



# Provider Approval Renewal Application

## ACE Provider Approval Renewals

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New ACE providers must renew one year after initial approval. Following the first-year renewal, providers must renew every three years.

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Learn more about provider renewals in the ACE provider procedures located in the provider appendix [here](#).

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The renewal due date is one month prior to the current approval period's expiration date.

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Providers who do not submit all required materials and fees by the due date are subject to late and reinstatement fees. Reference the renewals section of the ACE provider procedures for fees.

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The ACE providers approval status remains active if the complete renewal application, required attachments, and payment is received by ACE by the renewal due date.

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ACE may audit and request course samples or materials in addition to what is required in the renewal application at any time during the approval period.

# Verification of Staff Contacts

1

Prior to starting the provider approval renewal process, verify the staff listed for the provider are accurate.

2

Expand the provider staff section and verify the individuals listed in the contact roles are accurate. If changes are needed, submit a change request. Reference the user guide for change requests.

CE PROVIDER TEST 1107 KC.T

5431 Provider Approval 1866 PQ Criteria Met

ID	Original Approval Type	ASWB ACE Provider ID	Pre-Qualification
[11/7/23] 5	PROVIDER STAFF	[11/8/23] 1	PROVIDER APPROVAL APPLICATION
[11/8/23] 1	COURSE INSTRUCTOR	[11/7/23] 1	COSPONSOR AGREEMENT
[11/8/23] 2	PROVIDER APPROVAL- COURSE SAMPLE	[11/8/23] 3	FEES AND PAYMENTS
[11/8/23] 1	COURSE-INDIVIDUAL APPROVAL		

**Provider Information**

**Provider Staff** + Add New 5

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

**SYSTEM FILES**

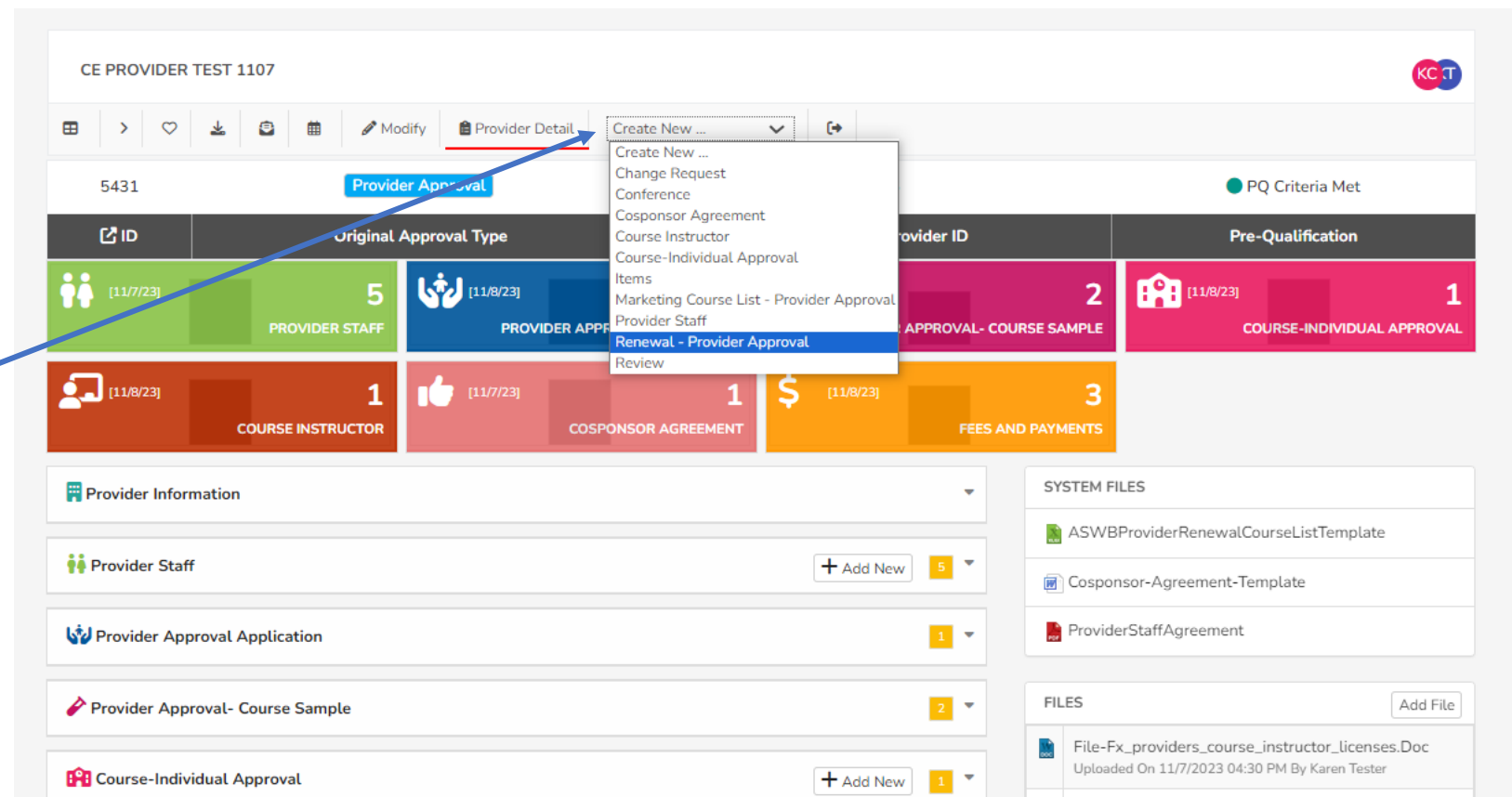
- ASWBProviderRenewalCourseListTemplate
- Cosponsor-Agreement-Template
- ProviderStaffAgreement

