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.

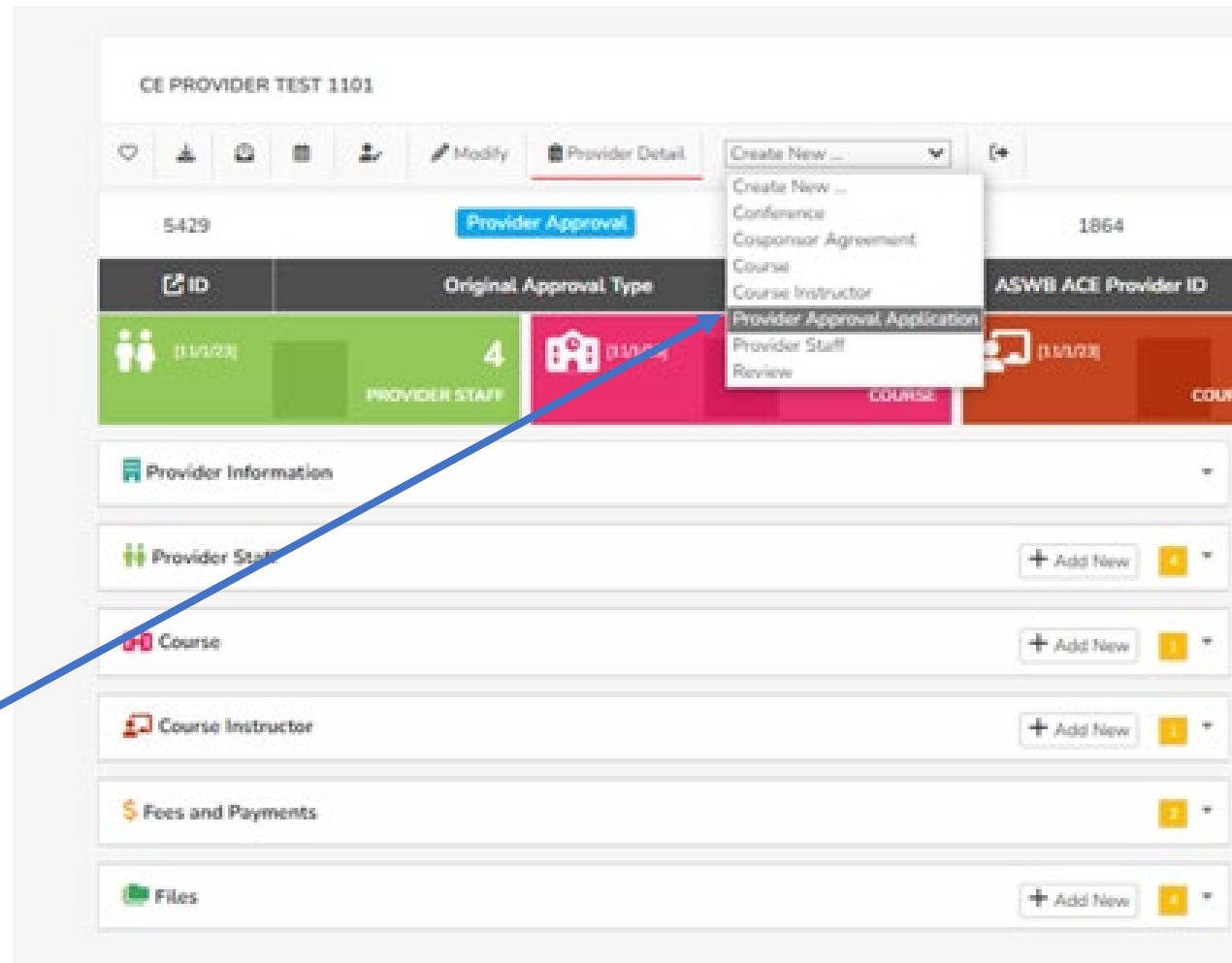Providers may make changes to courses as needed, if the course still meets ASWB ACE standards.

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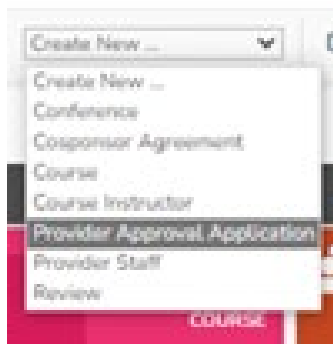
New Jersey accepts only individual approved courses/conferences therefore if organizations with ACE provider approval want to offer courses to social workers licensed in New Jersey, those courses require submission to the ACE Individual Course Approval program. Reference the user guide for submitting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

Save Draft Option

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

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".

