ACE
ASWB approved continuing education

Change Request
Individual Course Approval
Major Course Changes

Change Type – Individual Course Approval
Major Course Change

CE providers can request to add a format or instructor to an individual course approved by ACE at any time during the course approval period by submitting a change request and fee ($25 per format; $15 per speaker).

Payment of fees and change request submission does not constitute approval.

The provider may not offer the approved course in the new format or by the new instructor until ACE grants official approval.

Approval of new formats and instructors will be effective on the date approved and for the remainder of the individual course approval period.

Once approved, the change request will reflect a status of approved in the portal.

Change requests can take up to 30 days for approval.

Entering a New Change Request

Access the provider record in the portal and click the "Create New" dropdown.

From the dropdown list, click New Change Request.

Change Request Entry Major Course Change
Add Format

When the change request opens, populate the change effective date.
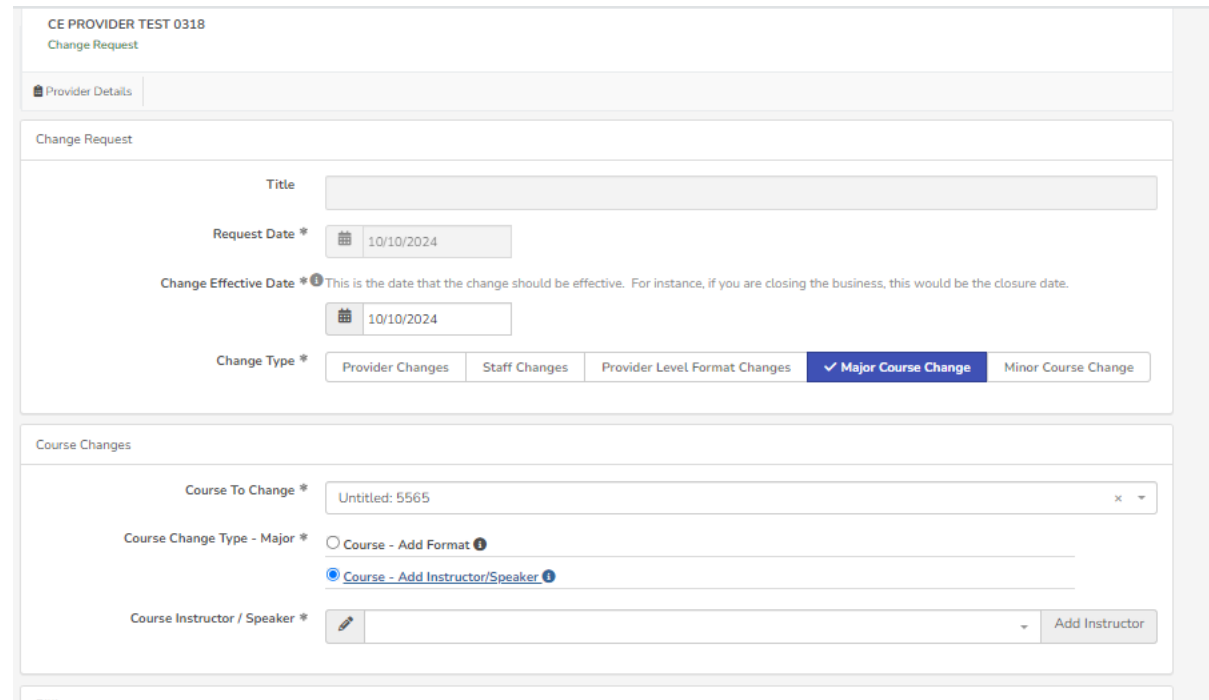
Select major course change as the change type.

Select the course title of the course to change from the dropdown.

Select course- add format as the change type.

Choose the format being added.

Upload the required documents by selecting choose file.

Complete the required signature fields and click save entry.

Change Request Entry Major Course Change
Add Instructor

When the change request opens, populate the change effective date.

Select major course change as the change type.

Select the course title of the course to change from the dropdown.

Select course- add instructor as the change type.

Either select an existing instructor already in the system from the course instructor dropdown or click add instructor to add a new instructor.

Complete the course instructor fields and click save entry.

Complete the required signature fields and click save entry.

Payment

Select "Pay by CC" or "Pay by Check"
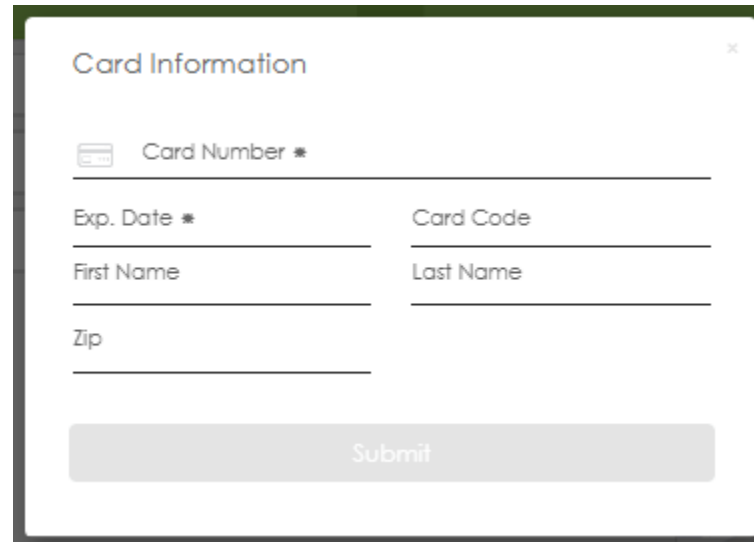
Payment – Credit Card

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.

Change Request Submission

Select submit and then select provider details to return to the main page of the provider record.

Submitted and Under Review

From the provider detail page, expand the change request section. The status of the change request will be "submitted and under review".

Change Request - Review Process

The change request will be reviewed by ACE staff.

If corrections or additional information are 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 change request for the add format or add instructor will be approved.

Once approved, the new format will be added to the approved course or the new instructor will be linked to the approved course. The change request will reflect a status of "Approved".

Change Request Approved

Once the change request is approved, the status will be "approved".