ASWB ACE approved continuing education

Provider Approval
Adding Courses to Online Search
Individual Entry

Provider Approval- Adding Courses to Online Search

Individual Entries

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

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

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.

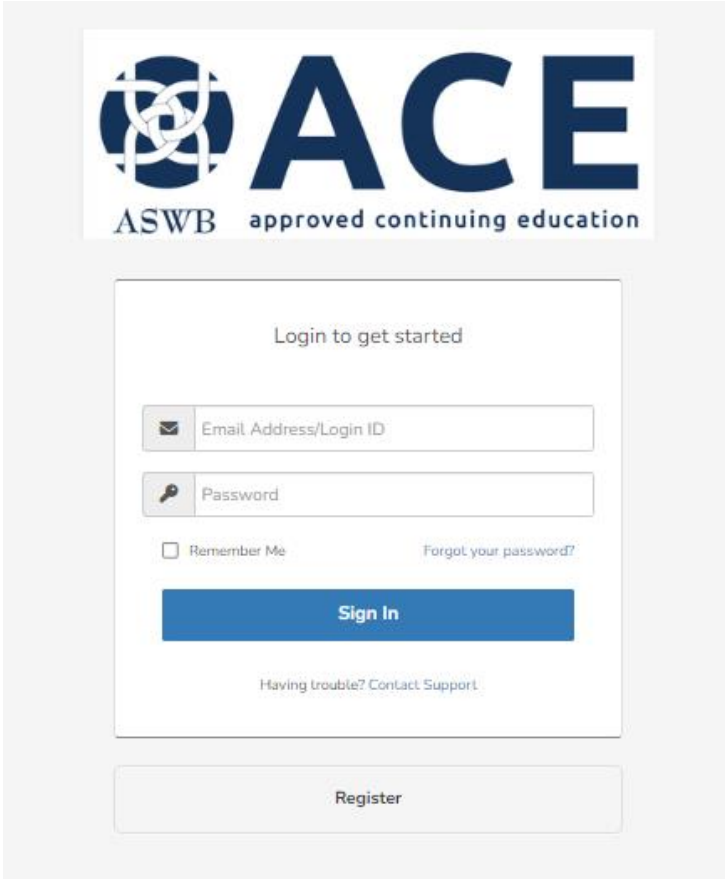
Courses will automatically be included or removed from the search based on the dates entered in the course active and expiration date fields.