Provide the following for the continuing education program.

Course Topics	

Emoji	Win+Period
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste as plain text	Ctrl+Shift+V
Select all	Ctrl+A
Print...	Ctrl+P
Spell check	▶
Writing Direction	▶
Inspect	
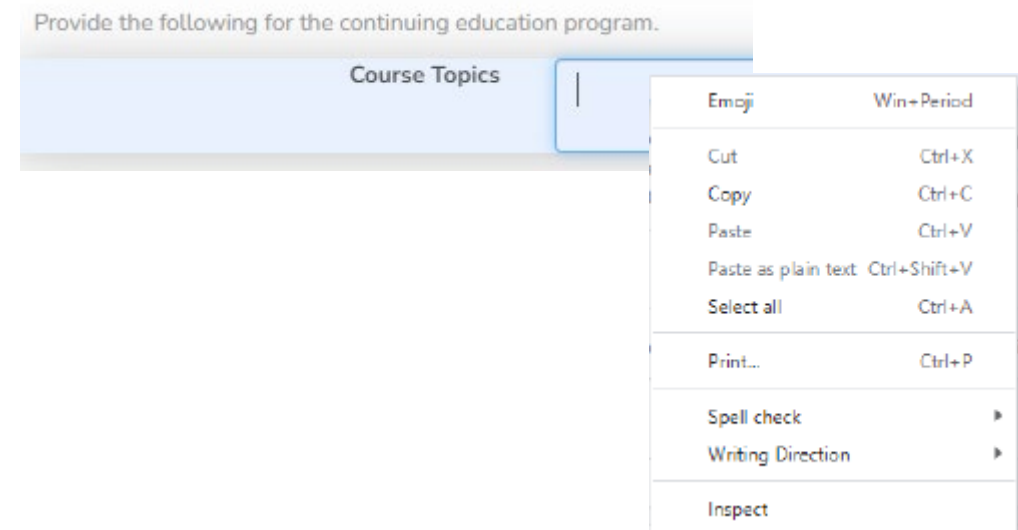
Course Delivery Formats and Required Course Samples

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

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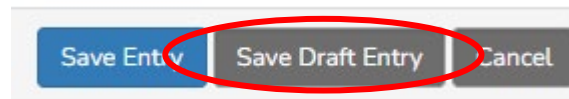
If "Save Entry" is clicked and the required fields are not complete, the user will receive an error message outlining the fields that require completion to proceed.

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.
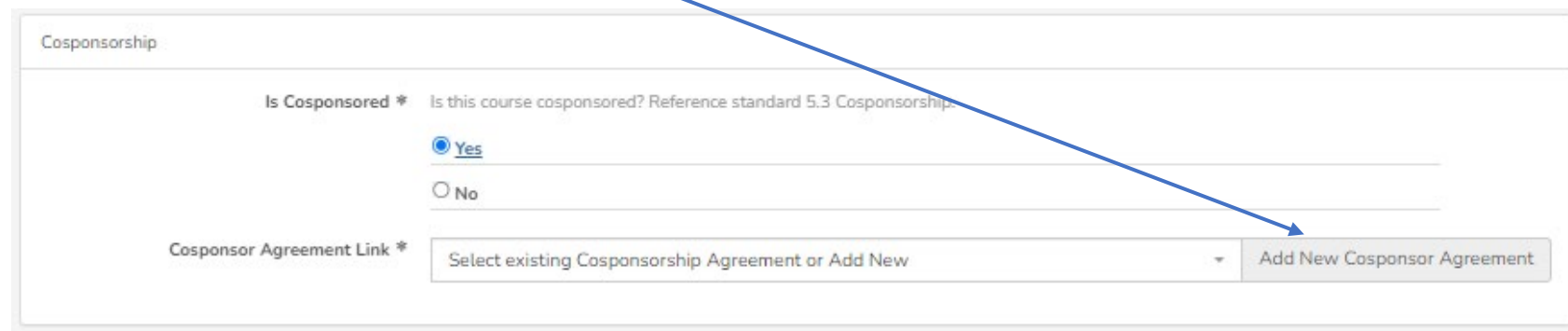Multiple instructors can be clicked.

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.

