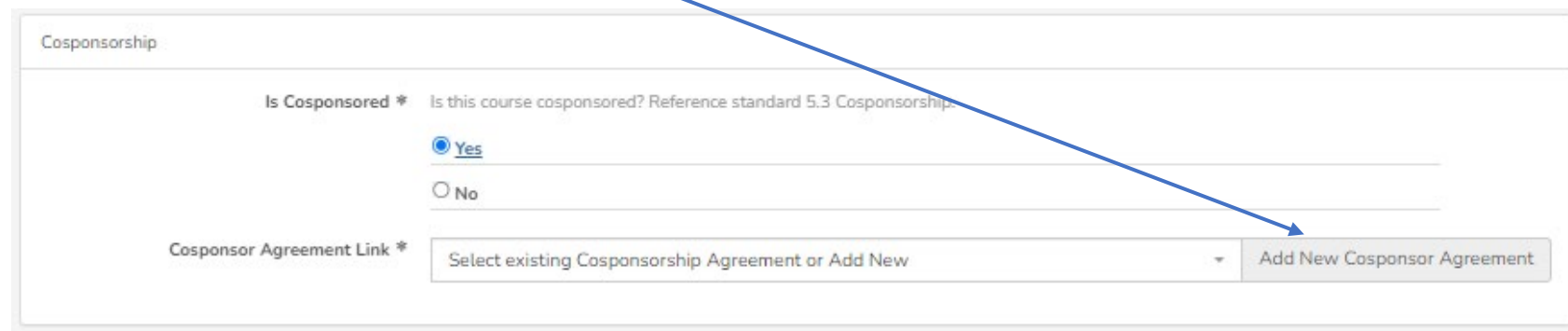
Add New Course Instructor

Cosponsored Courses- Linking Agreements

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



Review ACE requirements in standard 5.3 of the ACE Handbook. Organizations with ACE provider approval may ONLY cosponsor trainings with other organizations that are also approved at the provider level by ACE.



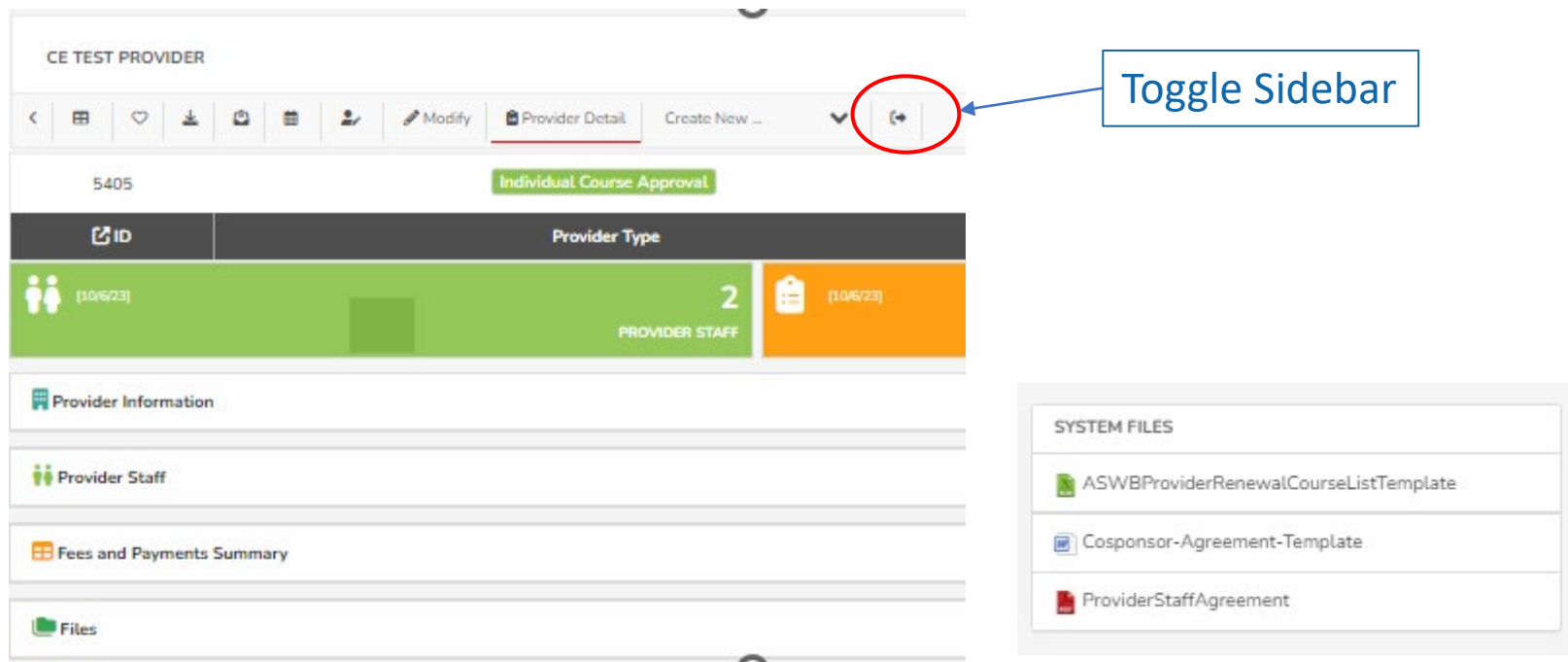
The screenshot shows a form titled "Cosponsorship". It contains two main sections. The first section is "Is Cosponsored *", which includes the question "Is this course cosponsored? Reference standard 5.3 Cosponsorship." and two radio button options: "Yes" (which is selected) and "No". The second section is "Cosponsor Agreement Link *", which features a dropdown menu with the text "Select existing Cosponsorship Agreement or Add New" and a button labeled "Add New Cosponsor Agreement". A blue arrow points from the text above to the "Add New Cosponsor Agreement" button.

