



Change Request Provider Level Approval Remove Format

Change Type – Provider Approval

Remove Format

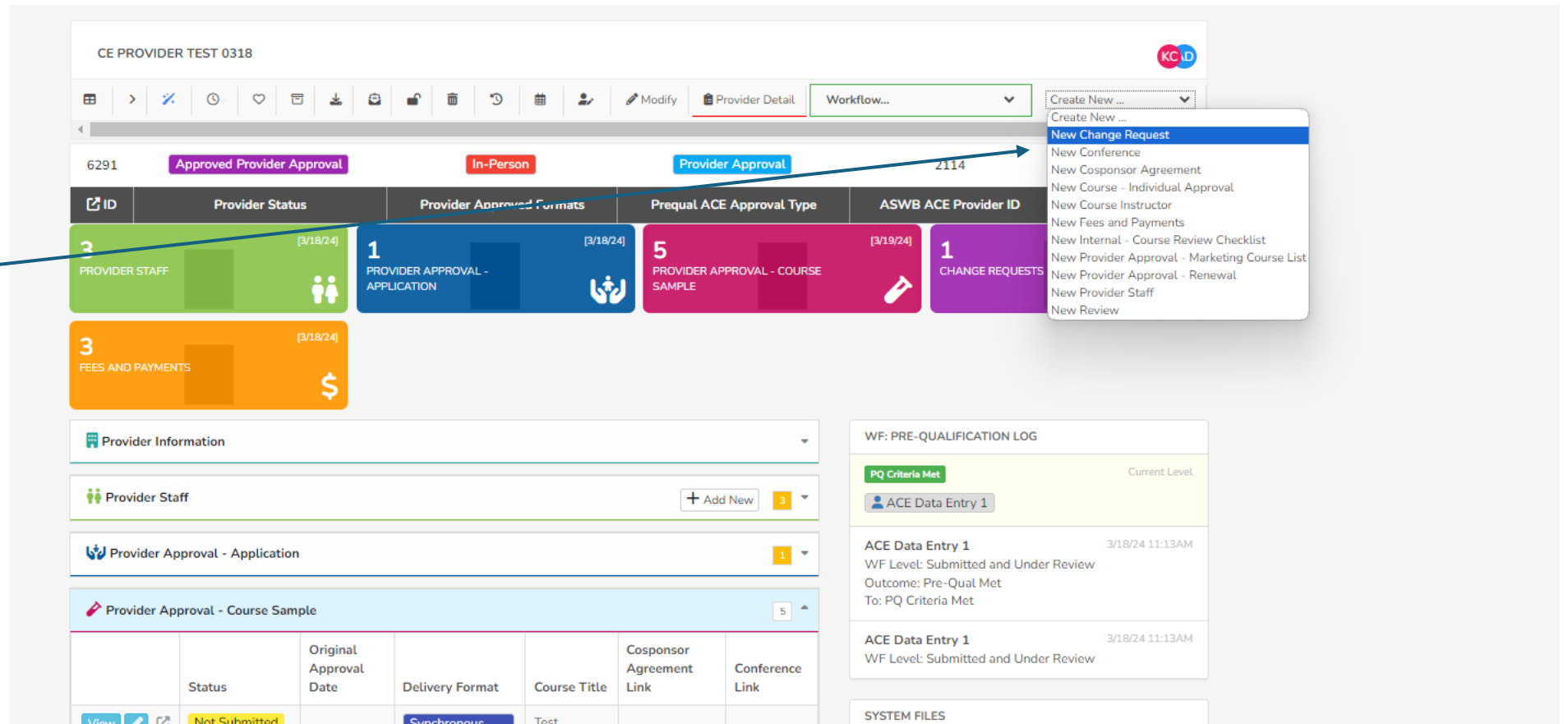
Providers with provider level approval that discontinue offering courses in a specific format may submit a change request to remove the format no longer being offered at any time during their approval period.

Once the change request to remove the format has been accepted by ACE, the format included in the change request will be removed from the provider approved formats field on the provider details screen of the provider record.

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 'Provider Detail' and 'Workflow...'. A 'Create New ...' dropdown menu is open, listing various options, with 'New Change Request' highlighted. The main content area displays a dashboard with several cards: 'PROVIDER STAFF' (3), 'FEES AND PAYMENTS' (3), 'PROVIDER APPROVAL - APPLICATION' (1), and 'PROVIDER APPROVAL - COURSE SAMPLE' (5). Below the dashboard are sections for 'Provider Information', 'Provider Staff', 'Provider Approval - Application', and 'Provider Approval - Course Sample'. A table at the bottom shows a list of items with columns for Status, Original Approval Date, Delivery Format, Course Title, Cosponsor Agreement Link, and Conference Link. The right sidebar contains a 'WF: PRE-QUALIFICATION LOG' section with 'PQ Criteria Met' and 'ACE Data Entry 1' entries.

Change Request Entry

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

Select provider level format changes as the change type.

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

Select the format to remove from the available options.

Complete the signature section and click save entry.

CE PROVIDER TEST 0318
Change Request

Provider Details

Submitted and Under Review
 Social Work Review
 More Information Needed
 Approved
 Denied

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 *

Provider Format Changes

Provider Level Format Changes * Provider - Add Format ⓘ
 Provider - Remove Format

Format to Remove * KAREN - THIS IS WHERE THE PROTECTED TEXT WOULD GO
NOTE - No options will show if there are no available formats to remove.

Change Request Submission

Click "Submit"

CE PROVIDER TEST 0318
Provider Level Format Changes - Provider - Remove Format KC

[Provider Details](#)
[Modify Entry](#)
[Delete Entry](#)
[Submit](#)

6291	1463	Approved Provider Approval	Synchronous distance learning In-Person	Provider Approval	2114
ID	Entry ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID

Change Request 9

Title: Provider Level Format Changes - Provider - Remove Format

Status:

Request Date: 10/3/2024

Change Effective Date: 10/3/2024

Change Type: **Provider Level Format Changes**

Provider Changes

Staff Changes

Provider Format Changes

Provider Level Format Changes: **Provider - Remove Format**

Provider Course Sample to Add

Format to Remove: **In-Person**

Course Changes

Change Request Approval

Once the change request is approved by ACE the status will reflect approved and the format being removed will no longer show in the provider approved formats field.

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
7	PROVIDER STAFF [9/11/24]	1 PROVIDER APPROVAL - APPLICATION [3/18/24]	4 PROVIDER APPROVAL - COURSE SAMPLE [10/1/24]	2	COURSE - INDIVIDUAL APPROVAL [9/11/24]
2	COURSE INSTRUCTOR [9/17/24]	9 CHANGE REQUESTS [10/3/24]	6 FEES AND PAYMENTS [10/3/24]		

Provider Information

Provider Staff + Add New 7

Provider Approval - Application 1

Provider Approval - Course Sample + Add New 4

Course - Individual Approval + Add New 2

Course Instructor + Add New 2

Change Request + Add New 9

Title	Status	Change Effective Date	Change Type	Course To Change	Course Instructor / Speaker
Provider Level Format Changes - Provider - Remove Format	Approved	10/3/2024	Provider Level Format Changes		

WF: PRE-QUALIFICATION LOG

PQ Criteria Met Current Level

ACE Data Entry 1

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 - 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