



**Change Request
Individual Course Approval
Minor Course Changes**

Change Type – Individual Course Approval

Minor Course Change

CE providers can request changes to individual courses approved by ACE at any time during the course approval period by submitting a change request and fee (1-3 changes = \$15 per change; 4+ changes = \$125).

The following course information may be updated through a minor course change request:

- agenda
- content level
- course description
- course title
- bibliography
- credit amount/ credit type
- learning objectives
- materials (slides, handouts, etc.)

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

The provider may not offer the approved course with the requested changes until ACE grants official approval.

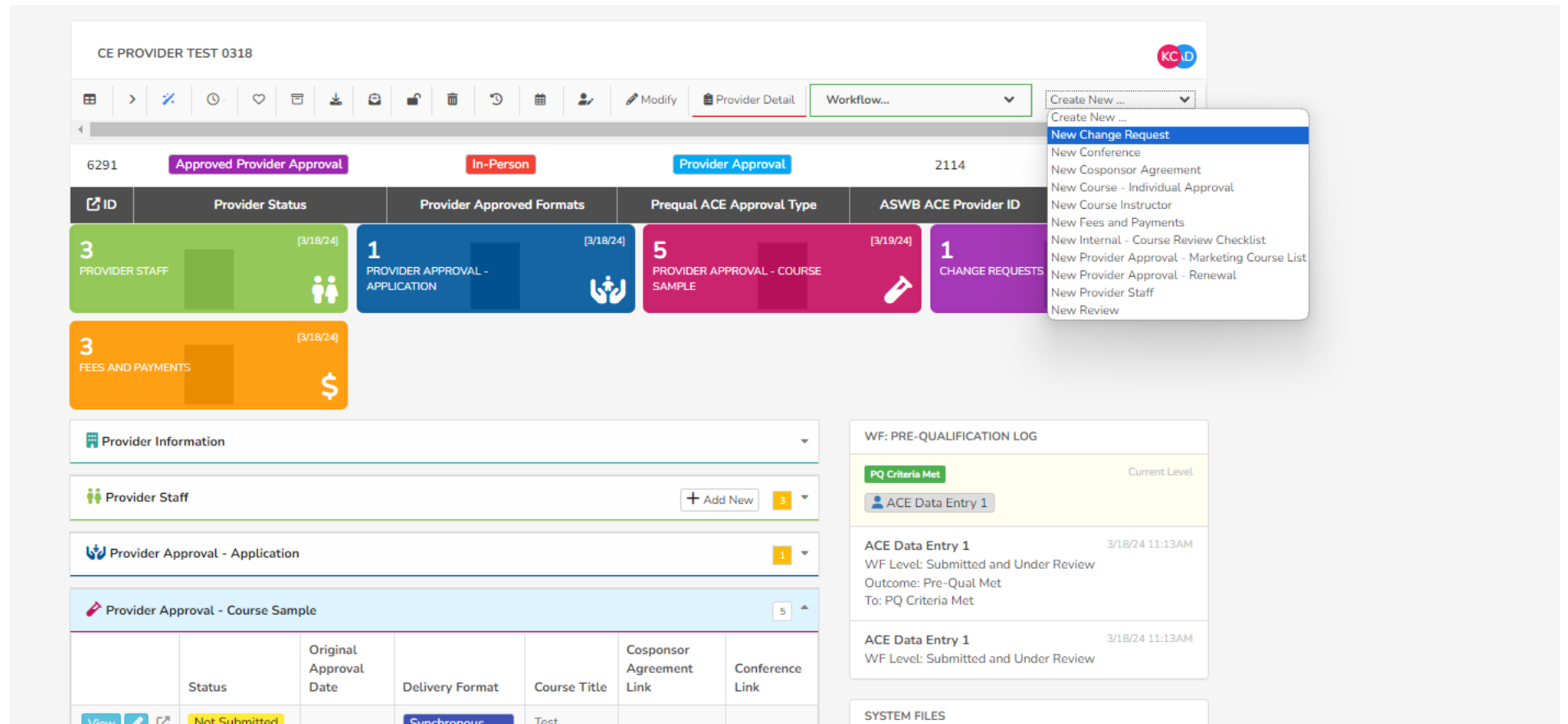
Once approved, the change request will reflect a status of approved in the portal.

