



# Provider Approval

## Adding Courses to Online Search

### Individual Entry

# Provider Approval- Adding Courses to Online Search

## Individual Entries

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Organizations with ACE provider level approval may enter courses in the online system for listing in the ACE online course search.

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The online course search platform provides a centralized, user-friendly search for social workers to find and enroll in courses easily.

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Organizations may enter courses individually or via a bulk upload. Those interested in uploading many courses via spreadsheet may reference the bulk upload user guide.

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Courses will automatically be included or removed from the search based on the dates entered in the course active and expiration date fields.

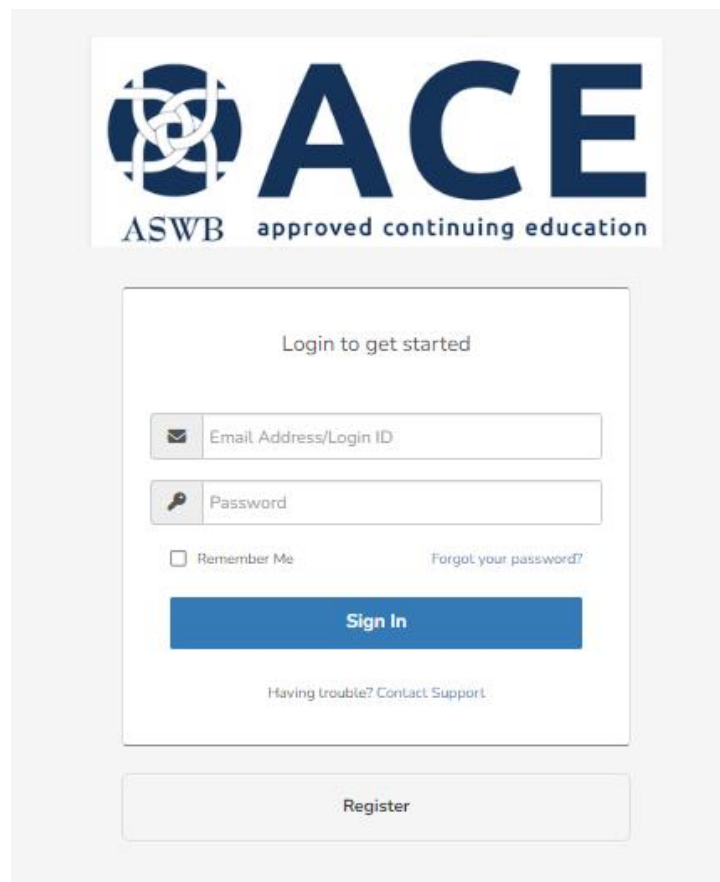
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Course entries for the online search are added in the provider record in the online system. Only registered users of the system that are listed as provider staff (Primary Contact, CE Director, Social Work Consultant, CEO/Department Head) for an organization have access to the provider record.

