ASWB ACE approved continuing education

Change Request
Provider Level Approval
Add Format

Change Type – Provider Approval

Add Format

Providers with provider level approval wishing to offer courses in a new format may submit an add format change request, course sample and fee ($175 per format) at any time during their approval period.

Payment of fees and application submission does not constitute approval of the new format. The add format fee covers consideration of the request and review of materials only.

The provider may not offer courses in the new format until ACE grants official approval.

New formats approved will be effective on the date approved and for the remainder of the CE providers current ACE approval period.

When the new format is approved, email notice will be sent to the providers primary contact and CE director.

Once approved, the add format change request will reflect a status of approved.

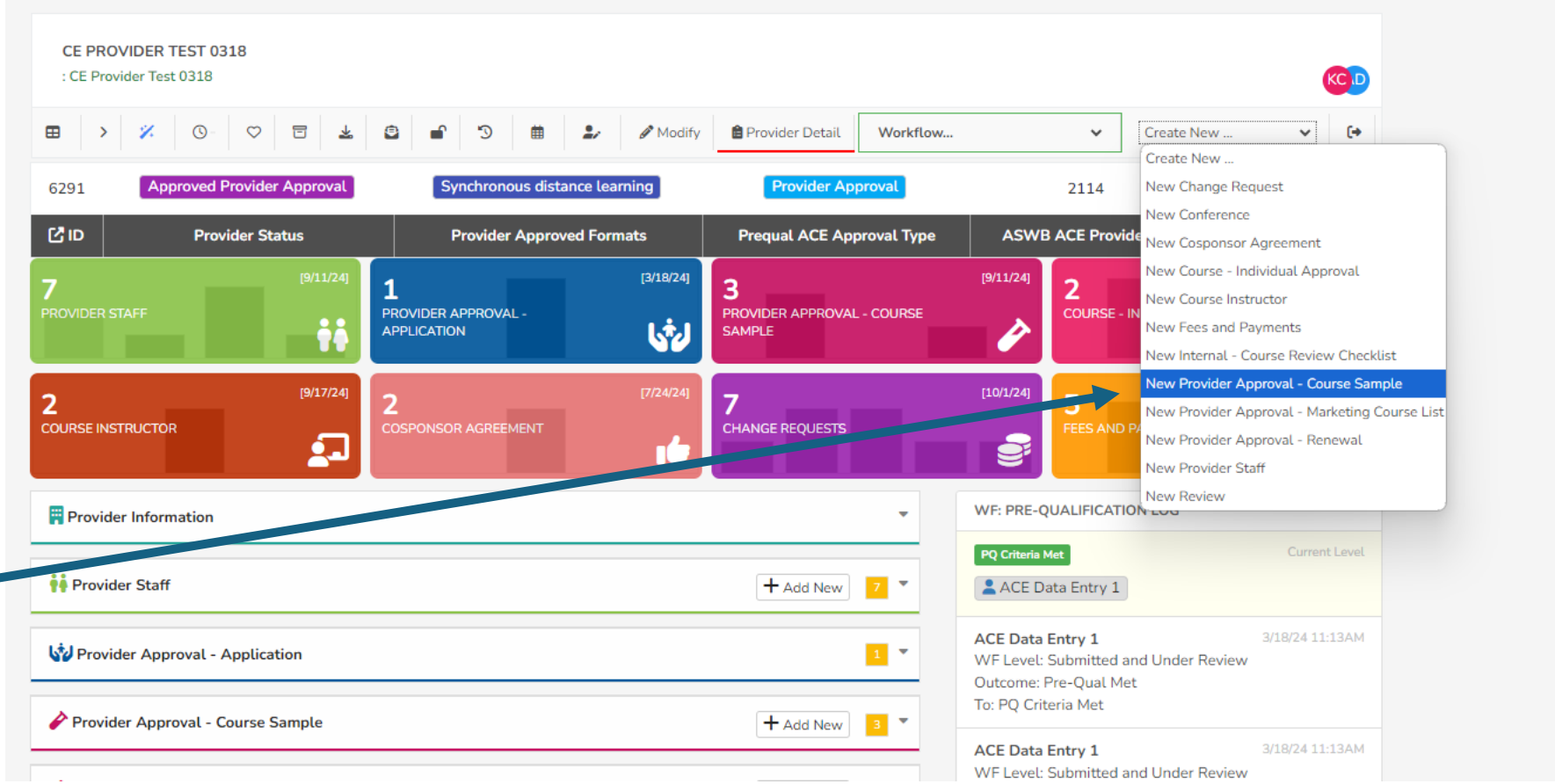
Learn more about adding a format in the ACE provider procedures located in the provider appendix here.

Entering a Course Sample

The first step in adding a format is entering the new course sample.

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

From the dropdown list, click New Provider Approval- Course Sample.



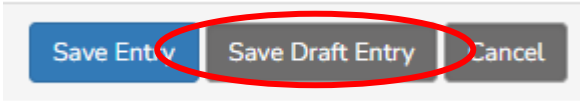
Entering a Course Sample- cont'd

The following areas for each course sample require completion:

- Course Sample Information
- Cosponsorship and Conferences
- General Information
- Credit Information and Credit Type
- Other Information
- Evaluation and Quality
- Distance Learning, if applicable
- Attachments/ Required Documentation

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

The course sample can be saved and completed later by clicking the "save draft entry" button.