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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.
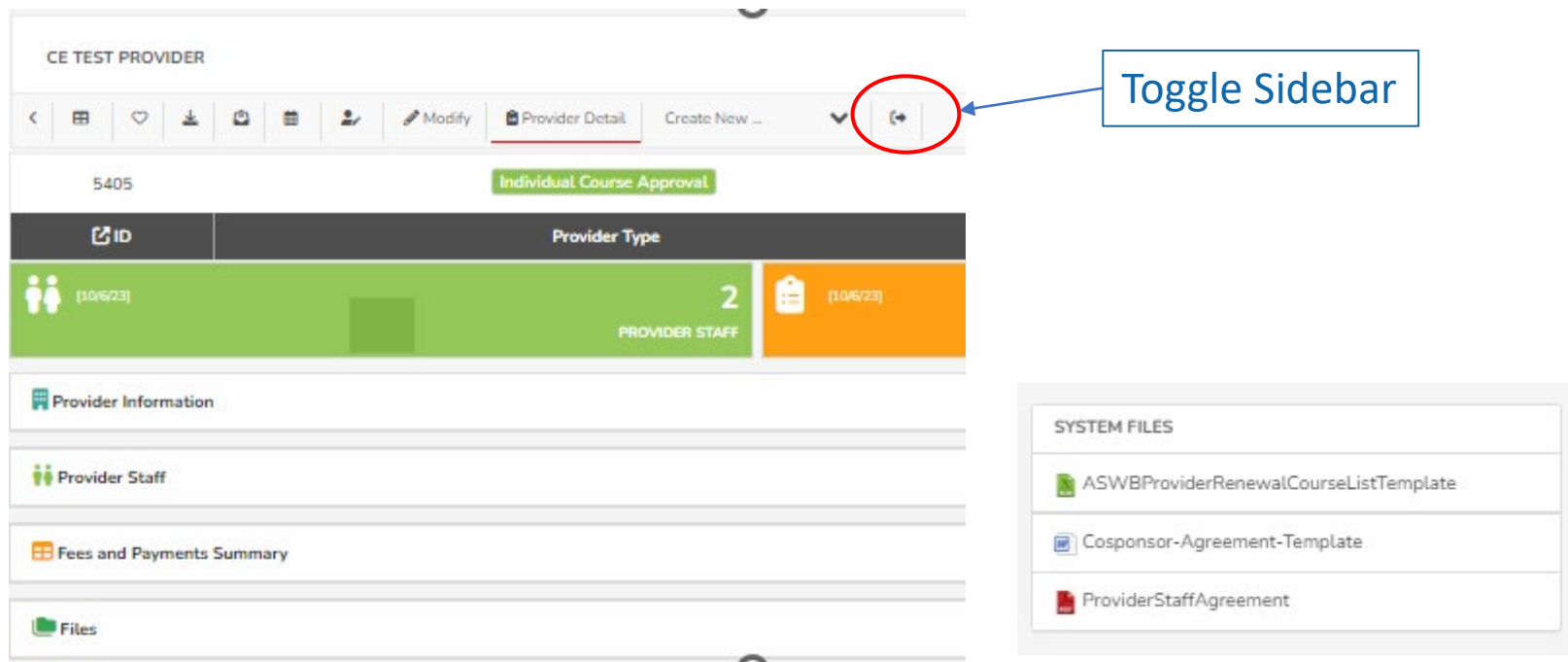
Cosponsorship

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

⦿ Yes

◯ No

Cosponsor Agreement Link * | Select existing Cosponsorship Agreement or Add New ▾ | Add New Cosponsor Agreement

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.

Toggle Sidebar

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 *   Select Existing Conference or Add New   ▼   Add New Conference

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

Choose File

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".
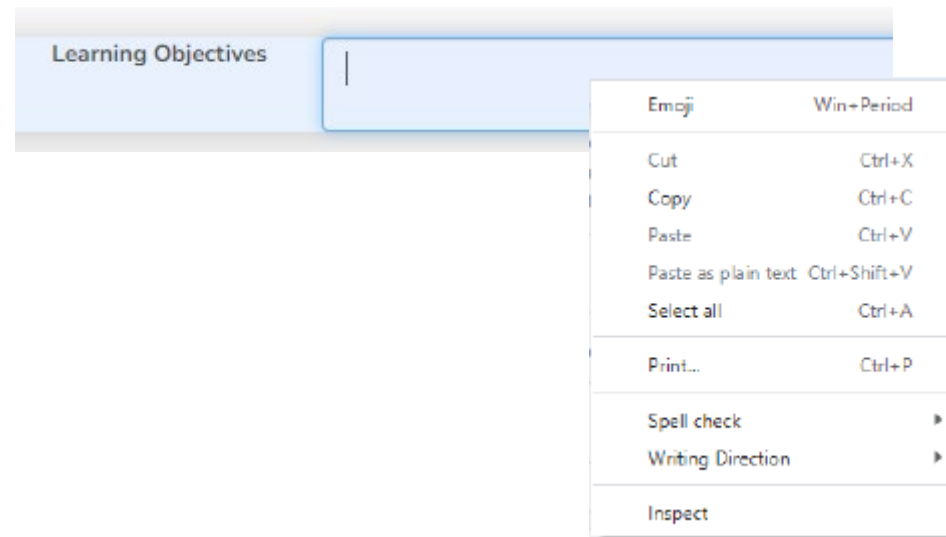
Credit Information and Credit Types