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

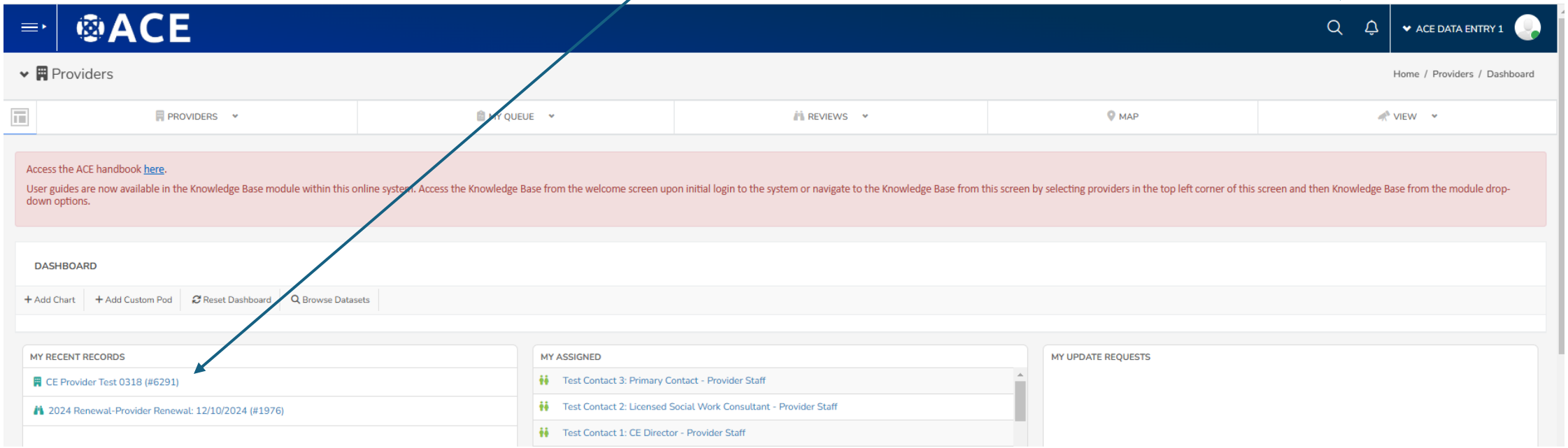
http://aswb.webauthor.com/



Accessing the Provider Record

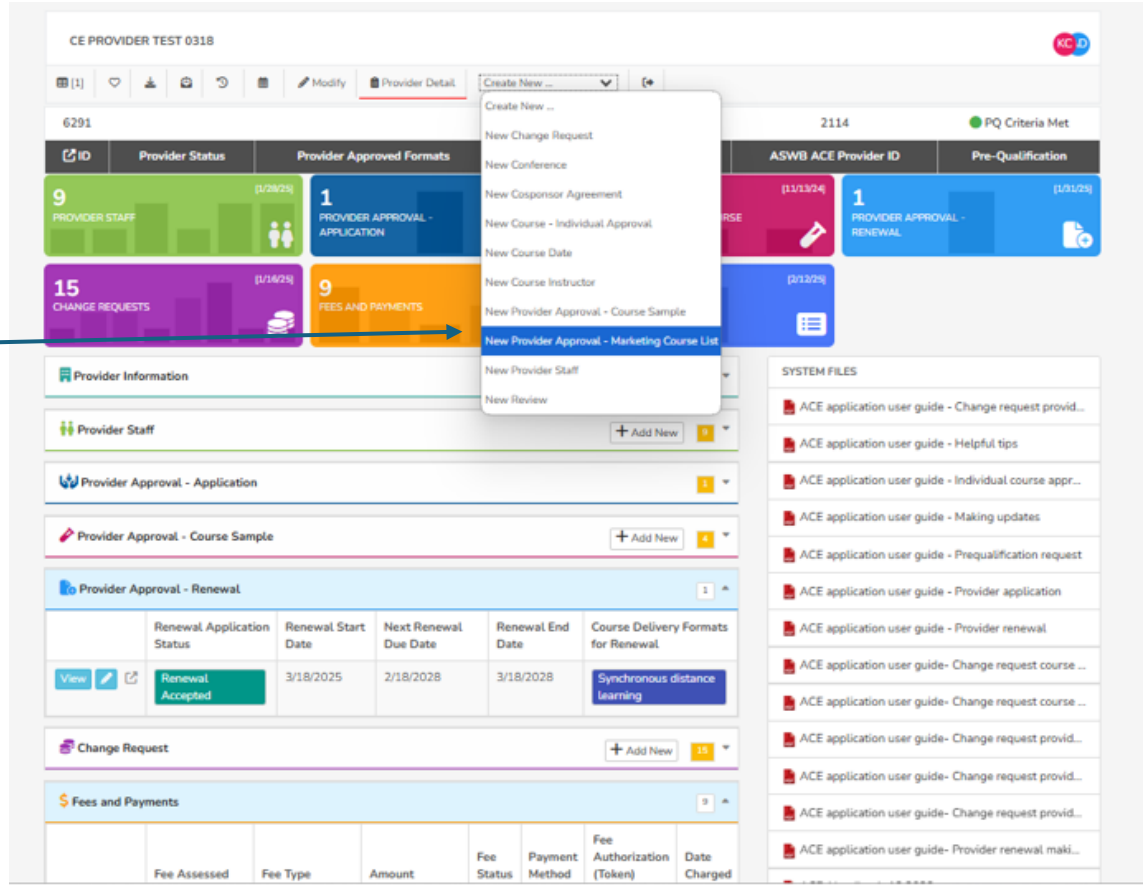
Login and click the Providers module.

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.



Creating New Course Entries

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



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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 - In-person - Synchronous distance - Recorded asynchronous distance - Reading asynchronous distance	Credit type - Clinical - Cultural competence - Ethics - General	Content level - Beginner - Intermediate - Advanced
Course dates for in-person and/or synchronous	Jurisdictional content areas - 23 items to select, as applicable	Social work audience only (Yes/No) Target audience