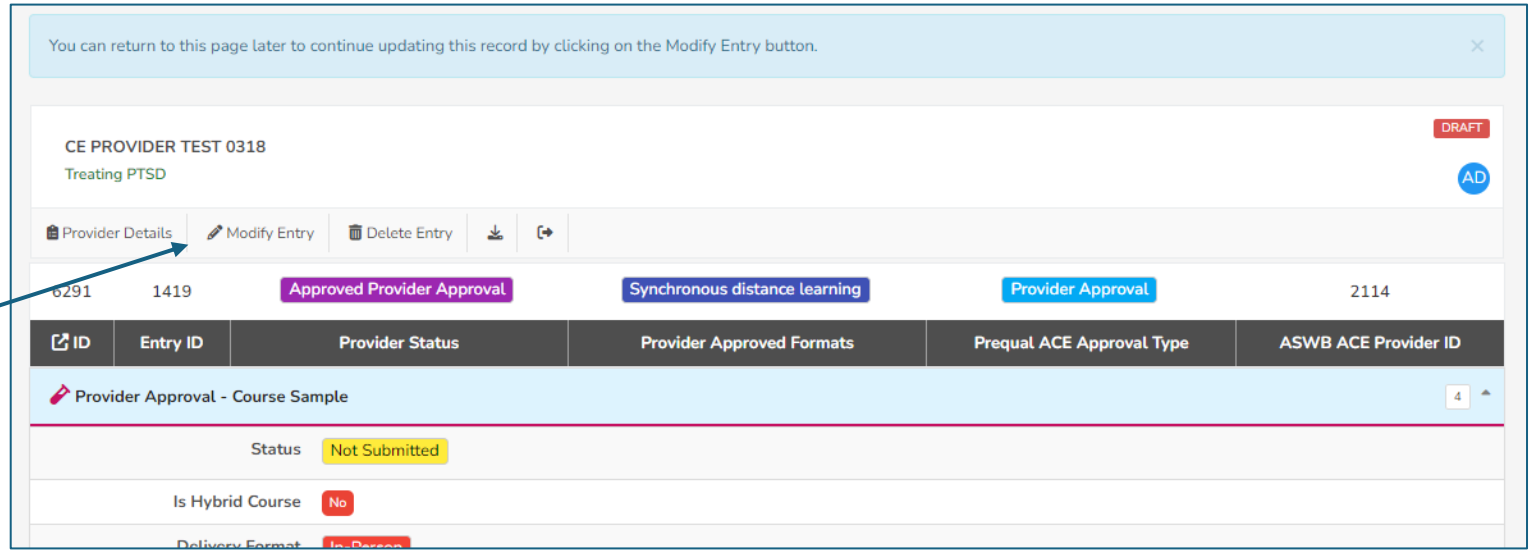
If "save entry" is clicked and the required fields are not complete, the user will receive an error message outlining the fields that require completion to proceed.

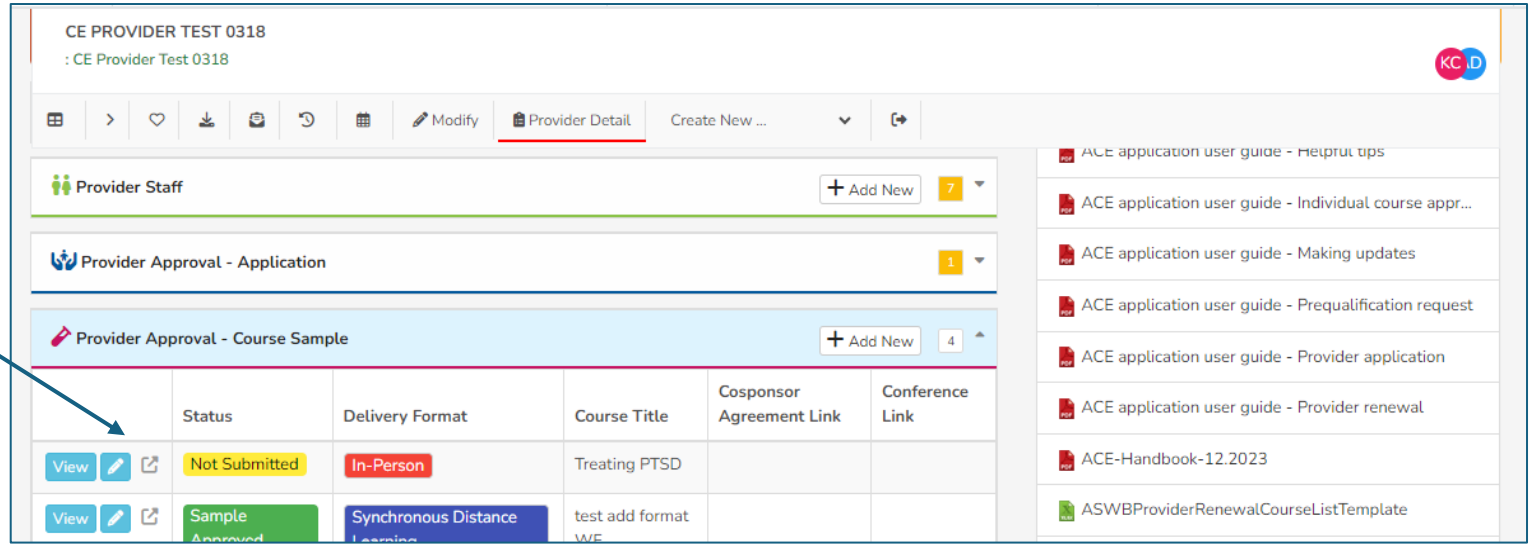
Accessing a Course Sample – In Draft

If save draft entry is selected, the user can continue working on the course sample by selecting modify entry from within the course sample.

OR

From the provider details screen of the provider record, expand the Provider Approval-Course Sample section and select the pencil icon beside the course sample to open it for editing.