Change requests to update provider information 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.



The screenshot shows the ACE provider portal interface for 'CE PROVIDER TEST 0318'. The top navigation bar includes a 'Create New ...' dropdown menu, which is currently open, showing a list of options. The 'New Change Request' option is highlighted in blue. Below the navigation bar, there are several colored cards representing different provider records: '3 PROVIDER STAFF', '1 PROVIDER APPROVAL - APPLICATION', '5 PROVIDER APPROVAL - COURSE SAMPLE', and '3 FEES AND PAYMENTS'. The '1 PROVIDER APPROVAL - APPLICATION' card is selected, and its details are shown in a table below. The table has columns for Status, Original Approval Date, Delivery Format, Course Title, Cosponsor Agreement Link, and Conference Link. The 'Status' column shows 'Not Submitted' and the 'Delivery Format' column shows 'Synchronous'. To the right of the table, there is a 'WF: PRE-QUALIFICATION LOG' section with a 'PQ Criteria Met' status and a list of 'ACE Data Entry 1' records.

Change Request Entry Minor Course Change

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

Select minor course change as the change type.

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

Select the item(s) with changes.

Upload the required documents by selecting choose file.

Complete the required signature fields and click save entry.

CE PROVIDER TEST 0318
Change Request

Provider Details

Title

Request Date *

Change Effective Date * This is the date that the change should be effective. For instance, if you are closing the business, this would be the closure date.

Change Type *

Course Changes

Course To Change *

Course Change Information

Course Change Type - Minor * Course - Change Agenda Course - Change Bibliography

Course - Change Content Level Course - Change Credit Amount/Types

Course - Change Description Course - Change Learning Objectives

Course - Change Materials Course - Change Title

New Agenda * Required when Change Type = Change Agenda and/or the Number of Credits is equal to or exceeds 2.5

Change Reason * Provide details for why this change is requested.

Billing

Number of Course Changes - Minor auto-calculated

Total Cost \$ auto-calculated

Fee Assessed Defaults to the Title value from the Util Table that matches the Change Request

Payment

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

CE PROVIDER TEST 0318
Minor Course Change

[Provider Details](#)
[Modify Entry](#)
[Download](#)
[Refresh](#)
[Pay By CC](#)
[Pay By Check](#)

| 6291 | 1472 | 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 |

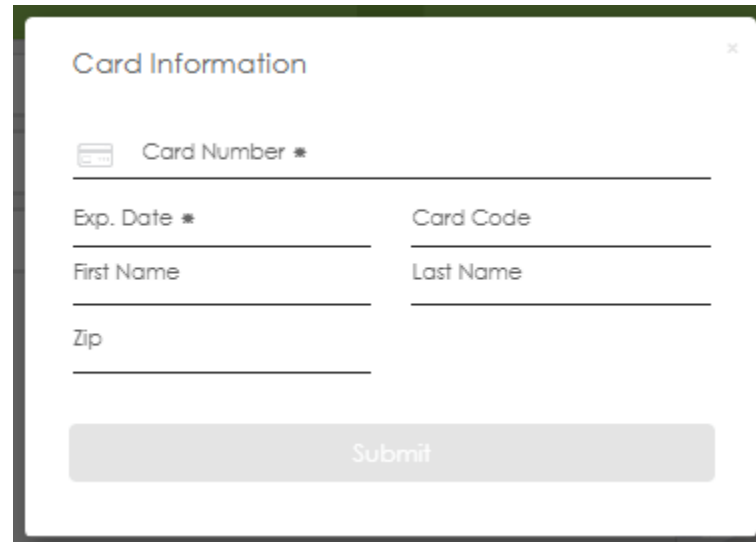
Change Request 13 ▲

| | |
|-----------------------|---------------------|
| Title | Minor Course Change |
| Status | |
| Request Date | 10/10/2024 |
| Change Effective Date | 10/10/2024 |
| Change Type | Minor Course Change |