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 * | 2 | 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 * | 1

Clinical Credits * | 0

Ethics Credits * | 0

Social and Cultural Competence Credits * | 0

Calculated Sum of Credit Types | 1

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	☰ Choose File
Promotional Material	If the sample is a conference session, and conference promotion...
	☰ Choose File
Timed Agenda Outline	Required for courses or conference sessions over 2 hours. (stand...
	☰ Choose File
Bibliography	(standard 4.2)
	☰ Choose File
Attendance Documentation	Required for in-person and live distance learning. (sign-in and o...
	☰ 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 awar...
	☰ Choose File
Section Requires Payment	◯ NO

Save Entry   Save Draft Entry   Cancel

Course Samples – Successful Entry

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

Course Delivery Formats ✱ Choose the format(s) for which the organization is seeking approva

Reference standard 5.1 in the ACE Handbook for course delivery f

A different course sample must be submitted for each delivery for

All course materials must be mocked up to meet current ACE stan
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

To edit the course sample, click the [✏] icon.

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.

Signatures

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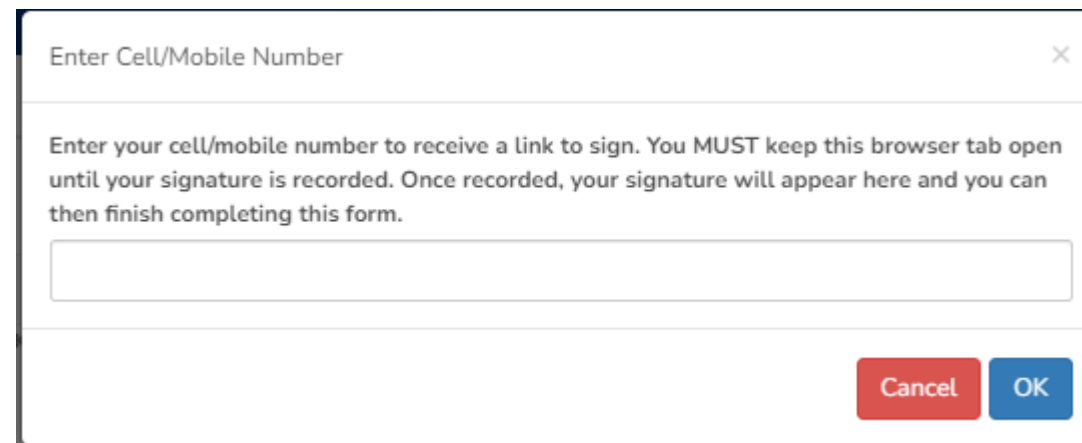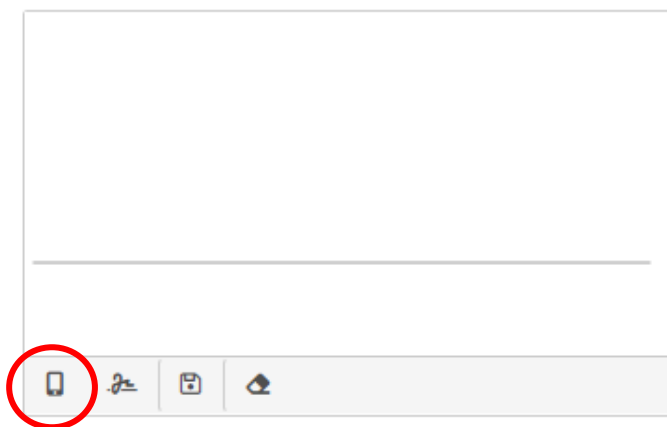
Options for Signing

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.