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 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 'CE TEST PROVIDER' details page. The top navigation bar includes a 'Toggle Sidebar' icon (a square with a plus sign) circled in red, with a callout box labeled 'Toggle Sidebar'. Below the navigation bar, the provider ID '5405' is shown, along with a green 'Individual Course Approval' badge. A table lists provider staff with columns for 'ID', 'Provider Type', and a count. Below the table are sections for 'Provider Information', 'Provider Staff', 'Fees and Payments Summary', and 'Files'. To the right, a 'SYSTEM FILES' sidebar is open, listing three files: 'ASWBProviderRenewalCourseListTemplate', 'Cosponsor-Agreement-Template', and 'ProviderStaffAgreement'.

ID	Provider Type	Count
[10/6/23]	PROVIDER STAFF	2

SYSTEM FILES

- ASWBProviderRenewalCourseListTemplate
- Cosponsor-Agreement-Template
- ProviderStaffAgreement

Conferences

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



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



If the conference has already been entered, 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

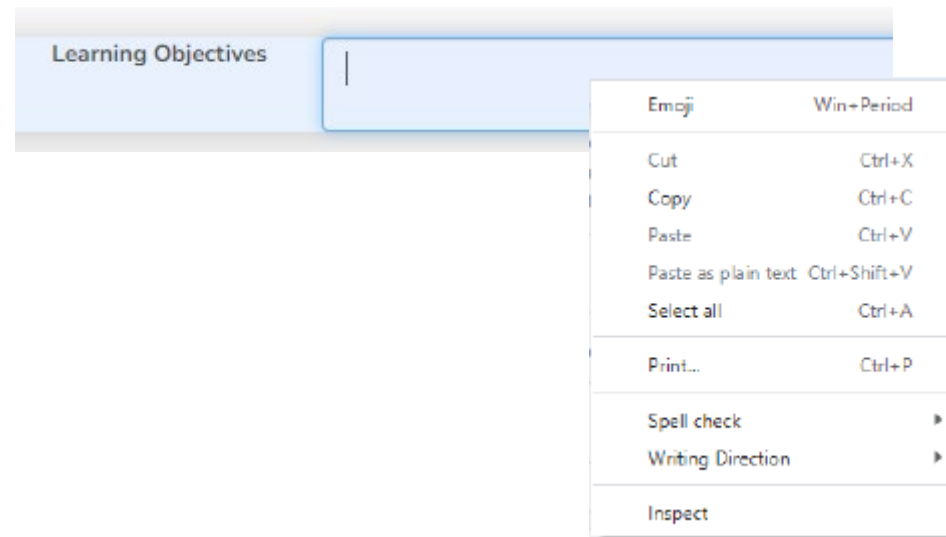
Section Requires Payment NO

Save Entry Cancel

Entering Learning Objectives



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

Uploading Attachments


Select

Choose File

to upload required documents.