Provider Changes

Payment – Credit Card

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

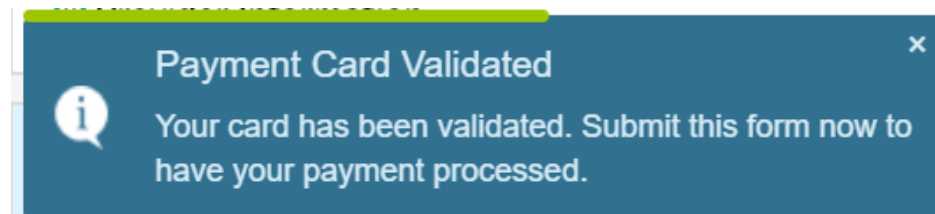


The screenshot shows a form titled "Card Information" with a close button (x) in the top right corner. The form contains the following fields:

- 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.



Change Request Submission

Payment Status
Successful payment of \$15.00 applied.

CE PROVIDER TEST 0318
Minor Course Change

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

| 6291 | 1472 | Approved Provider Approval | Synchronous distance learning | Provider Approval | 2114 |
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Change Request 13

| | |
|-----------------------|---------------------|
| Title | Minor Course Change |
| Status | |
| Request Date | 10/10/2024 |
| Change Effective Date | 10/10/2024 |
| Change Type | Minor Course Change |

Provider Changes

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”.

CE PROVIDER TEST 0318
: CE Provider Test 0318

6291 Approved Provider Approval Synchronous distance learning Provider Approval 2114 PQ Criteria Met

| ID | Provider Status | Provider Approved Formats | Prequal ACE Approval Type | ASWB ACE Provider ID | Pre-Qualification |
|----|-------------------|-----------------------------------|-------------------------------------|--------------------------------|-------------------|
| 8 | PROVIDER STAFF | 1 PROVIDER APPROVAL - APPLICATION | 4 PROVIDER APPROVAL - COURSE SAMPLE | 3 COURSE - INDIVIDUAL APPROVAL | |
| 2 | COURSE INSTRUCTOR | 13 CHANGE REQUESTS | 8 FEES AND PAYMENTS | | |