# ACE Online System Login

Access the online application portal from the following link

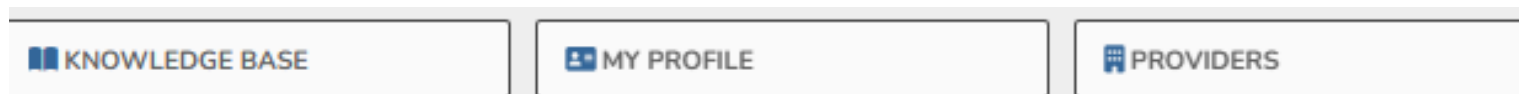
<http://aswb.webauthor.com/>



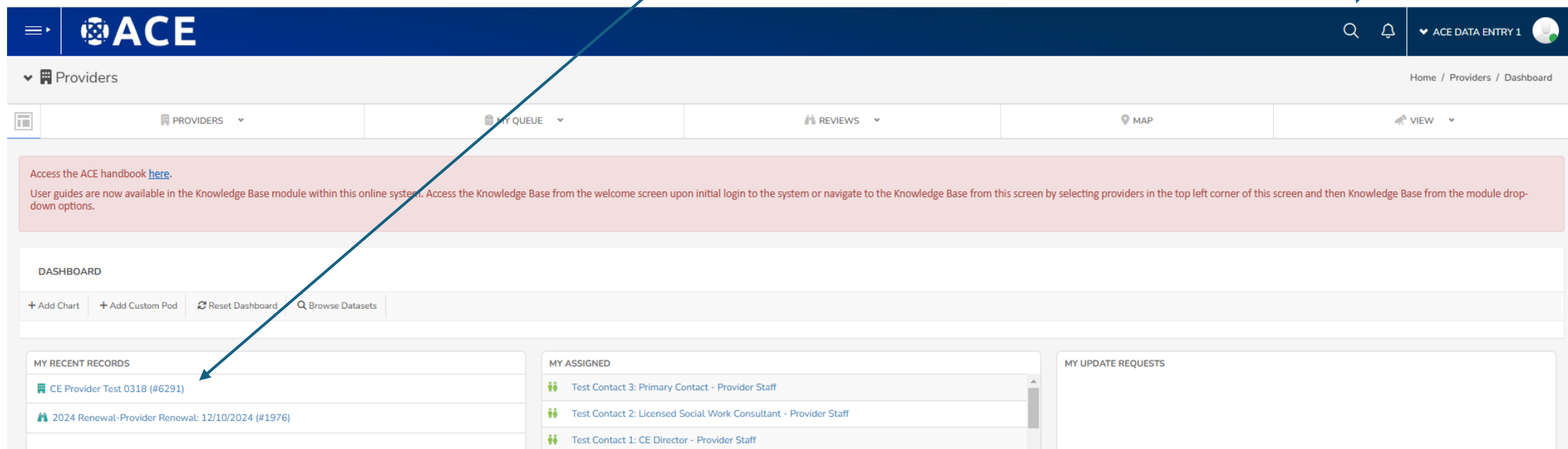
The screenshot shows the login interface for the ACE Online System. At the top is the ACE ASWB logo. Below it is a white box with the heading "Login to get started". Inside this box are two input fields: "Email Address/Login ID" with an envelope icon and "Password" with a key icon. Below the password field is a checkbox for "Remember Me" and a link for "Forgot your password?". A blue "Sign In" button is positioned below these options. At the bottom of the white box is a link for "Having trouble? Contact Support". Below the white box is a grey "Register" button.

# Accessing the Provider Record

Login and click the Providers module.



Open the provider record from the dashboard either by typing the provider name in the search icon in the top right corner of the screen or click the provider name in the my recent records box.

A screenshot of the ACE dashboard interface. At the top is a dark blue header with the ACE logo on the left and search, notification, and user profile icons on the right. Below the header is a light gray navigation bar with a 'Providers' dropdown menu. Underneath is a dashboard area with a pink banner about the ACE handbook. Below the banner are three main sections: 'DASHBOARD' with buttons for adding charts and pods, 'MY RECENT RECORDS' with a list of provider records, and 'MY ASSIGNED' with a list of assigned contacts. A blue arrow points from the text 'click the provider name in the my recent records box' to the first record in the 'MY RECENT RECORDS' list. Another blue arrow points from the text 'typing the provider name in the search icon' to the search icon in the top right header.

# Creating New Course Entries

From within the provider record, click the Create New dropdown and then click New Provider Approval- Marketing Course List.

The screenshot displays the 'CE PROVIDER TEST 0318' interface. A dropdown menu is open from the 'Create New' button, showing options like 'New Change Request', 'New Conference', 'New Sponsor Agreement', 'New Course - Individual Approval', 'New Course Date', 'New Course Instructor', 'New Provider Approval - Course Sample', 'New Provider Approval - Marketing Course List' (highlighted), 'New Provider Staff', and 'New Review'. The main interface shows a provider record for ID 6291, with sections for 'Provider Information', 'Provider Staff', 'Provider Approval - Application', 'Provider Approval - Course Sample', 'Provider Approval - Renewal', 'Change Request', and 'Fees and Payments'. The 'Provider Approval - Renewal' section shows a renewal application status of 'Renewal Accepted' with a renewal start date of 3/18/2025 and a renewal end date of 3/18/2028. The 'Fees and Payments' section shows a table with columns for Fee Assessed, Fee Type, Amount, Fee Status, Payment Method, Fee Authorization (Token), and Date Charged.

## Fields for Course Entry

The following fields are included in the course entry screen.