Attachments / Required Documentation

Attachments - General

 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.

 Choose File


Timed Agenda Outline

Required for courses or conferences sessions over 2 hours. (standard 4.8)

 Choose File


Bibliography

(standard 4.2)

 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)

 Choose File


Course Materials

Handouts, PowerPoints, articles, etc. (standard 4.6)

 Choose File


Evaluation

(standard 7.4)

 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)

 Choose File


Course Sample – Save Entry

Select “Save Entry” to save the course sample. Once the button is clicked, the user will be returned to the provider approval application.

Attachments - General	<input type="button" value="Choose File"/>
Promotional Material	If the sample is a conference session, and conference promotion. <input type="button" value="Choose File"/>
Timed Agenda Outline	Required for courses or conference sessions over 2 hours. (stand <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 o <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 awar <input type="button" value="Choose File"/>
Section Requires Payment	<input type="radio"/> NO

Course Samples – Successful Entry

When returning to the provider application page, the title of the course sample will be shown for the applicable format.

To edit the course sample, click the  icon.

Course Delivery Formats * Choose the format(s) for which the organization is seeking approval. Reference standard 5.1 in the ACE Handbook for course delivery formats. A different course sample must be submitted for each delivery format. All course materials must be mocked up to meet current ACE standards. Questionnaire are in the appendix of the ACE handbook.

In-Person

Synchronous distance learning

Recorded asynchronous distance learning

Reading-based asynchronous distance learning

Hybrid

Hybrid - Additional

Course Sample - In Person



Test

Course Formats & Samples – Additional Entries



If additional formats are sought for approval, click each format and proceed with entering a course sample for the format using the instructions in the previous slides.



If all course delivery format selections and course samples are complete, proceed to the new application fees.

New Provider Approval Application Fees

The application fee for new provider approval is based on the number of courses or conference sessions planned to be offered in the first year for continuing education credit.

Click the number of courses.

New Application Fees

Number of Courses Expected * Indicate the number of courses your organization plans to offer in the initial approval year.

1 to 10 Courses

11 to 49 Courses

50 to 99 Courses

>100 Courses

Fee

\$ 1.03

Fee Assessed

New Application - 1 to 10 Courses

Fee Type

Provider - New Application

Section Requires Payment

YES

Organizational Chart & Grievance Policy Uploads

If the CE provider has an organization chart, click “Choose File” to upload it.





An upload of the grievance policy is required.



Click the “Choose File” to upload.






Attachments

Organizational Chart	 Choose File
Grievance Policy	 Choose File

Attestation Completion

Each yellow box of the attestation must be initialed by the CE Director.

ATTESTATIONS
Applicant attests that applicant has reviewed and meets all current ACE standards for the cou
By initialing each statement, the continuing education director attests to and confirms that, as

- Maintain *** Maintain compliance with all current ACE st
implements.

- Inform *** Inform the ASWB ACE program within 10 b
email and phone contact information.

- Resume *** Provide a current resume and copy of any/all
director.

- Read Email *** Read all email or regular mail communicatio
receipt.

- Comply *** Comply with record-keeping requirements a


Signatures

The application requires signature by the Social Work Consultant, CE Director and CEO/ Department Head.