**FILES** Add File

- File-Fx\_providers\_course\_instructor\_licenses.Doc  
Uploaded On 11/7/2023 04:30 PM By Karen Tester
- File-Fx\_providers\_course\_instructor\_resume.Doc  
Uploaded On 11/7/2023 04:30 PM By Karen Tester
- File-Fx\_providers\_cosponsor\_agreement\_upload.Doc  
Uploaded On 11/7/2023 04:05 PM By Karen Tester
- File-Fx\_providers\_org\_staff\_resume.Doc  
Uploaded On 11/7/2023 01:18 PM By Karen Tester

# Renewal- Provider Approval

From the provider details page, click "Create New" then click "Renewal-Provider Approval"



The screenshot shows the 'CE PROVIDER TEST 1107' page. A dropdown menu is open from the 'Create New ...' button, listing options: 'Create New ...', 'Change Request', 'Conference', 'Cosponsor Agreement', 'Course Instructor', 'Course-Individual Approval', 'Items', 'Marketing Course List - Provider Approval', 'Provider Staff', 'Renewal - Provider Approval', and 'Review'. The 'Renewal - Provider Approval' option is highlighted. Below the menu, a grid of approval types is visible: PROVIDER STAFF (5), PROVIDER APP (1), COURSE INSTRUCTOR (1), COSPONSOR AGREEMENT (1), FEES AND PAYMENTS (3), APPROVAL- COURSE SAMPLE (2), and COURSE-INDIVIDUAL APPROVAL (1). The right sidebar shows 'SYSTEM FILES' and 'FILES' sections.

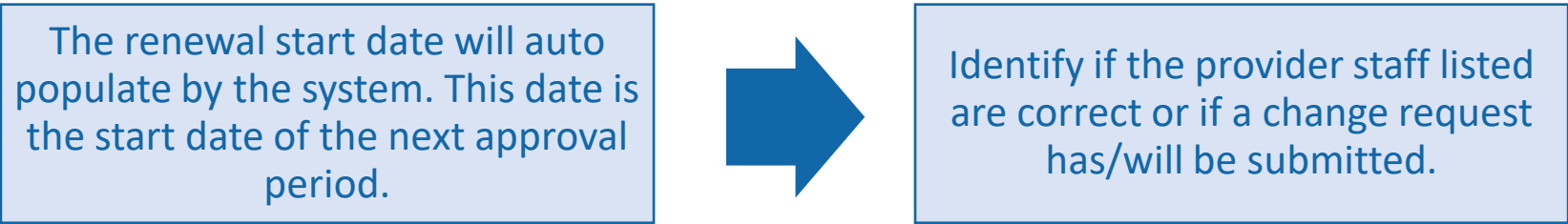
# Provider Approval Renewal Application Completion


The following areas of the provider approval renewal application require completion:

- Staff verification
- Course delivery formats
- Continuing education and promotion
- Evaluation and quality
- Grievances
- Ownership
- Other accreditations
- Renewal fees
- Required uploads
- Provider agreement (initials and signatures)

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

# Provider Renewal Completion



Renewal Start Date \*  11/07/2024

**Staff Verified \*** Verify the provider staff listed for the organization are correct. The roles of primary contact, CE director, and social work consultant are required. If the staff listed are accurate, select "Staff Reviewed- Correct".  
If changes are required, select "Staff Reviewed- Changes Needed" and submit a Change Request.