Course title	City and State (for in-person)	Course/ Registration website
Course active date	Instructor(s)	Part of a conference (Yes/No)
Course inactive date	Hybrid course (Yes/No)	Conference title
Course description	Semester or series course (Yes/No)	Conference website/ registration link
Learning objectives	Number of credits	
Delivery formats <ul style="list-style-type: none"> <li>- In-person</li> <li>- Synchronous distance</li> <li>- Recorded asynchronous distance</li> <li>- Reading asynchronous distance</li> </ul>	Credit type <ul style="list-style-type: none"> <li>- Clinical</li> <li>- Cultural competence</li> <li>- Ethics</li> <li>- General</li> </ul>	Content level <ul style="list-style-type: none"> <li>- Beginner</li> <li>- Intermediate</li> <li>- Advanced</li> </ul>
Course dates for in-person and/or synchronous	Jurisdictional content areas <ul style="list-style-type: none"> <li>- 23 items to select, as applicable</li> </ul>	Social work audience only (Yes/No)  Target audience



Click Save Entry when complete.

CE PROVIDER TEST 0318 Provider Approval - Marketing Course List				
[1]	Provider Details			
6291		2114		
ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID
Provider Approval - Marketing Course List				
Courses entered by CE organizations with provider approval through ACE in this section will appear in the ACE online course search.				
Provider Approval- Course Entry for Online Course Search				
Course Title *	<div style="border: 1px solid red; padding: 2px;">Course Title is required</div> <input type="text"/>			
Course Active Date *	Enter course active and inactive dates for the period of time in which the course should be included in the ACE online course search.			
	<input type="text"/>			
Course Inactive Date	<input type="text"/>			
Description *	Provide the course description.			
	<input type="text"/>			
Delivery Formats *	Select the delivery format(s) for the course.			
	<input type="checkbox"/> In-Person			
	<input type="checkbox"/> Synchronous Distance Learning			
	<input type="checkbox"/> Recorded Asynchronous Distance Learning			
	<input checked="" type="checkbox"/> Reading-Based Asynchronous Distance Learning			
<div style="background-color: #007bff; color: white; padding: 10px; text-align: center;">             ▲ There is 1 field on this form that need addressing.           </div>				
Save Entry		Cancel		

# Review, Editing and Publication

Once the course entry is saved, the course entry detail page will appear. Users may conduct a final review of the course entry from this screen.

If edits are needed, the user can click the Modify Entry button at the top of the screen.

Click Provider Details to return to the main provider record to enter additional courses.

CE PROVIDER TEST 0318  
Provider Approval - Marketing Course List

Provider Details

Modify Entry

Delete Entry

629110072114

ID	Entry ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID
Provider Approval - Marketing Course List					
Provider Approval - Course Entry for Online Course Search					
Course Title		Course Test 12			
Course Active Date		2/12/2025			
Course Inactive Date					
Description		test			
Delivery Formats		Reading-Based Asynchronous Distance Learning			
Course Dates					
City					
State					
Instructors					
Course/ Registration Website					
Is Hybrid Course		No			
Semester or Series					
Part of a Conference?		No			
Conference Title					
Conference Link					
Total Credits					
Number of Credits		1			
CREDIT TYPE					



# Adding Additional Dates and Instructors - Copy Entry

Once a course entry is saved, users may add additional dates for in-person and synchronous distance courses by clicking Copy Entry.

The copied course entry will open for editing. Add additional dates or instructors as applicable and click Save Entry when complete.

CE PROVIDER TEST 0318  
Provider Approval - Marketing Course List

Provider Details Modify Entry Copy Entry Delete Entry

6291 1264 Approved Provider Approval Synchronous distance learning Provider Approval 2114

ID	Entry ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID
Provider Approval - Marketing Course List 19					
Provider Approval- Course Entry for Online Course Search					
Course Title	Test course 18				
Course Active Date	4/10/2025				
Course Inactive Date	4/10/2026				
Description	test				
Delivery Formats	In-Person				

# Adding Additional Dates and Instructors

From the detail page of the provider record, when the Provider Approval-Marketing Course List section is expanded, users may open any course entry to add dates or instructors by clicking View beside the course.

