



Course material requirements checklist

Each item references the standard where the requirements are listed.

Refer to the [appendix](#) of the ACE Handbook for samples of course evaluations, certificates, promotional material, and attendance tracking methods that meet ACE standards.

ALL COURSE SAMPLES MUST INCLUDE THE FOLLOWING MATERIALS THAT MEET ACE STANDARDS.

- ✓ **Promotional material** (if the sample is a conference session, full conference promotional material is required) (standard 6.1)
- ✓ **Timed agenda/ outline** (for courses or conference sessions over 2 hours) (standard 4.8)
- ✓ **Bibliography** (standard 4.2)
- ✓ **Qualified instructor current resume** (standard 4.5)
- ✓ **Attendance documentation: sign-in and out, attestation, etc.** (required for in-person and live distance learning) include details, if necessary, to explain how attendance is tracked (standard 7.5)
- ✓ **Course materials** (handouts, power points, articles, etc.) (standard 4.6)
- ✓ **Evaluation** (standard 7.4)
- ✓ **Certificate of credit** (standard 7.5)

DISTANCE LEARNING COURSE SAMPLES MUST ALSO INCLUDE THE FOLLOWING

- ✓ **Posttest** — Posttest required for distance learning: asynchronous or non-interactive synchronous courses (standard 4.10)
- ✓ **Pilot test** — Individual pilot test responses and a summary are required for: courses that include reading, where the provider wishes to pilot test instead of using ACE allowed credit amounts based on word count; any asynchronous course that is interactive with technology in such a way that determining credit amount is not possible based on word count and/or recorded time alone ; or any distance learning course where the CE credit includes the time it takes to complete the posttest (standard 4.9).