Staff Reviewed - Correct

Staff Reviewed - Changes Needed

# Selecting Course Delivery Formats for Renewal

Note: The formats listed here are the formats currently approved for the provider. These are not editable.

If the organization chooses to not renew a format for the upcoming approval period, click to unselect it from the list.

Course Delivery Formats

**Approved Course Delivery Formats** Currently approved delivery formats.

<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> <a href="#">Synchronous distance learning</a>
<input checked="" type="checkbox"/> <a href="#">Recorded asynchronous distance learning</a>	<input type="checkbox"/> Reading-based asynchronous distance learning
<input type="checkbox"/> Hybrid	<input type="checkbox"/> Hybrid - Additional

**Course Delivery Formats for Renewal \*** Indicate which course delivery formats are elected for renewal and will be offered during the upcoming renewal period.  
Note: Providers cannot add a new format during renewal. To add a format, use the change request.

<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> <a href="#">Synchronous distance learning</a>
<input checked="" type="checkbox"/> <a href="#">Recorded asynchronous distance learning</a>	<input type="checkbox"/> Reading-based asynchronous distance learning
<input type="checkbox"/> Hybrid	<input type="checkbox"/> Hybrid - Additional

Complete the remainder of the application, filling in text boxes and uploading documents where required.

# Renewal Fees

The number of courses paid during the last approval period will default here.

Identify the number of courses offered during the last approval period here.

Identify the number of courses expected to be offered during the upcoming approval period here.

The total fee represents the fee for the number of courses expected during this renewal period plus any positive difference in fees for the number of courses offered during the last renewal period and the number of courses paid for during the last renewal.



Renewal Fees

**Number of Courses Paid Last Renewal \*** Indicates the number of courses paid for during the last renewal period. This is defaulted from last renewal record.

Note: If the organization offered more courses/conference sessions than were paid for with the last approval/renewal, the difference in fees must be paid for at renewal.

1 to 10 Courses

11 to 49 Courses

50 to 99 Courses

>100 Courses

**# Courses Offered During Last Renewal Period \*** Indicate the number of courses your organization offered during the last renewal period.

1 to 10 Courses

11 to 49 Courses

50 to 99 Courses

>100 Courses

**# Courses Expected during this Renewal Period \***

1 to 10 Courses

11 to 49 Courses

50 to 99 Courses

>100 Courses

**Fee** Fee for '# Courses Expected during this Renewal Period' plus any positive difference between '# Courses Offered during Last Renewal Period' and 'Number of Courses Paid Last Renewal'.

Essentially, anything additional from any overage plus the charge for what will be offered next renewal period.

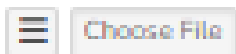
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# Required Uploads

Upload the required documents.

Click



Note: an attendance certificate must be uploaded for each approved delivery format.

### Required Uploads

**Course and Conferences List \*** Required with the renewal application is a list of courses and conferences offered during the current approval period for ACE credit. Providers may use the MS Excel template located under "System Files" on the Provider Detail page. Providers may also use their own format if the following required information from the list below is provided.

**List of Courses**

- Course title
- ACE specific course delivery format(s) (reference standard 5.1 in the ACE handbook)
- Course date(s) (if live in-person or live distance learning)
- ACE CE credit amount
- Credit type
- Number of certificates awarded with ACE credit
- Identify if the course was a hybrid (integrates two or more delivery formats)
- Identify if the course was offered as a conference session and, if so, provide the conference title
- Identify if the course or conference was cosponsored and, if so, list the name of the cosponsor

**List of Conferences**

- Conference Title
- Conference Dates
- Total number of social work credits possible for full attendance






**Attendance Certificate - Course Delivery \*** Provide an attendance certificate (name redacted) that was awarded to a social worker with ACE credit for each course delivery format approved and offered in the last approval period

**Attendance Certificate - Conference** Provide an attendance certificate (name redacted) that was awarded to a social worker with ACE credit for a conference (if any) held in the last approval period