CE PROVIDER TEST 0318

Workflow...

Create New ...

15 CHANGE REQUESTS [1/16/25]

9 FEES AND PAYMENTS [12/10/24]

19 PROVIDER APPROVAL - MARKETING COURSE LIST [3/7/25]

Provider Information

Provider Staff + Add New 10

Provider Approval - Application 1

Provider Approval - Course Sample + Add New 4

Provider Approval - Renewal 1

Change Request + Add New 15

Fees and Payments + Add New 9

Provider Approval - Marketing Course List + Add New 19

	Course Title	Course Active Date	Course Inactive Date	Delivery Formats
<a href="#">View</a>	Test course 18	4/10/2025	4/10/2026	In-Person
<a href="#">View</a>	Test course 17	3/1/2025	3/31/2025	Reading-Based Asynchronous Distance Learning
<a href="#">View</a>	Test course 16	2/24/2025	2/24/2026	In-Person Synchronous Distance Learning
<a href="#">View</a>	Test course 1	3/1/2025	3/31/2025	Synchronous Distance Learning

WF: PRE-QUALIFICATION LOG

PQ Criteria Met Current Level

ACE Data Entry 1 3/18/24 11:13AM  
WF Level: Submitted and Under Review  
Outcome: Pre-Qual Met  
To: PQ Criteria Met

ACE Data Entry 1 3/18/24 11:13AM  
WF Level: Submitted and Under Review

SYSTEM FILES

- ACE application user guide - Change request provid...
- ACE application user guide - Helpful tips
- ACE application user guide - Individual course appr...
- ACE application user guide - Making updates
- ACE application user guide - Prequalification request
- ACE application user guide - Provider application
- ACE application user guide - Provider renewal
- ACE application user guide- Change request course ...
- ACE application user guide- Change request course ...

# Provider Approval Marketing Course List Section

All course entries will be visible in the Provider Approval- Marketing Course List section of the provider record.

All sections of the provider record are expandable/ collapsable by clicking on the section header.

Users can view the entries by clicking view beside each course or may open the entry for editing by selecting the pencil beside each course.

The +Add New option on the section header may also be used to add new course entries after at least one entry has been made.

CE PROVIDER TEST 0318

[1] [heart] [download] [share] [refresh] [Modify] [Provider Detail] [Create New ...]

PROVIDER STAFF

PROVIDER APPROVAL - APPLICATION

PROVIDER APPROVAL - COURSE SAMPLE

PROVIDER APPROVAL - RENEWAL

15 CHANGE REQUESTS (1/16/25)

9 FEES AND PAYMENTS (12/10/24)

4 PROVIDER APPROVAL - MARKETING COURSE LIST (2/12/25)

Provider Information

Provider Staff + Add New 9

Provider Approval - Application 1

Provider Approval - Course Sample + Add New 4

Provider Approval - Renewal 1

Change Request + Add New 15

Fees and Payments 9

Provider Approval - Marketing Course List + Add New 4

	Course Title	Course Active Date	Course Inactive Date	Delivery Formats
View [pencil] [link]	Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning
View [pencil] [link]	Test course 4	2/1/2025		In-Person
View [pencil] [link]	Test Course 9	2/1/2025	2/5/2026	In-Person Synchronous Distance Learning
View [pencil] [link]	Test Course 1	2/10/2025	4/10/2025	In-Person Synchronous Distance Learning

SYSTEM FILES

- ACE application user guide - Change request provid...
- ACE application user guide - Helpful tips
- ACE application user guide - Individual course appr...
- ACE application user guide - Making updates
- ACE application user guide - Prequalification request
- ACE application user guide - Provider application
- ACE application user guide - Provider renewal
- ACE application user guide- Change request course ...
- ACE application user guide- Change request course ...
- ACE application user guide- Change request provid...
- ACE application user guide- Change request provid...
- ACE application user guide- Change request provid...
- ACE application user guide- Change request provid...
- ACE application user guide- Provider renewal maki...
- ACE-Handbook-12.2023
- ASWBProviderRenewalCourseListTemplate
- Cosponsor-Agreement-Template
- Provider Agreement
- Renewing provider agreement



All course entries made within the Provider Approval- Marketing Course List section of the provider record may be opened in a grid by clicking on the number in the section header.