Enter Cell/Mobile Number   ×

Enter your cell/mobile number to receive a link to sign. You MUST keep this browser tab open until your signature is recorded. Once recorded, your signature will appear here and you can then finish completing this form.

Cancel   OK

Select "Save Entry" when complete.   Save Entry

Payment

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

If paying by credit card, enter the card information and submit.
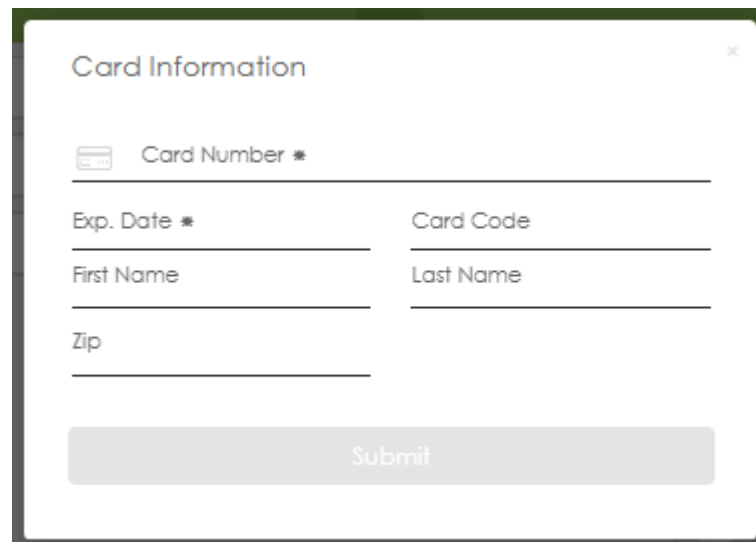
Payment – Credit Card