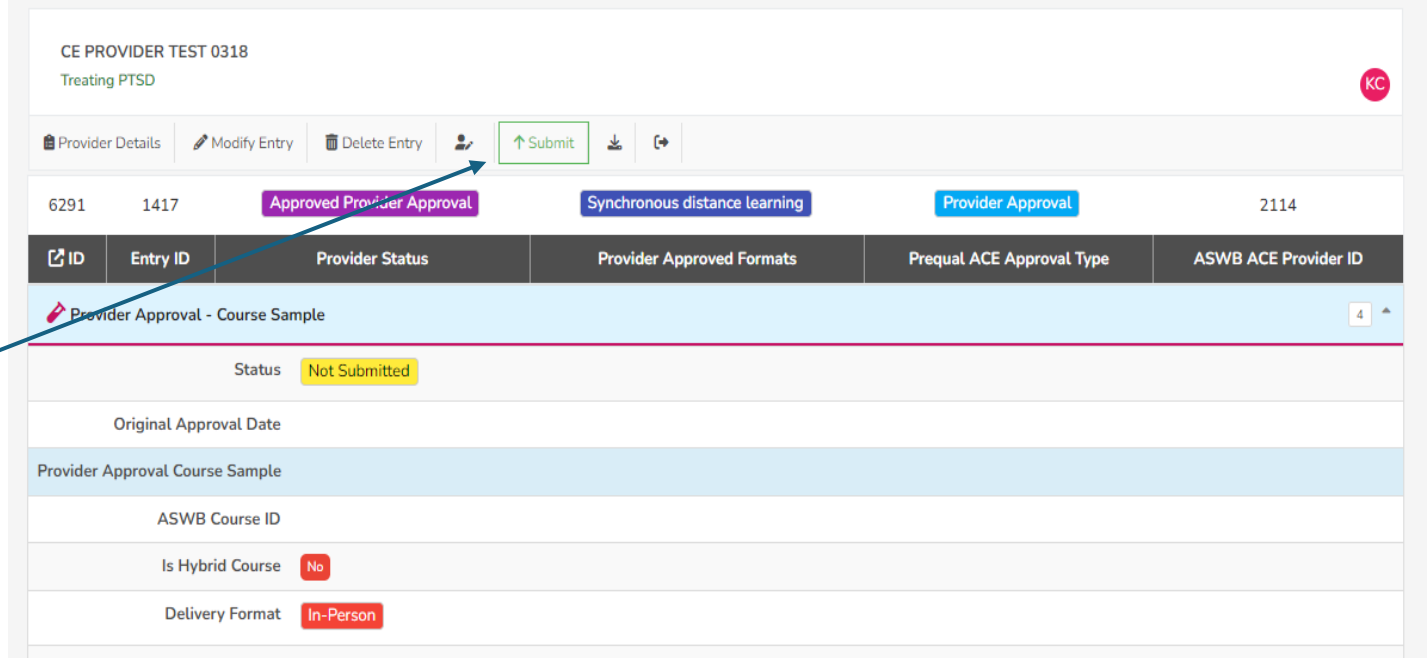


Course Sample –Submit

Once the course sample is complete and saved, the next step is to submit.

Click submit.

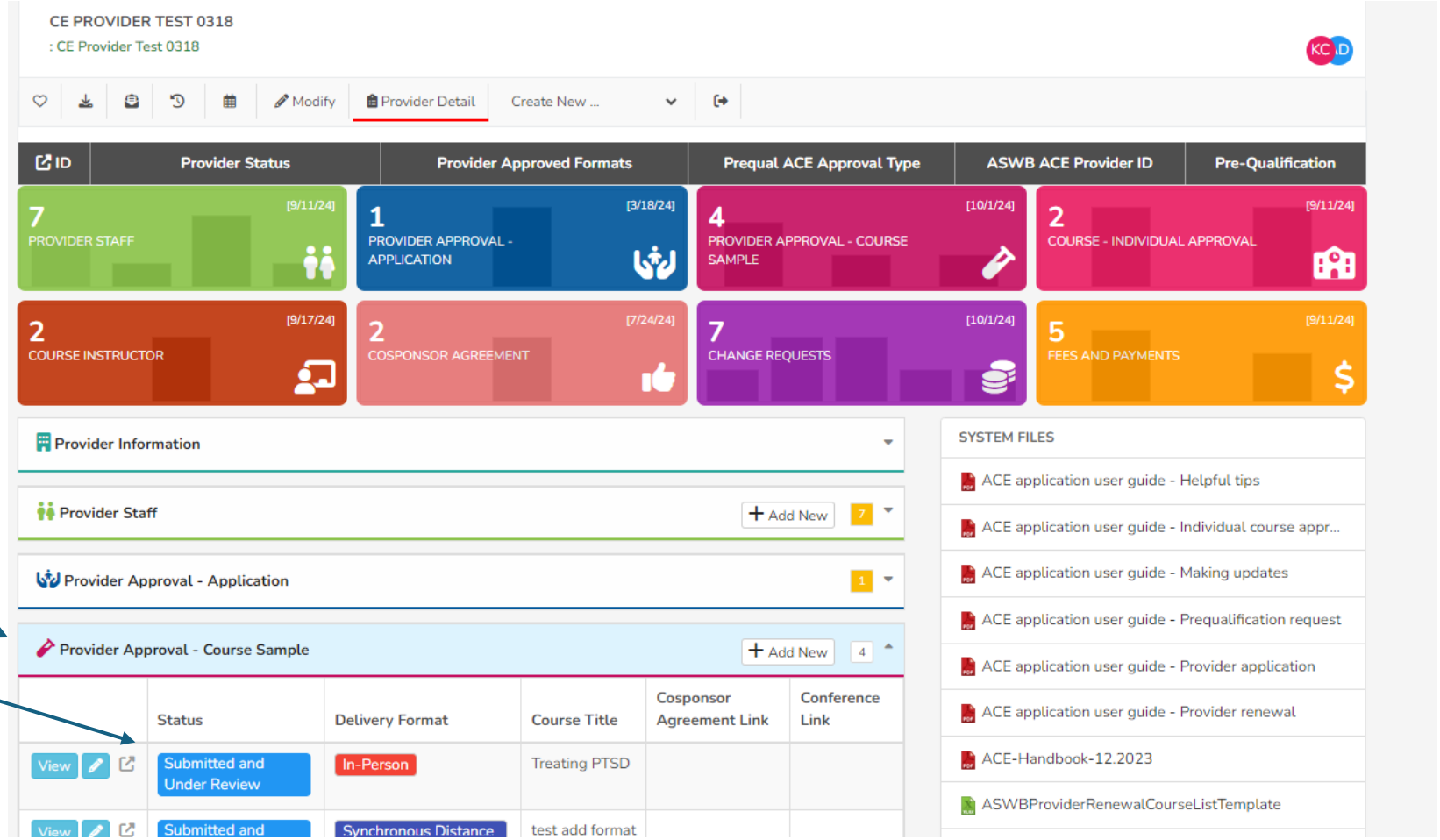
Click Provider Details to return to the detail page of the provider record.