CE PROVIDER TEST 0318

[1]

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✎ Modify

📁 Provider Detail

Create New ...

⌵

↔

9

PROVIDER STAFF

👤👤

1

PROVIDER APPROVAL - APPLICATION

👤👤

4

PROVIDER APPROVAL - COURSE SAMPLE

📄

1

PROVIDER APPROVAL - RENEWAL

📄+

15

CHANGE REQUESTS

📄

(1/16/25)

9

FEES AND PAYMENTS

💰

(12/10/24)

4

PROVIDER APPROVAL - MARKETING COURSE LIST

☰

(2/12/25)

📁 Provider Information

⌵

👤👤 Provider Staff

+ Add New

9

⌵

👤👤 Provider Approval - Application

1

⌵

📄 Provider Approval - Course Sample

+ Add New

4

⌵

📄 Provider Approval - Renewal

1

⌵

📄 Change Request

+ Add New

15

⌵

💰 Fees and Payments

9

⌵

☰ Provider Approval - Marketing Course List

+ Add New

4

⌵

	Course Title	Course Active Date	Course Inactive Date	Delivery Formats
<div>View</div> <div>✎</div> <div>🔗</div>	Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning
<div>View</div> <div>✎</div> <div>🔗</div>	Test course 4	2/1/2025		In-Person
<div>View</div> <div>✎</div> <div>🔗</div>	Test Course 9	2/1/2025	2/5/2026	<div>In-Person</div> <div>Synchronous Distance Learning</div>
<div>View</div> <div>✎</div> <div>🔗</div>	Test Course 1	2/10/2025	4/10/2025	<div>In-Person</div> <div>Synchronous Distance Learning</div>

SYSTEM FILES

📄 ACE application user guide - Change request provid...

📄 ACE application user guide - Helpful tips

📄 ACE application user guide - Individual course appr...

📄 ACE application user guide - Making updates

📄 ACE application user guide - Prequalification request

📄 ACE application user guide - Provider application

📄 ACE application user guide - Provider renewal

📄 ACE application user guide- Change request course ...

📄 ACE application user guide- Change request course ...

📄 ACE application user guide- Change request provid...

📄 ACE application user guide- Change request provid...

📄 ACE application user guide- Change request provid...

📄 ACE application user guide- Provider renewal maki...

📄 ACE-Handbook-12.2023

📄 ASWBProviderRenewalCourseListTemplate

📄 Cosponsor-Agreement-Template

📄 Provider Agreement

📄 Renewing provider agreement

## Marketing Course List – Viewing Entries in Grid

From the grid, users may drag, move and sort columns, similar to Excel. Fields from the course entry can be pulled into the grid by clicking on the gear icon and selecting the field from the list that appears on the right side of the screen.

The screenshot shows the ACE Marketing Course List interface. The grid displays the following data:

		Provider Name (Provider Information)...	Course Title	Course Active Da...	Course Inactive D...	Delivery Formats	Number of Credit...	Course Dates
1	<input type="checkbox"/> View	CE Provider Test 0318	Test Course 1	2/10/2025	4/10/2025	In-Person Synchronous Distance Learning	4	4/10/2025
2	<input type="checkbox"/> View	CE Provider Test 0318	Test Course 9	2/1/2025	2/5/2026	In-Person Synchronous Distance Learning	12	4/11/2025
3	<input type="checkbox"/> View	CE Provider Test 0318	Test course 4	2/1/2025		In-Person	1	
4	<input type="checkbox"/> View	CE Provider Test 0318	Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning	1	
5	<input type="checkbox"/> View	CE Provider Test 0318	Ethics TEST	2/18/2025	3/8/2025	In-Person	3	2/28/2025

The settings panel on the right, titled "Provider Approval - Marketing Course List", shows the following fields:

- ☐ Locked
- ☒ Course Title
- ☒ Course Active Date
- ☒ Course Inactive Date
- ☐ Description
- ☒ Delivery Formats
- ☒ Course Dates
- ☐ City
- ☐ State
- ☐ Instructors

The list may also be downloaded to excel by opening the grid settings to the left of the gear icon. Users may leave the grid and return to the dashboard by clicking the dashboard icon located just above the grid settings icon.