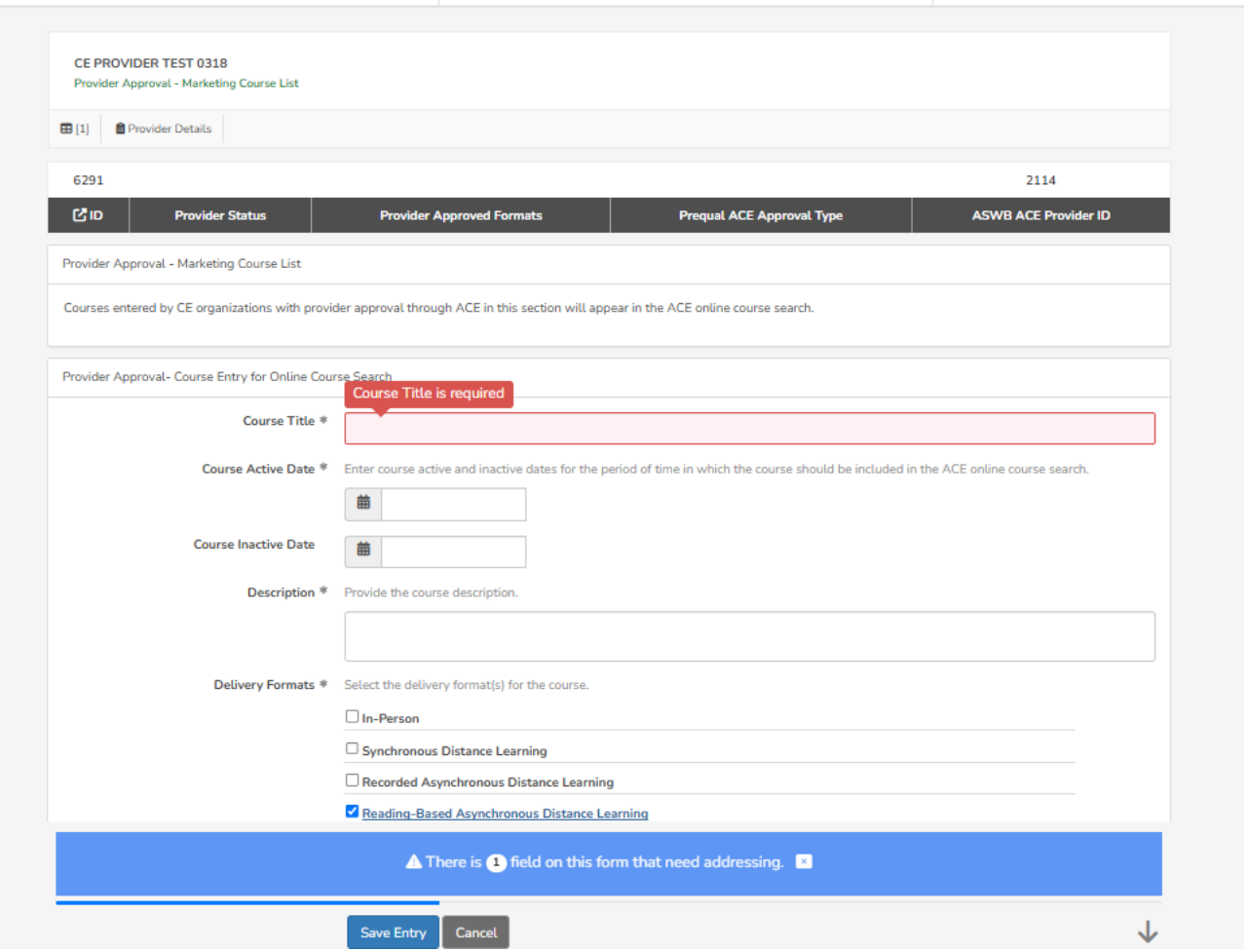
Entering Courses

Complete all fields.

The course active and inactive dates are for the time in which the course should be included in the ACE online course search.

Courses may only be listed in the delivery formats approved by ACE for the provider.

Click Save Entry when complete.