Course Sample –Successful Entry

From the provider details screen, confirm successfully entry of the course sample by expanding the Provider Approval- Course Sample section.

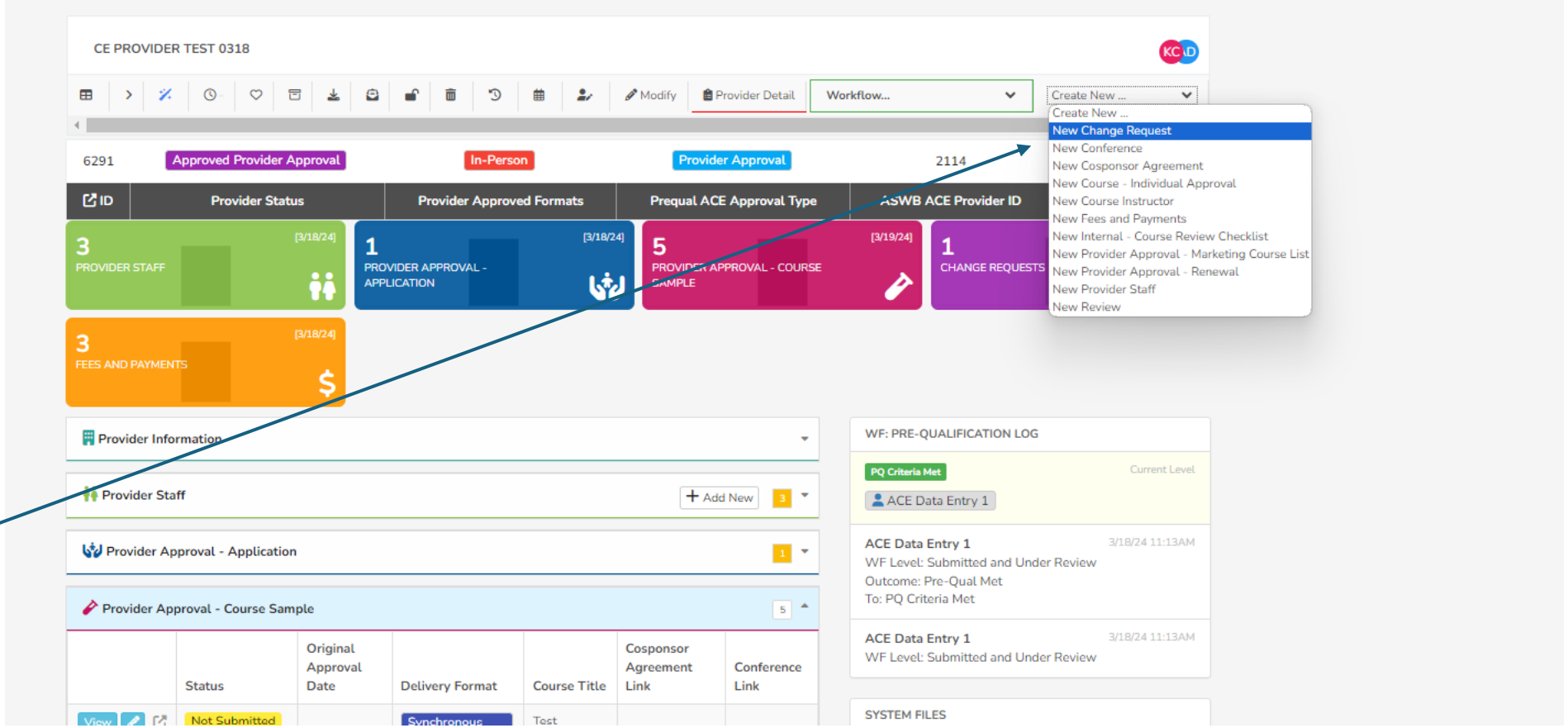
The status of the course sample will reflect submitted and under review.



Entering a New Change Request

Once the course sample is successfully saved and submitted in the system, the next step is to create a new change request for the add format.

From the Create New dropdown, click New Change Request.