If paying by credit card, enter the card information and click "Submit"
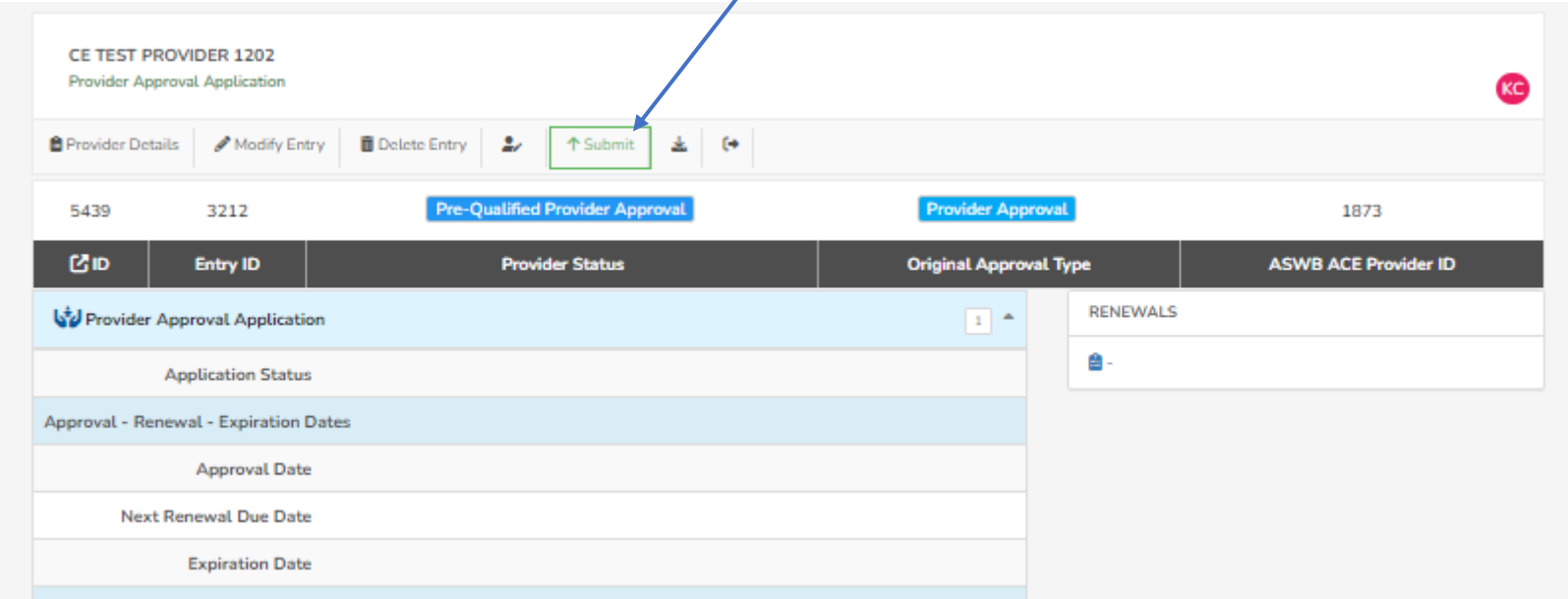
The following confirmation will appear when processing of the credit card payment is complete.
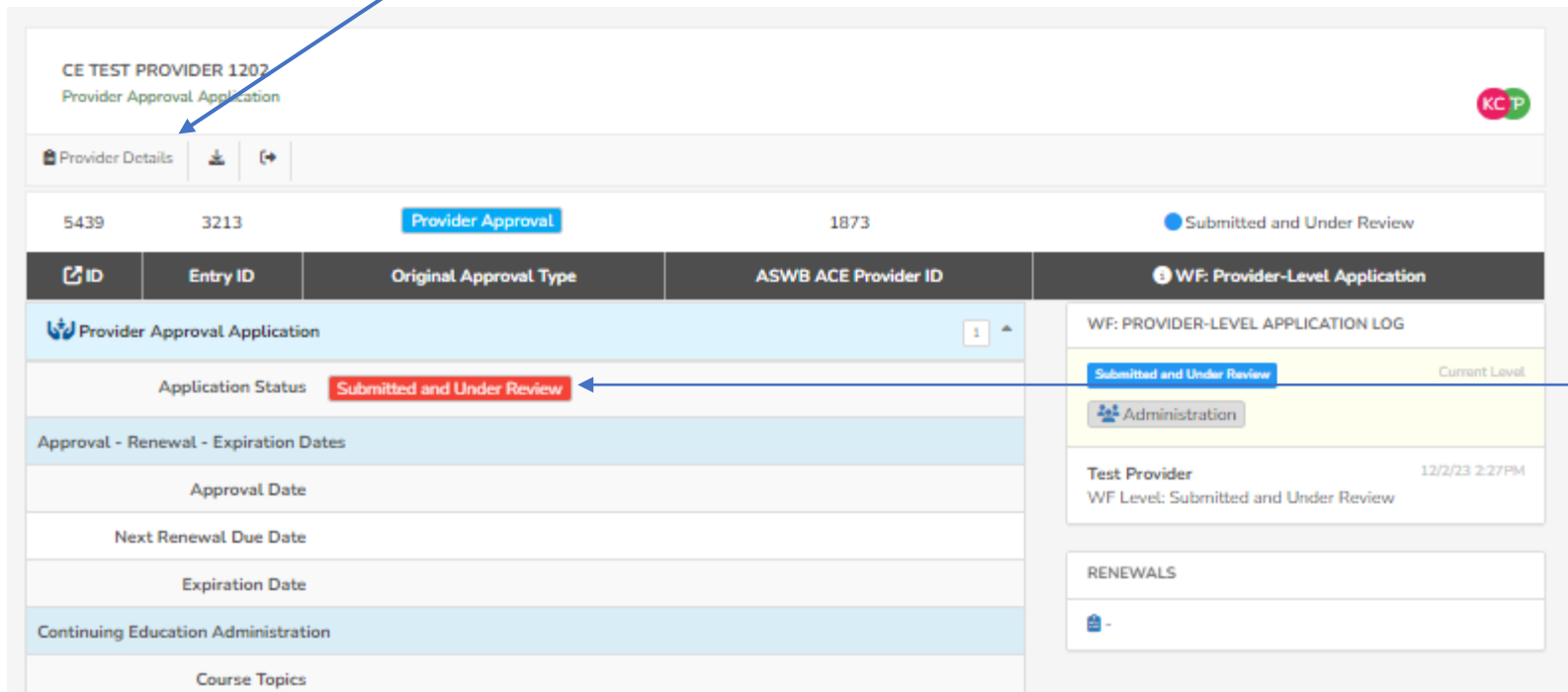
Submission

Select the green "Submit" button.

Successful Submission

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

Select "Provider Details" to submit the course samples.

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"

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.

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

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.

CE PROVIDER TEST 1101

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 PROVIDER APPROVAL APPLICATION	[11/1/23] 1 COURSE SAMPLE	[11/1/23] 1 COURSE INSTRUCTOR
[11/1/23] 3 FEES AND PAYMENTS			

Provider Information

Provider Staff   + Add New   4

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

[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"

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"