# 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.

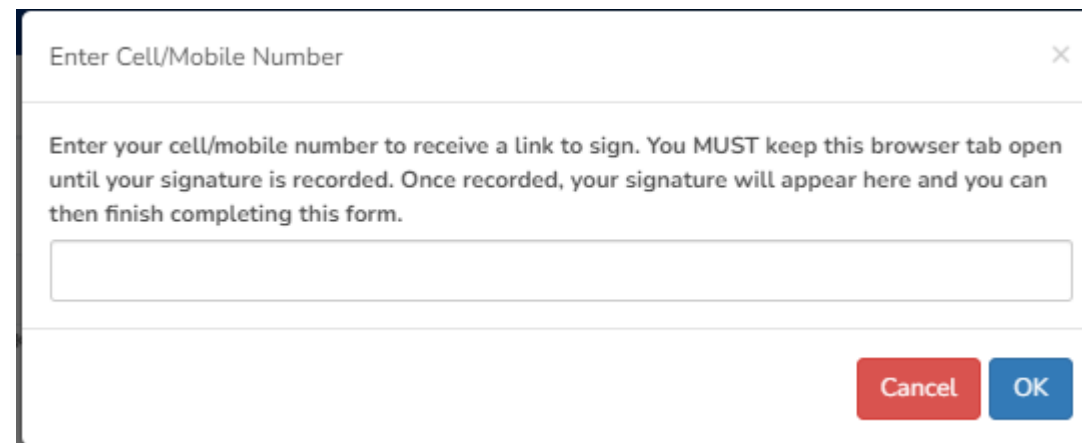
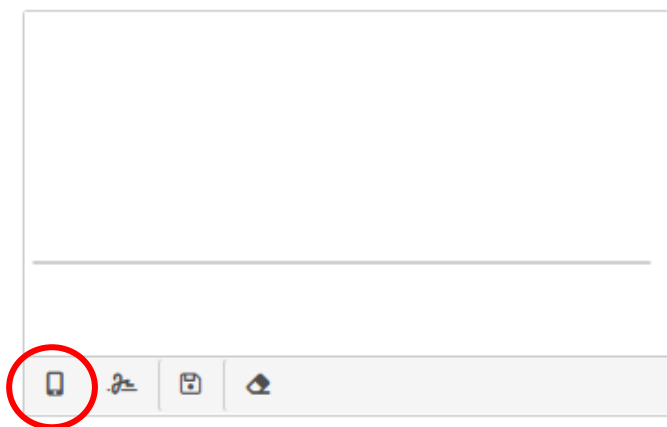


## Options for Signing

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 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.

Renewal - Provider Approval
KC

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

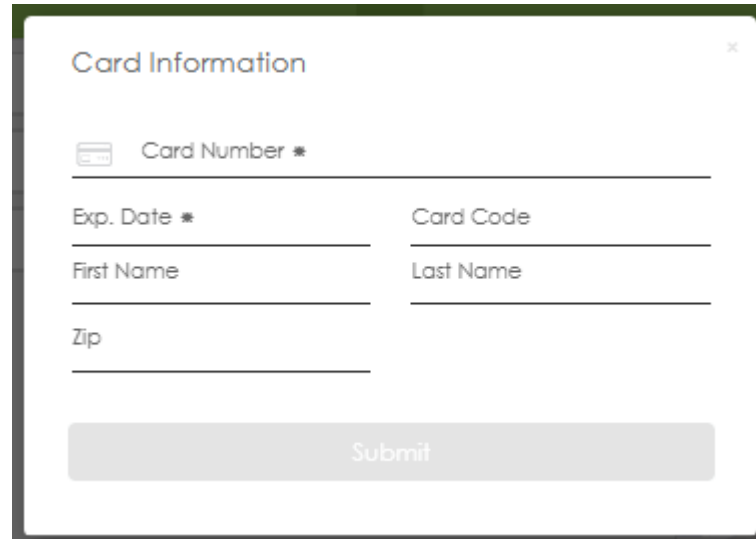
5438	2026	Provider Approval	1872
ID	Entry ID	Original Approval Type	ASWB ACE Provider ID
Renewal - Provider Approval			2
Renewal Application Status			
Renewal Start Date		12/2/2030	
Renewal End Date		12/2/2033	
Next Renewal Due Date			