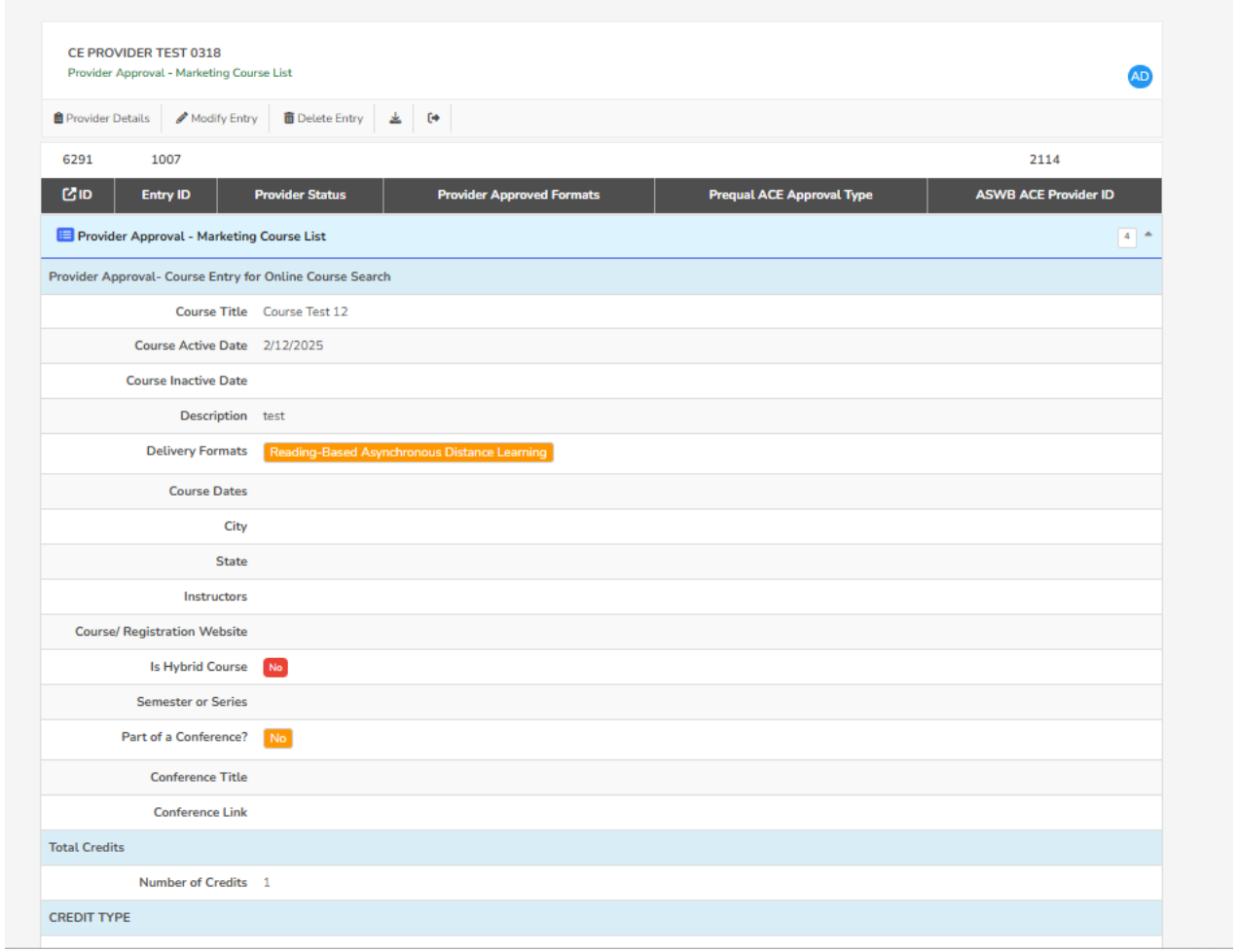


Review, Editing and Publication

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.