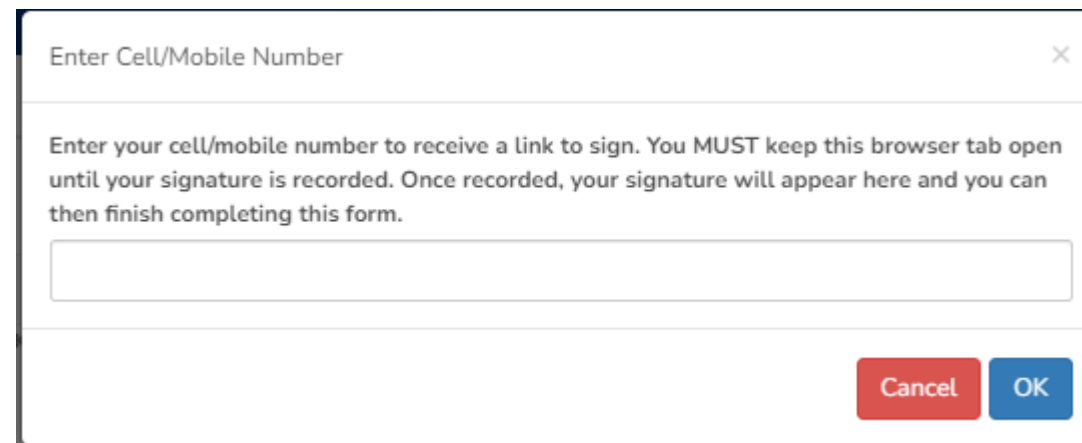
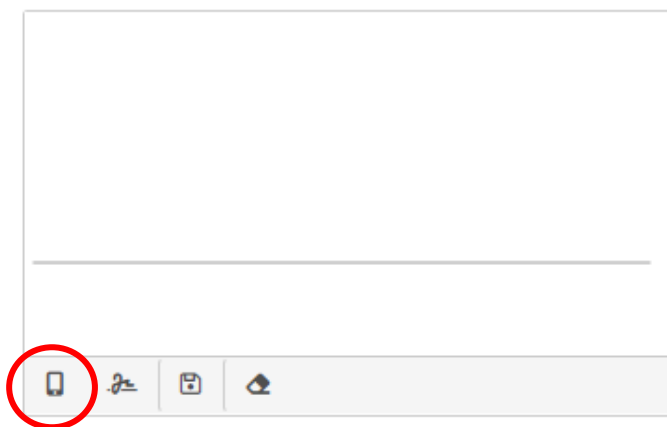


Options for Signing

Each contact in those roles can login to the system using their own user login and access the provider approval application for signature.



Sign via mobile device may also be used. Note that the browser tab with the application must be open until the signature is recorded via mobile device.



Select "Save Entry" when complete.



Payment

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

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

CE TEST PROVIDER 1202
Provider Approval Application KC

Provider Details |
 Modify Entry |
 Delete Entry |
 Download |
 Refresh |
 Pay By CC |
 Pay By Check

5439	3213	Provider Approval	1873
ID	Entry ID	Original Approval Type	ASWB ACE Provider ID

Provider Approval Application 1

Application Status

Approval - Renewal - Expiration Dates

Approval Date

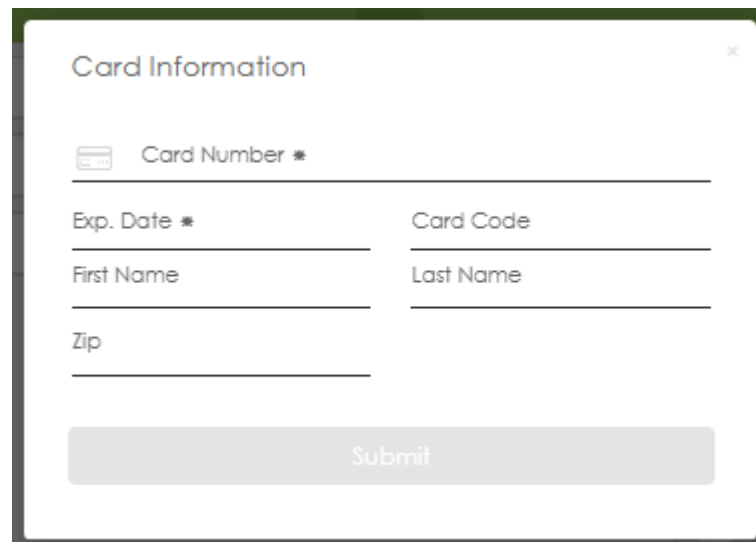
Next Renewal Due Date

RENEWALS

-

Payment – Credit Card

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

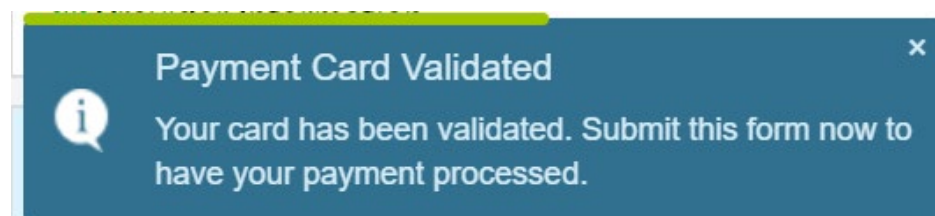


The screenshot shows a form titled "Card Information" with a close button (x) in the top right corner. The form contains the following fields:

- Card Number *
- Exp. Date *
- Card Code
- First Name
- Last Name
- Zip

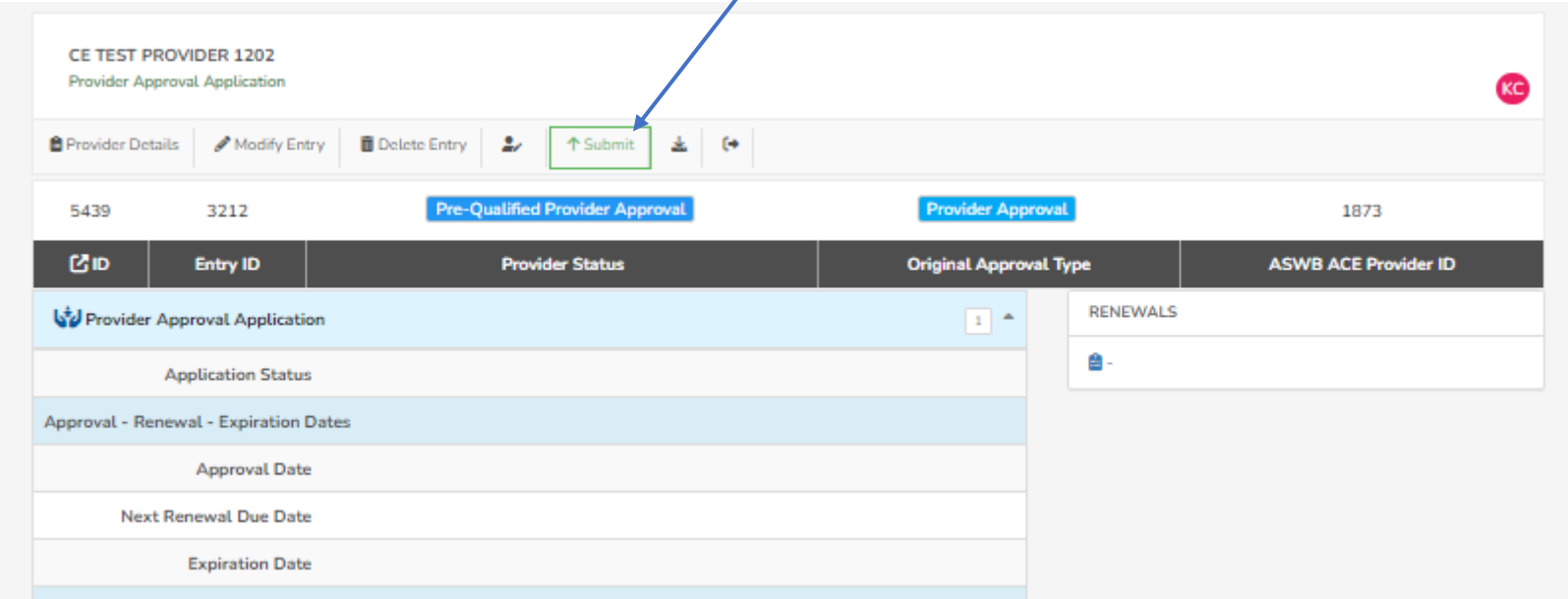
A "Submit" button is located at the bottom of the form.

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



Submission

Select the green "Submit" button.