RENEWALS

- 📅 12/2/2023 - 12/2/2024
- 📅 12/2/2030 - 12/2/2033
- 📅 12/2/2024 - 12/2/2027

## Payment – Credit Card

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

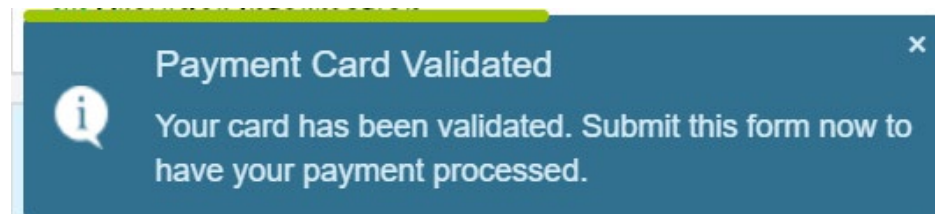


The screenshot shows a form titled "Card Information" with a close button (x) in the top right corner. The form contains the following fields:

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

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

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




# Renewal Submission

CE PROVIDER TEST 1107  
Renewal - Provider Approval

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









5431      2024      **Provider Approval**

ID	Entry ID	Original Approval Type
 Renewal - Provider Approval		
Renewal Application Status		
Renewal Start Date	11/7/2024	
Renewal End Date	11/7/2027	
Staff Verified	<b>Staff Reviewed - Correct</b>	
Course Delivery Formats		

Select "Submit"