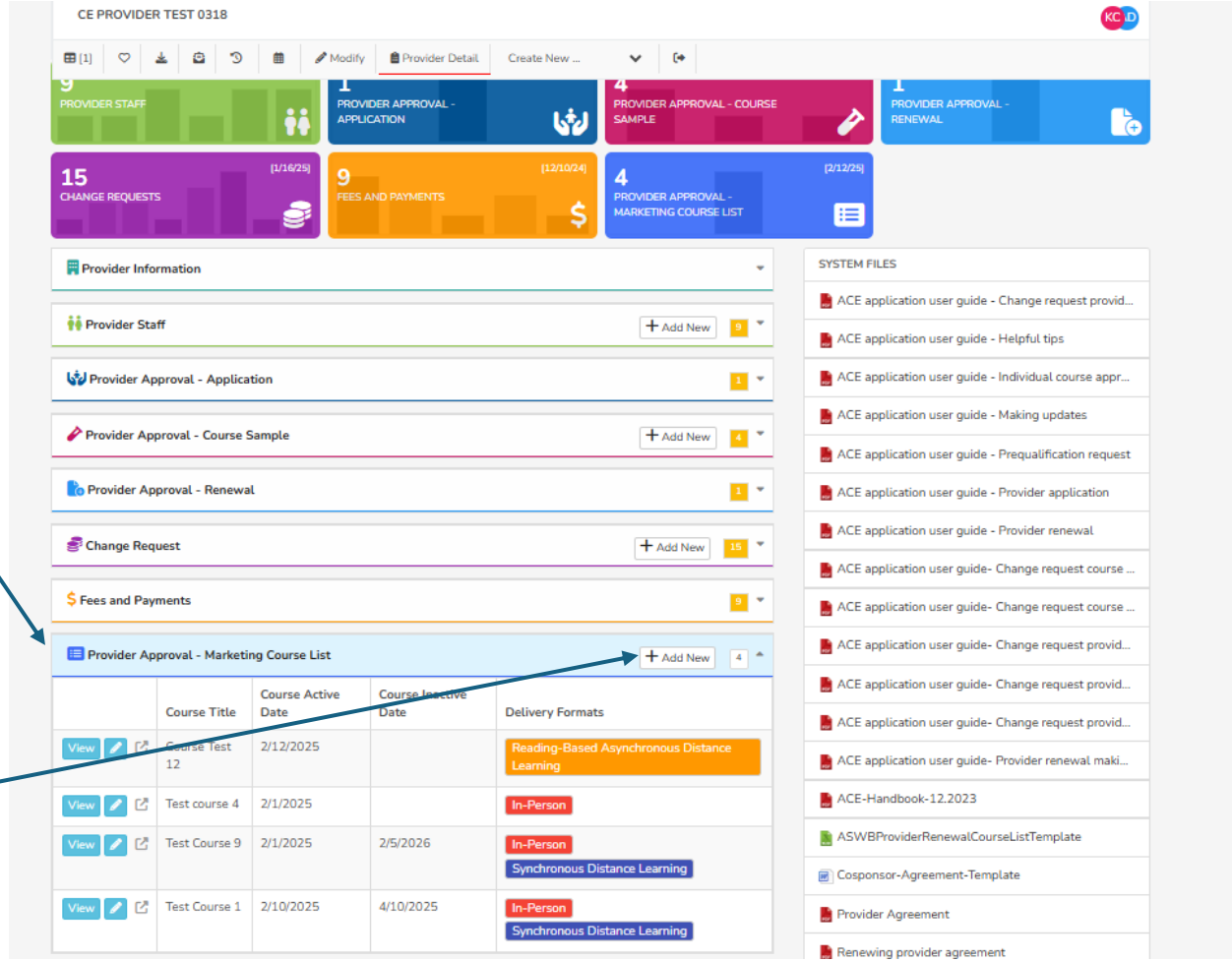
Provider Approval Marketing Course List Section

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.