CE TEST PROVIDER 1202
Provider Approval Application

Provider Details | Modify Entry | Delete Entry | **Submit** | [User Icon] | [Refresh Icon]

ID	Entry ID	Provider Status	Original Approval Type	ASWB ACE Provider ID
5439	3212	Pre-Qualified Provider Approval	Provider Approval	1873

Provider Approval Application [1]

Application Status

Approval - Renewal - Expiration Dates

Approval Date

Next Renewal Due Date

Expiration Date

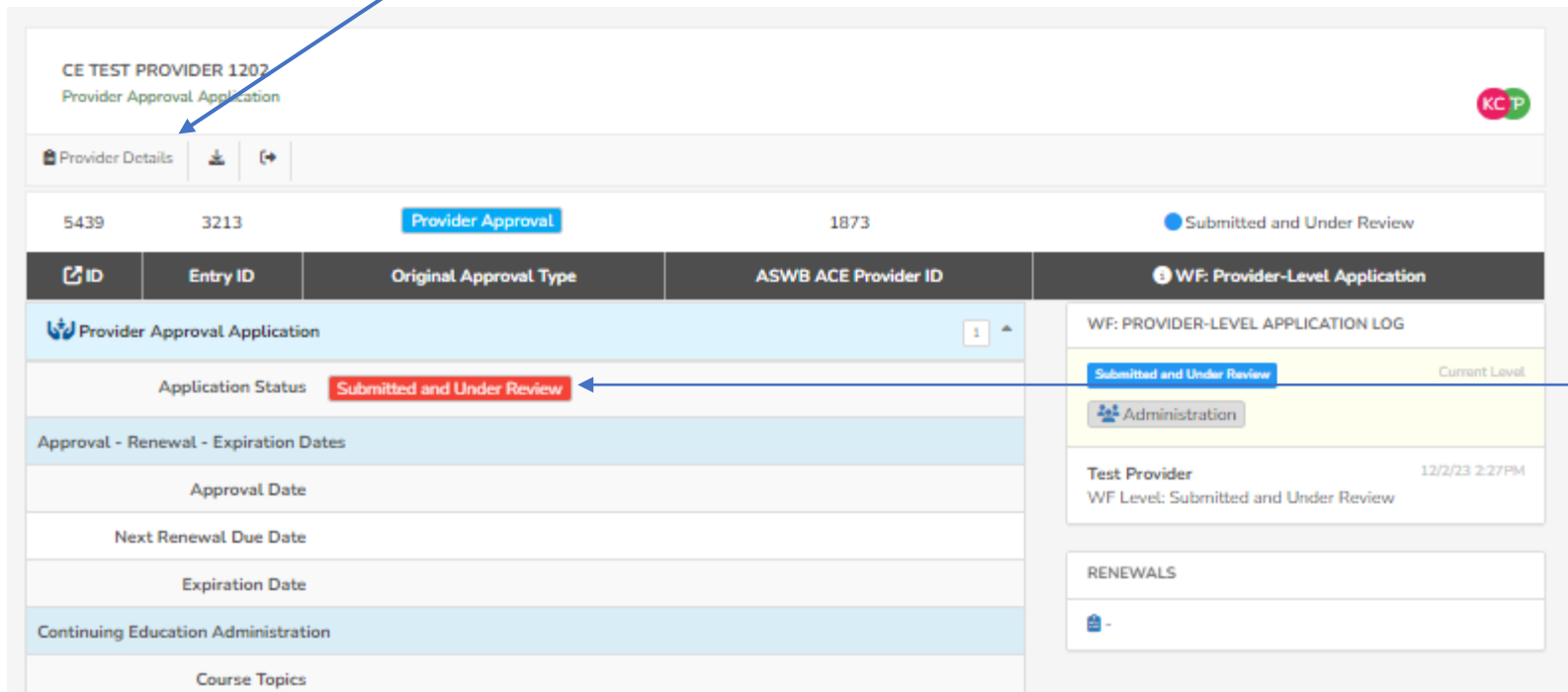
RENEWALS

-

Successful Submission

The status of the provider approval application will be “Submitted and Under Review”.

Select “Provider Details” to submit the course samples.



The screenshot displays the 'Provider Approval Application' interface for 'CE TEST PROVIDER 1202'. The application status is 'Submitted and Under Review', indicated by a blue dot and a red label. The interface includes a table with columns for ID, Entry ID, Original Approval Type, and ASWB ACE Provider ID. The 'Application Status' is highlighted in red. The 'WF: PROVIDER-LEVEL APPLICATION LOG' shows the application was submitted on 12/2/23 at 2:27 PM. The 'RENEWALS' section is currently empty.