Change Request Entry

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

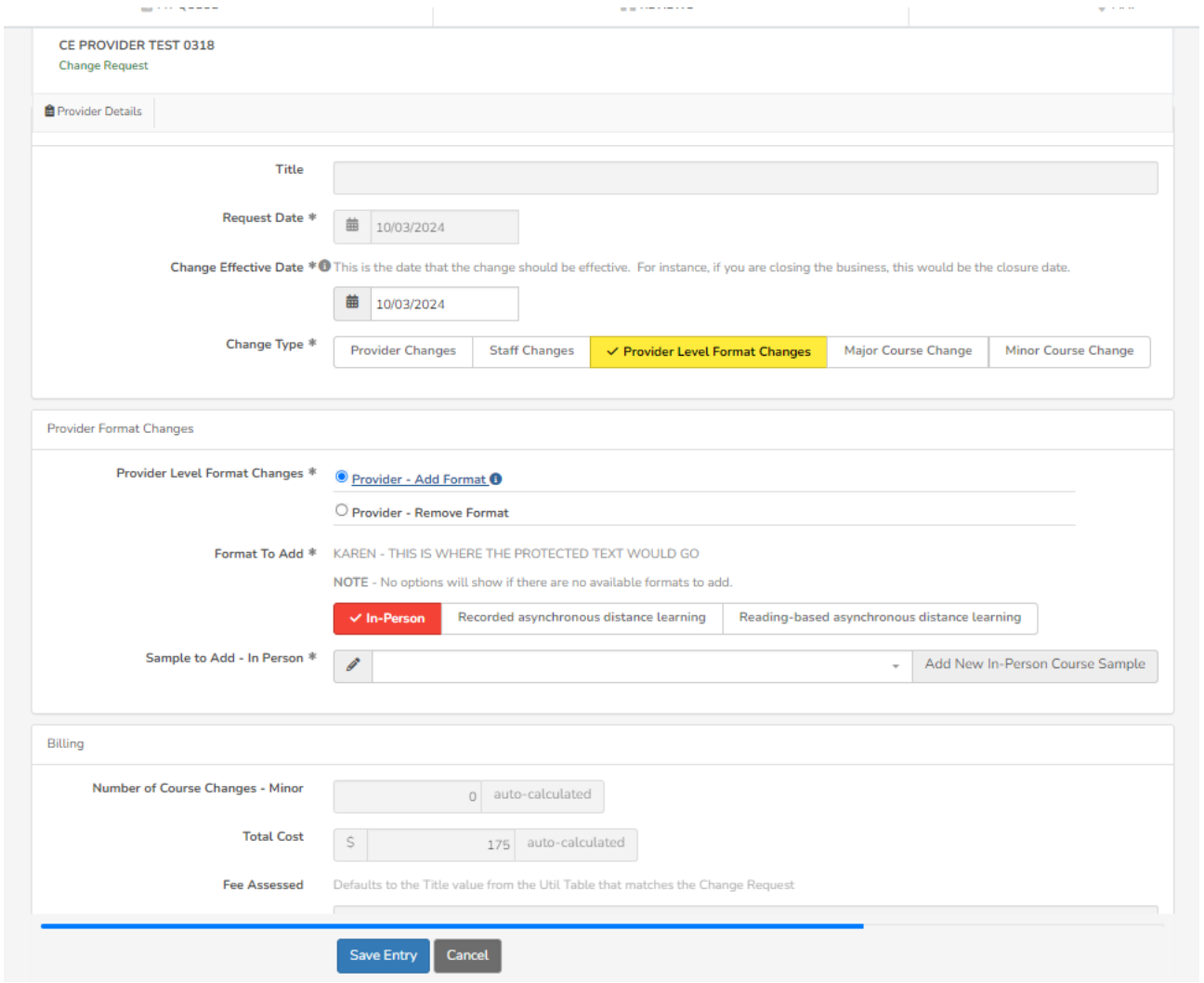
Select provider level format changes as the change type.

Select provider- add format as the provider level format change.

Select the format to add from the available options.

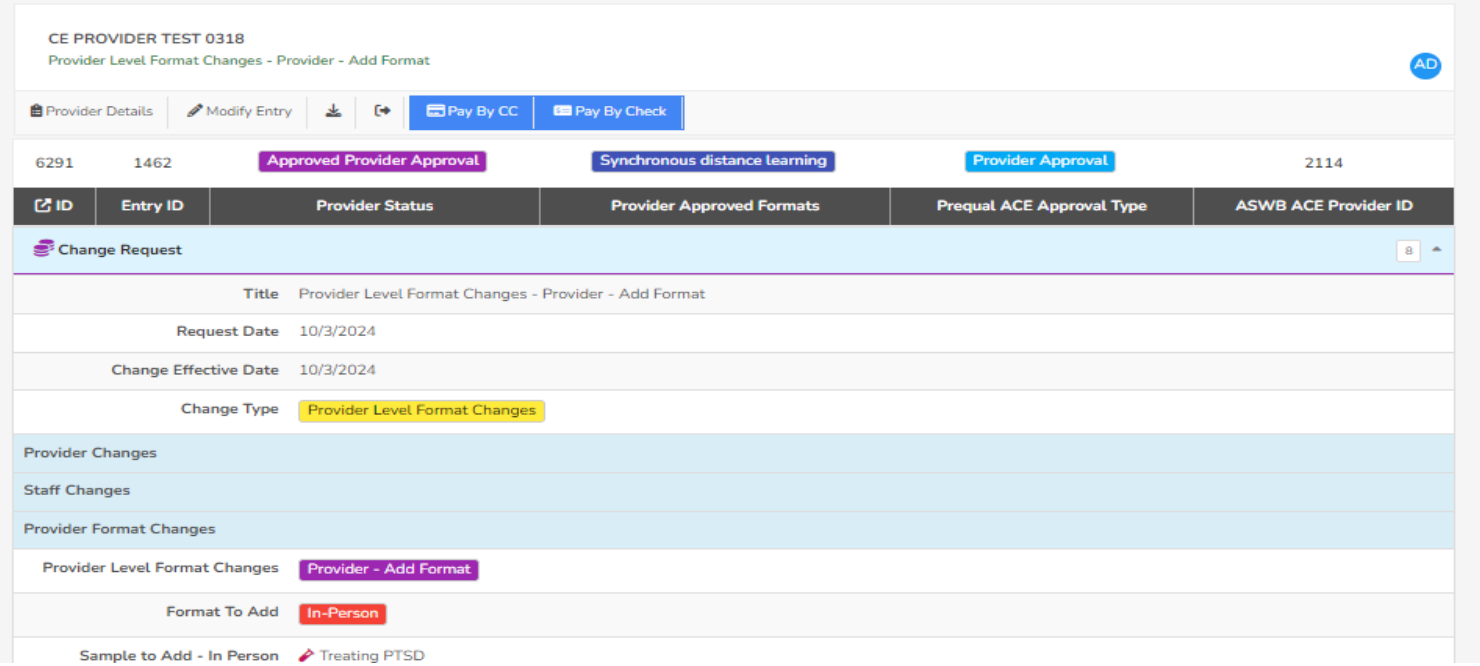
Click the dropdown in the sample to add field and select the course title of the course sample.

Once the course title populates in the box, complete the signature section and click save entry.