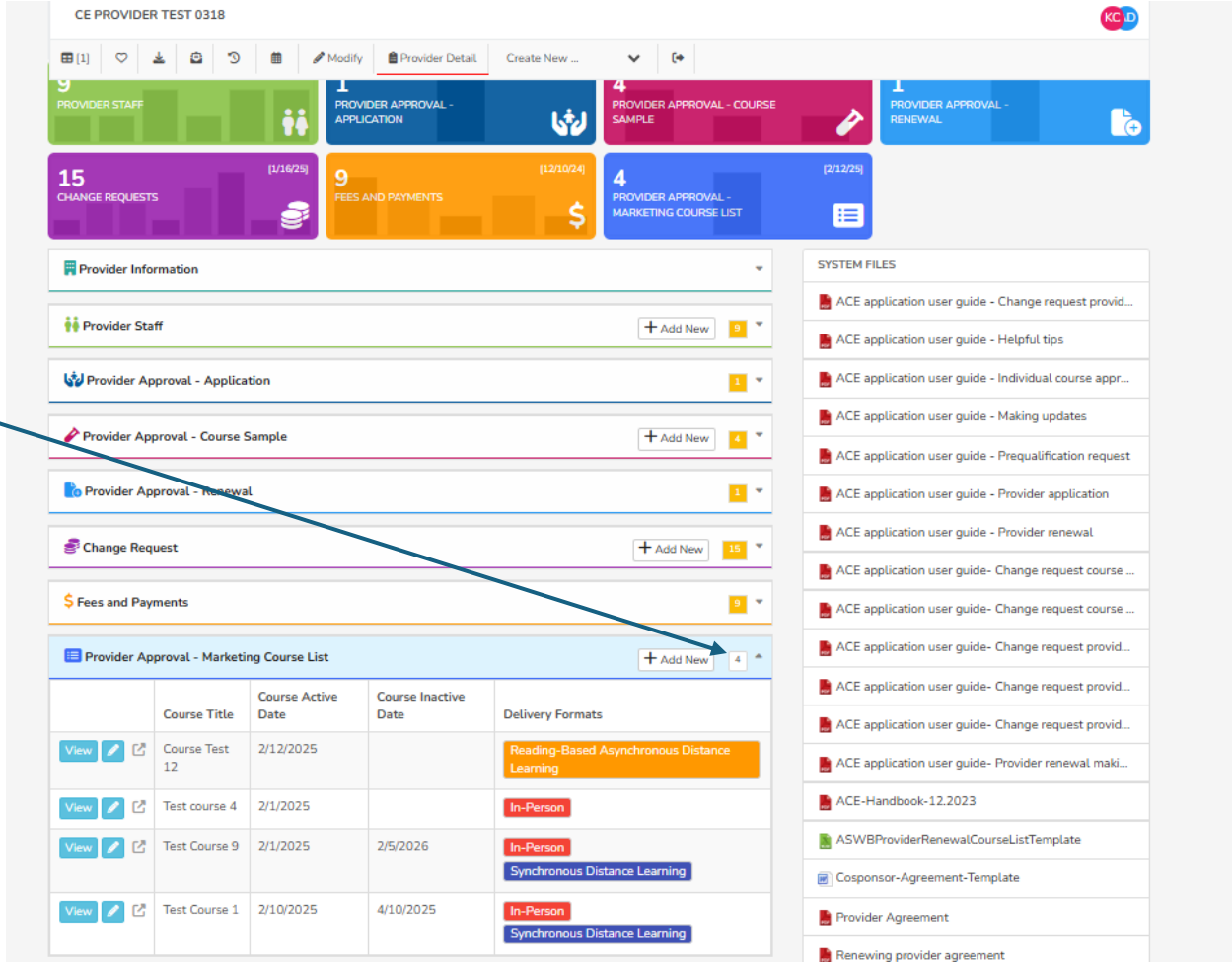
Users can view the entries by selecting view beside each course or may open the entry for editing by selecting the pencil beside each course.

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.



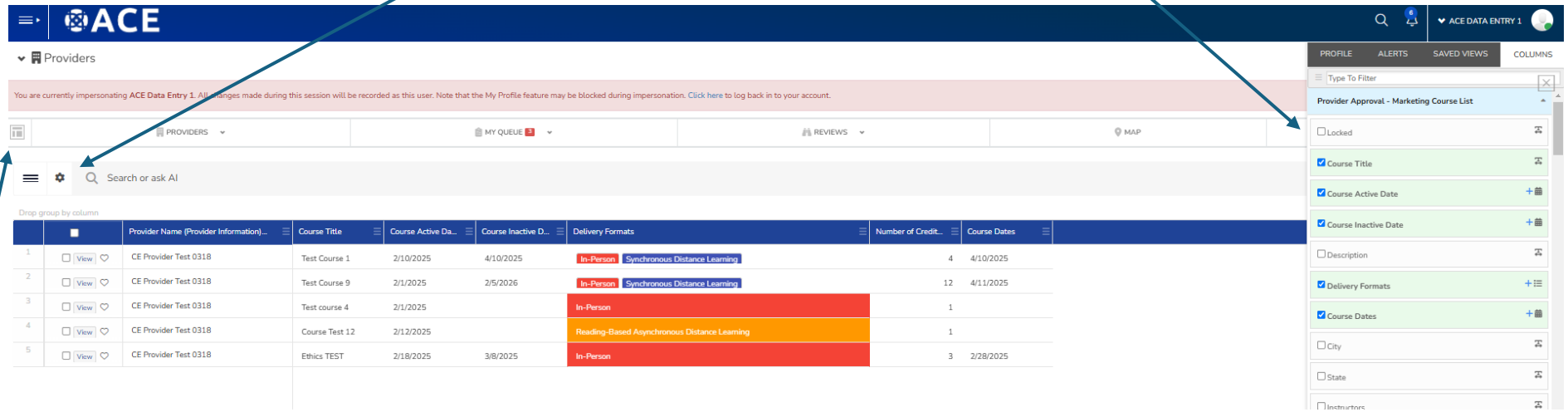
Marketing Course List – Opening Entries in Grid

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.



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 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.