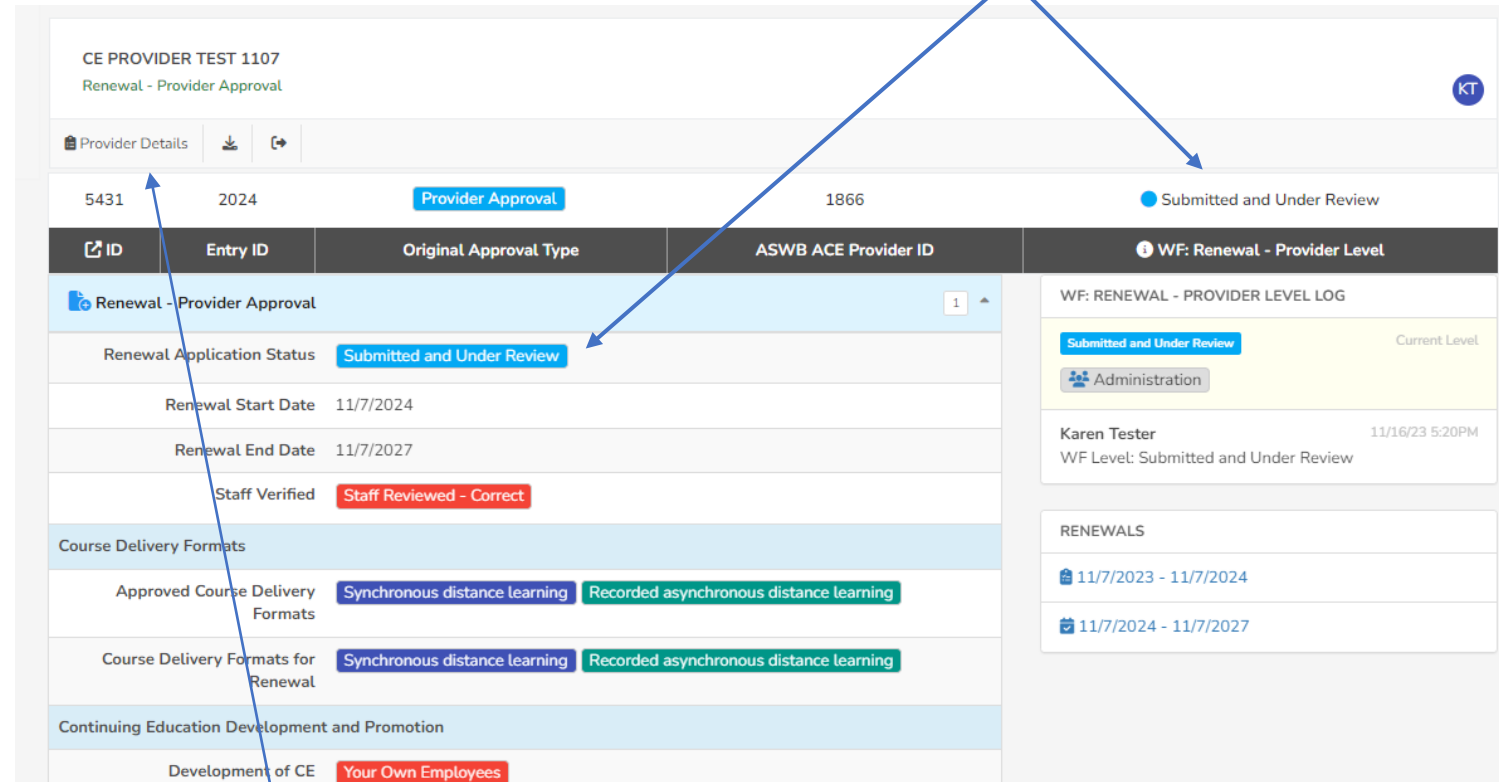
# Submitted and Under Review

From the provider detail page, the status of the renewal will be "Submitted and Under Review".

 <b>Provider Staff</b>		Provider Approval- Course Sample		<a href="#">+ Add New</a>	<span>5</span>	
 <b>Provider Staff</b>		Provider Approval Application		<a href="#">+ Add New</a>	<span>1</span>	
 <b>Provider Staff</b>		Renewal - Provider Approval		<a href="#">+ Add New</a>	<span>1</span>	
 <b>Provider Approval- Course Sample</b>				<a href="#">+ Add New</a>	<span>2</span>	
 <b>Course-Individual Approval</b>				<a href="#">+ Add New</a>	<span>2</span>	
 <b>Course Instructor</b>				<a href="#">+ Add New</a>	<span>1</span>	
 <b>Cosponsor Agreement</b>				<a href="#">+ Add New</a>	<span>1</span>	
 <b>Renewal - Provider Approval</b>				<a href="#">+ Add New</a>	<span>1</span>	
	<a href="#">View</a>	<b>Renewal Application Status</b>	<b>Renewal Start Date</b>	<b>Renewal End Date</b>	<b>Approved Course Delivery Formats</b>	<b>Course Delivery Formats for Renewal</b>
		<span>Submitted and Under Review</span>	<span>11/7/2024</span>	<span>11/7/2027</span>	<span>Synchronous distance learning</span> <span>Recorded asynchronous distance learning</span>	<span>Synchronous distance learning</span> <span>Recorded asynchronous distance learning</span>

# Successful Submission

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



The screenshot displays the 'Renewal - Provider Approval' page for CE PROVIDER TEST 1107. The page includes a header with the user's name 'KT' and a 'Provider Details' button. A table lists renewal entries with columns for ID, Entry ID, Original Approval Type, ASWB ACE Provider ID, and WF: Renewal - Provider Level. The entry for ID 5431 and Entry ID 2024 is highlighted, showing a status of 'Submitted and Under Review'. Below the table, a detailed view of the renewal application status is shown, including dates (11/7/2024 to 11/7/2027), staff verification status ('Staff Reviewed - Correct'), and approved course delivery formats ('Synchronous distance learning' and 'Recorded asynchronous distance learning'). A right-hand sidebar shows a 'WF: RENEWAL - PROVIDER LEVEL LOG' with a 'Submitted and Under Review' status and a user entry for Karen Tester on 11/16/23 at 5:20PM. A 'RENEWALS' section at the bottom lists renewal periods for 11/7/2023 - 11/7/2024 and 11/7/2024 - 11/7/2027.

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



## Renewal Provider Approval - Review Process

The renewal will be reviewed by ACE staff.

Once approved, the status of the renewal application will be updated from “Submitted and Under Review” to “Renewal Accepted”.

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


If corrections are not required, the renewal will be accepted.

## Renewal Accepted

Once the renewal is accepted, the status will be “Renewal Accepted”.

The new approval period will be shown in the renewal start date and renewal end date fields.

The next renewal due date will be listed.

Renewal - Provider Approval <span style="float: right;">+ Add New</span>						
	Renewal Application Status	Renewal Start Date	Renewal End Date	Next Renewal Due Date	Approved Course Delivery Formats	Course Delivery Formats for Renewal
<a href="#">View</a> 	Renewal Accepted	12/2/2024	12/2/2027	11/2/2026	In-Person	In-Person

The delivery formats approved in the renewal will be listed.

## Provider Approval Statement- Approval Period

Once the renewal is accepted by ACE, the primary contact and CE Director will receive an email from ACE indicating the renewal is accepted and the new approval period may be used.



Once the current approval period expires, the ACE provider approval statement should be updated with the new approval period.



[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.

## Renewal Audit Reminder



ACE may audit and request course samples or materials in addition to what is required in the renewal application at any time during the approval period.