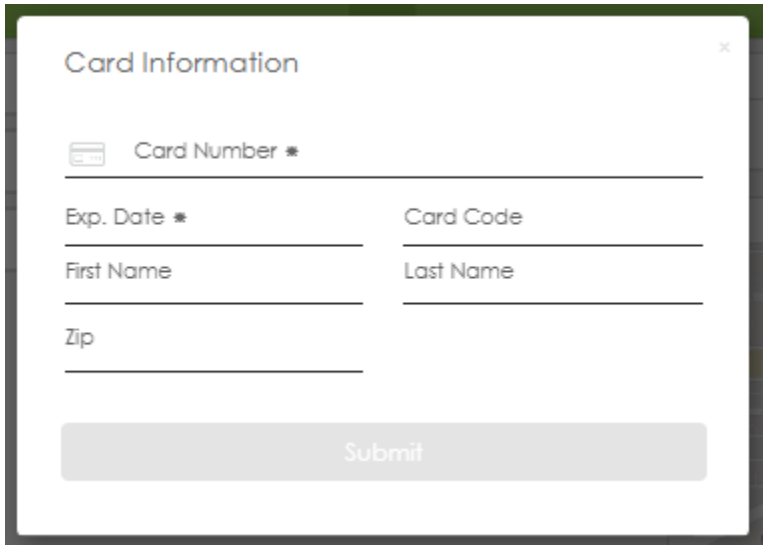
Payment

Select “Pay by CC” or “Pay by Check”

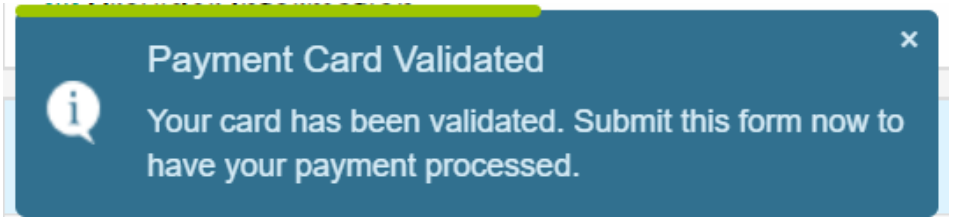


Payment – Credit Card

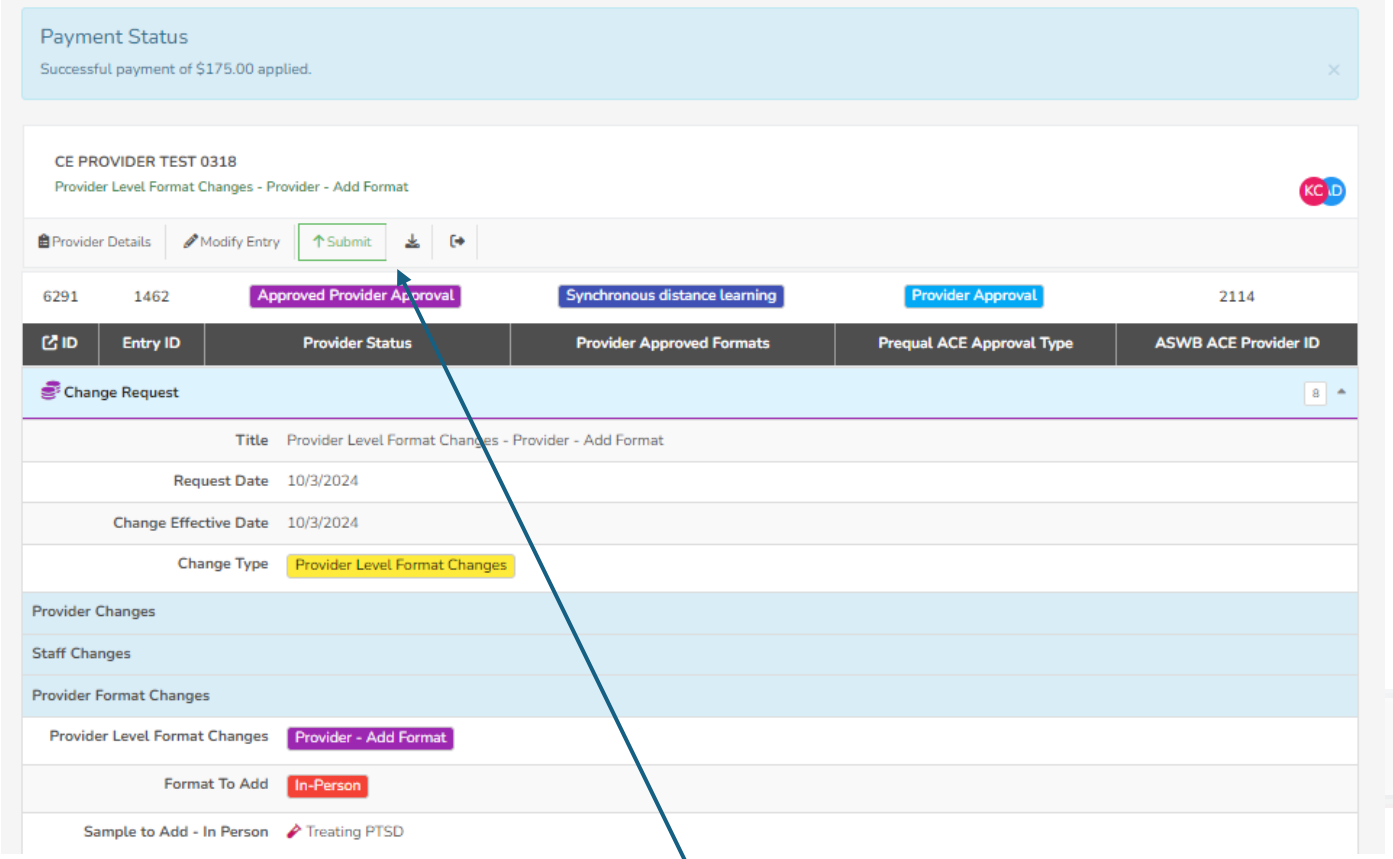
If paying by credit card, enter the card information and click “submit”