Provider Information

Provider Staff + Add New 8

Provider Approval - Application 1

Provider Approval - Course Sample + Add New 4

Course - Individual Approval + Add New 3

Course Instructor + Add New 2

Change Request + Add New 13

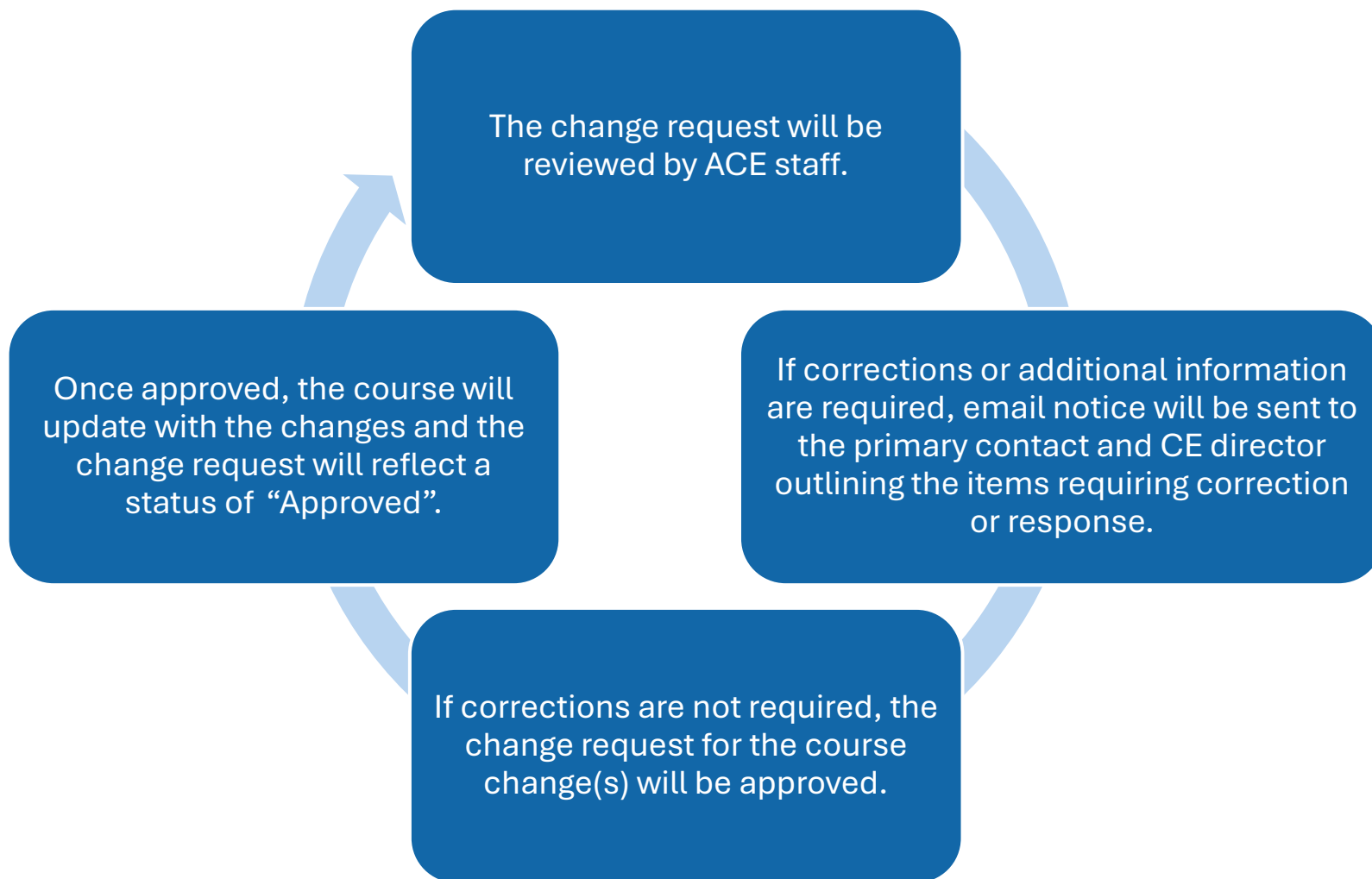
| Title | Status | Change Effective Date | Change Type | Course To Change | Course Instructor / Speaker |
|---------------------|----------------------------|-----------------------|---------------------|------------------|-----------------------------|
| Minor Course Change | Submitted and Under Review | 10/10/2024 | Minor Course Change | | |

SYSTEM FILES

- 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-Handbook-12.2023
- ASWBProviderRenewalCourseListTemplate
- Cosponsor-Agreement-Template
- Provider Staff Agreement
- Renewal provider agreement

MAP

Change Request - Review Process



Change Request Approved

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

CE PROVIDER TEST 0318
: CE Provider Test 0318

6291 Approved Provider Approval Synchronous distance learning Provider Approval 2114 PQ Criteria Met

| ID | Provider Status | Provider Approved Formats | Prequal ACE Approval Type | ASWB ACE Provider ID | Pre-Qualification |
|----|-----------------------------|---|---|----------------------|---|
| 8 | PROVIDER STAFF [10/9/24] | 1 PROVIDER APPROVAL - APPLICATION [3/18/24] | 4 PROVIDER APPROVAL - COURSE SAMPLE [10/1/24] | 3 | COURSE - INDIVIDUAL APPROVAL [10/10/24] |
| 2 | COURSE INSTRUCTOR [9/17/24] | 13 CHANGE REQUESTS [10/10/24] | 8 FEES AND PAYMENTS [10/10/24] | | |

Provider Information

Provider Staff + Add New 8

Provider Approval - Application + Add New 1

Provider Approval - Course Sample + Add New 4

Course - Individual Approval + Add New 3

Course Instructor + Add New 2

Change Request + Add New 13

| Title | Status | Change Effective Date | Change Type | Course To Change | Course Instructor / Speaker |
|---------------------|----------|-----------------------|---------------------|----------------------------|-----------------------------|
| Minor Course Change | Approved | 10/10/2024 | Minor Course Change | test (ASWB Course ID:6093) | |

WF: PRE-QUALIFICATION LOG

PQ Criteria Met Current Level

ACE Data Entry 1
WF Level: Submitted and Under Review
Outcome: Pre-Qual Met
To: PQ Criteria Met

ACE Data Entry 1
WF Level: Submitted and Under Review

SYSTEM FILES

- 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