ID	Entry ID	Original Approval Type	ASWB ACE Provider ID	WF: Provider-Level Application
5439	3213	Provider Approval	1873	Submitted and Under Review

Application Status: Submitted and Under Review

WF: PROVIDER-LEVEL APPLICATION LOG

Submitted and Under Review	Current Level
Administration	

Test Provider 12/2/23 2:27 PM
WF Level: Submitted and Under Review

RENEWALS

-

Course Sample Submission

Once the provider approval application is submitted, the status will be "Submitted and Under Review"

Any course samples entered and linked to the provider approval application will be visible in the "course sample section. All samples must be submitted individually.

Select the "View" button for each course sample from this section that is linked to the provider approval application.

Once the course sample opens, click the green "Submit" button at the top. Then, click "Provider Details" to exit the course sample and return to the provider details page.

Once the sample is submitted, the status will update from "Not Submitted" to "Submitted"

Provider Approval Application					
	Application Status	Approval Date	Next Renewal Due Date	Expiration Date	Course Delivery Formats
View	Submitted and Under Review				In-Person

Provider Approval- Course Sample					
	Status	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View	Not Submitted	In-Person	EMDR Training		

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

	Status	Delivery Format	Course Title
View	Submitted	In-Person	Test Course Sample

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
Provider Approval Application							+ Add New	1
Course Sample								1
Course Instructor							+ Add New	1
Fees and Payments								
	Fee Assessed	Fee Type	Amount	Fee Status	Payment Method	Date Charged	Date Check Received	
View	New Application - 1 to 10 Courses	Provider - New Application	\$1.03	Assessed	Check / Money Order	11/1/2023		
View	New Course Application	Course - New Application	\$1.02	Assessed	Check / Money Order	11/1/2023		
View	Pre-Qualification	Pre-Qualification	\$1.01	Assessed	Check / Money Order	11/1/2023		

New Provider Approval Application- Review Process

The provider approval application will be reviewed by ACE staff

If corrections or additional information is required for the provider approval application and/or any of the course samples, email notice will be sent to the primary contact and CE director.

If corrections are not required, the provider approval application and linked course samples will be approved.

Once approved, the status of the provider application and linked course samples will be updated from “Submitted and Under Review” to “Approved”

Provider Approval Application- Approved

Once the provider approval application and linked course samples are approved, the statuses will be “Approved.”

The approval and expiration dates will be populated for the provider approval application. This is the approval period that must be used in the ACE provider approval statement.

The next renewal due date is also reflected.

Provider Approval Application						
	Application Status	Approval Date	Next Renewal Due Date	Expiration Date	Course Delivery Formats	
View	Approved	11/1/2023	10/1/2024	11/1/2024	In-Person	

Course Sample						
	Status	Original Approval Date	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View	Sample Approved	11/1/2023	In-Person	Test Course Sample		

ACE Provider Approval Statement

CE PROVIDER TEST 1101 KC.T

5429 Provider Approval 1864 PQ Criteria Met

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

Provider Information

Provider Staff + Add New

Provider Approval Application 1

	Application Status	Approval Date	Next Renewal Due Date	Expiration Date	Course Delivery Formats
View	Approved	11/1/2023	10/1/2024	11/1/2024	In-Person

Once the provider approval application is approved by ACE, any courses offered for ACE credit must include the ACE Provider Approval Statement (shown below) in promotional material and certificates of credit.

The items highlighted in yellow must be updated with the CE providers information.

The provider number is located here.

[Provider name], [provider number], is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: [dates]. Social workers completing this course receive [number] [type*] continuing education credits.

Provider Approval Application

“More Information Needed”

If an update to the Provider Approval Application or any of the linked course samples is required, the primary contact and CE director will be notified by email. The status of Provider Approval Application and/or course sample(s) will be “More Information Needed”

Provider Information						
Provider Staff						+ Add New 3
Provider Approval Application						
	Application Status	Approval Date	Next Renewal Due Date	Expiration Date	Course Delivery Formats	
View	More Information Needed				In-Person	
Provider Approval- Course Sample						
	Status	Original Approval Date	Delivery Format	Course Title	Cosponsor Agreement Link	Conference Link
View	More Information Needed		In-Person	EMDR Training		

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”