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



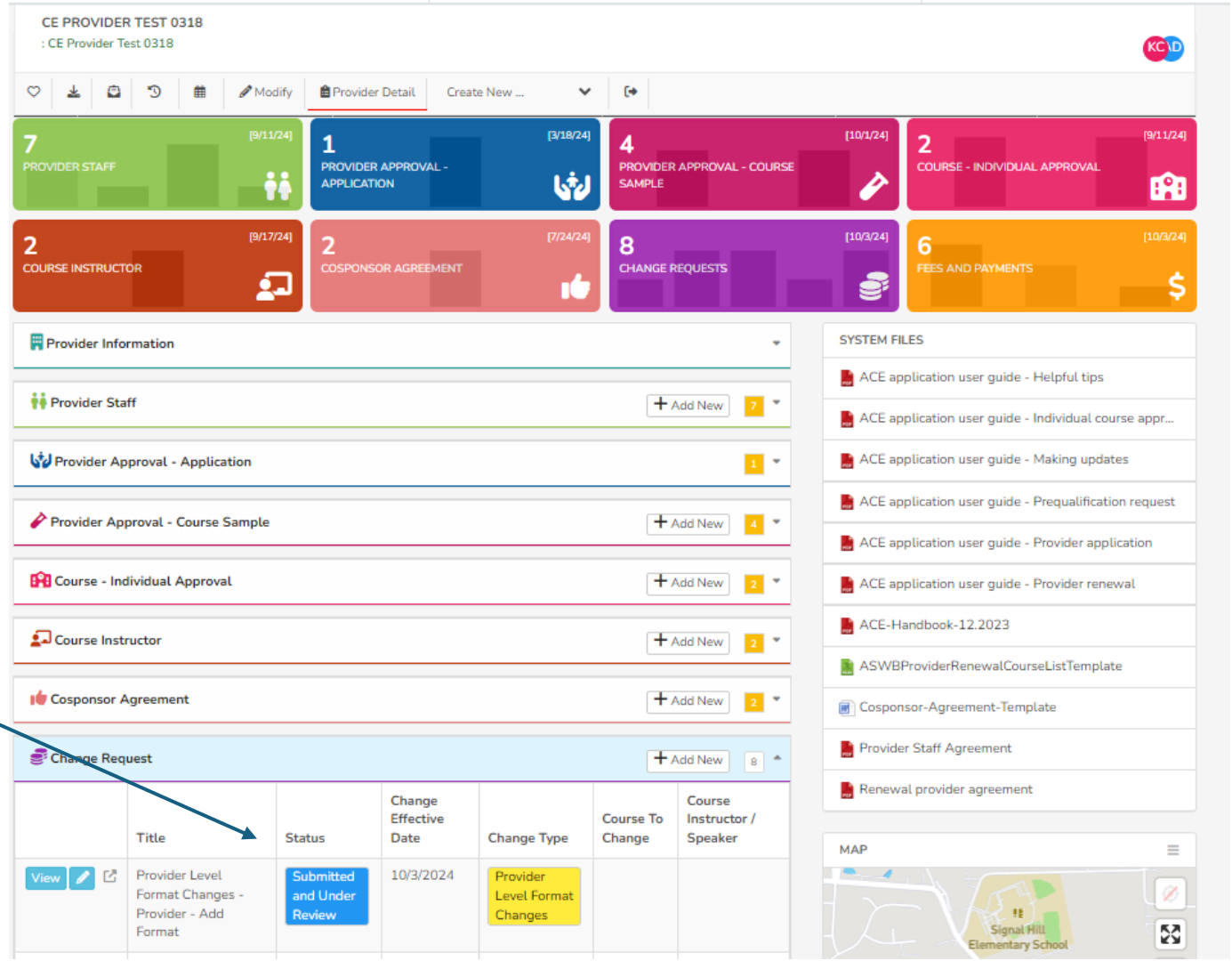
Change Request Submission



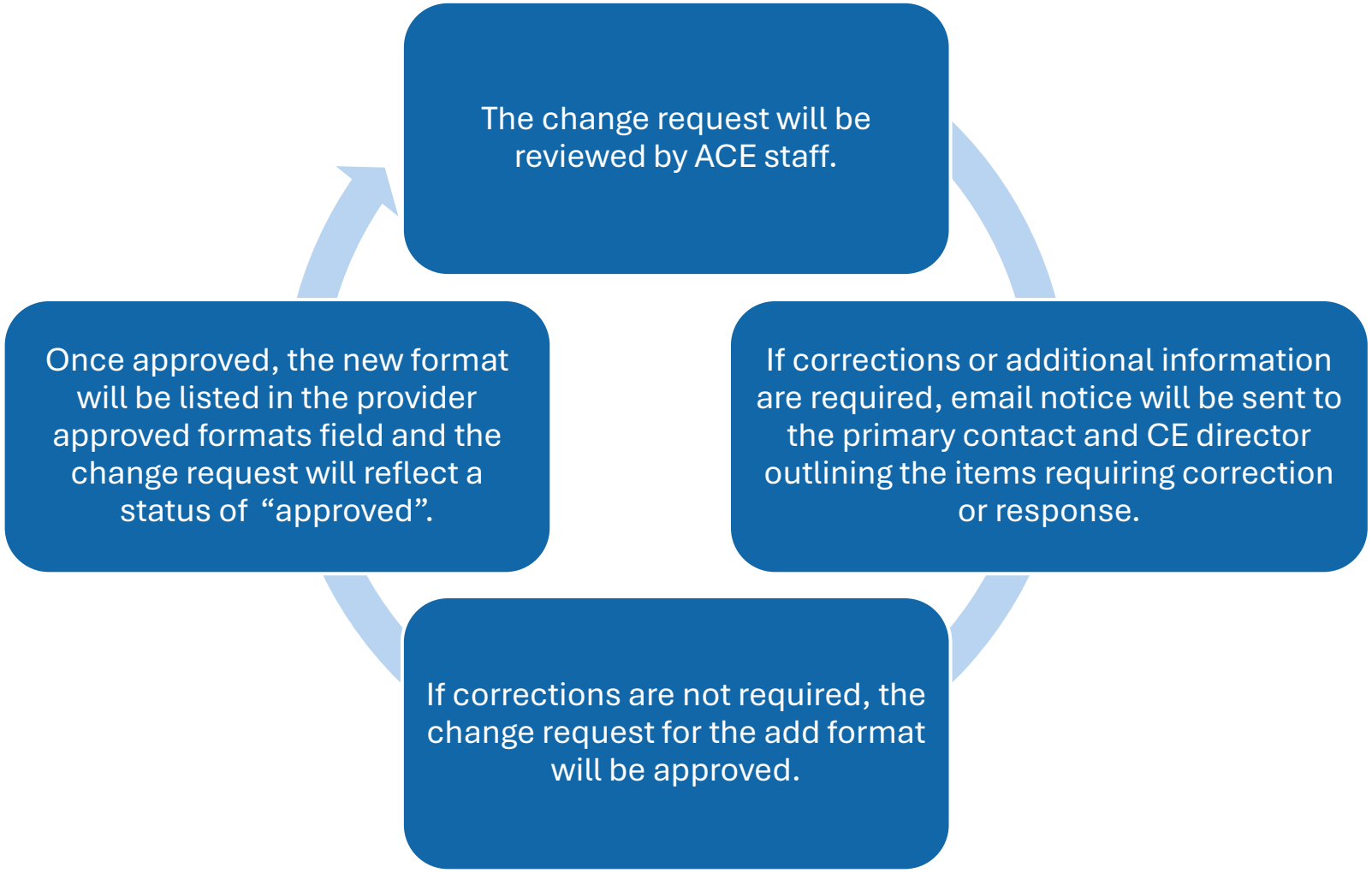
Select submit and then select provider details to return to the main page of the provider record.

Submitted and Under Review

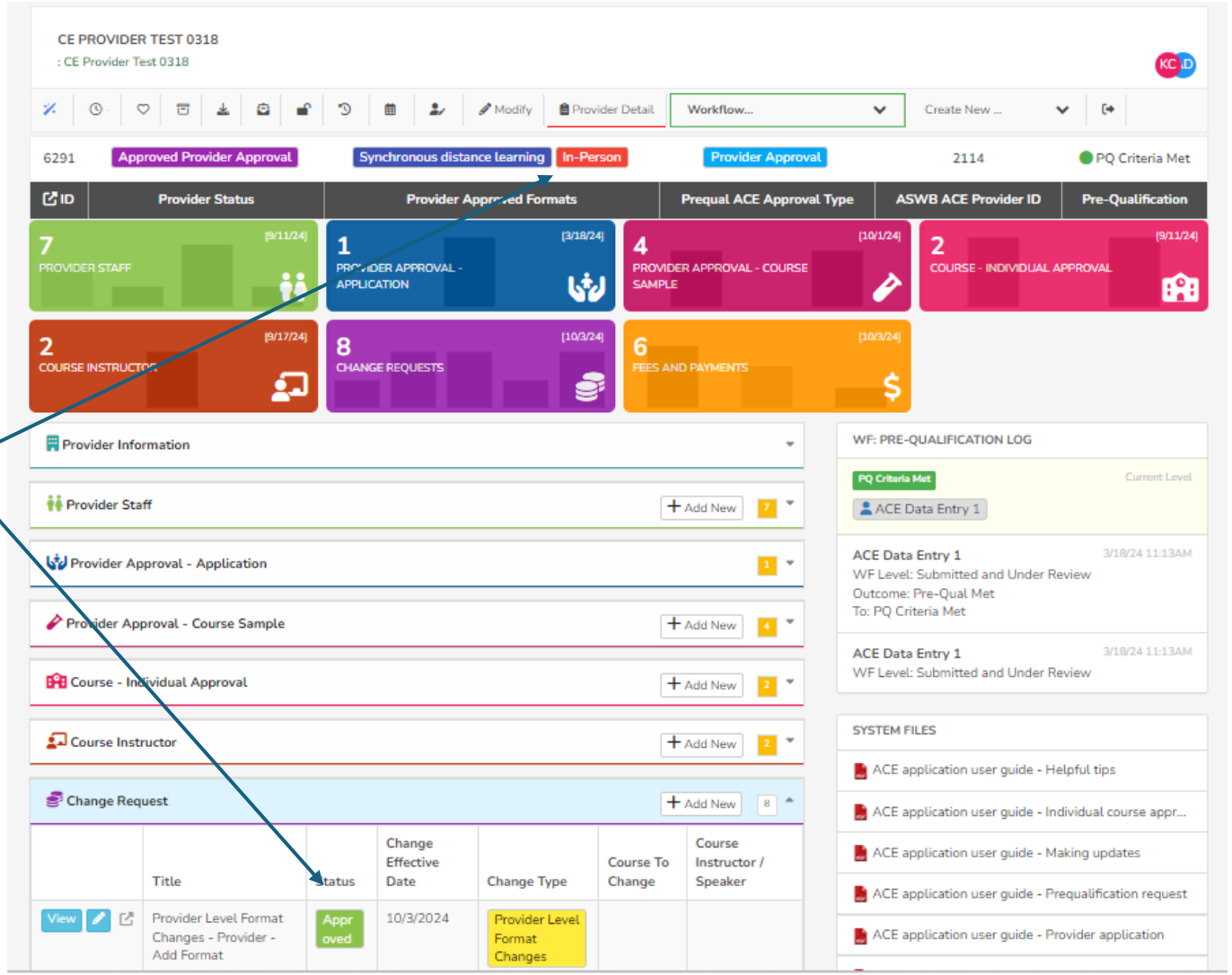
From the provider detail page, expand the change request section. The status of the change request will be “submitted and under review”.



Change Request - Review Process



Change Request Approved

Once the change request for the add format is approved, the status will be “approved”.

The new format will be listed in the provider approved formats field on the provider details page.