



# Provider Approval Adding Courses to Online Search Individual Entry

# Provider Approval- Adding Courses to Online Search

## Individual Entries

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

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

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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.

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

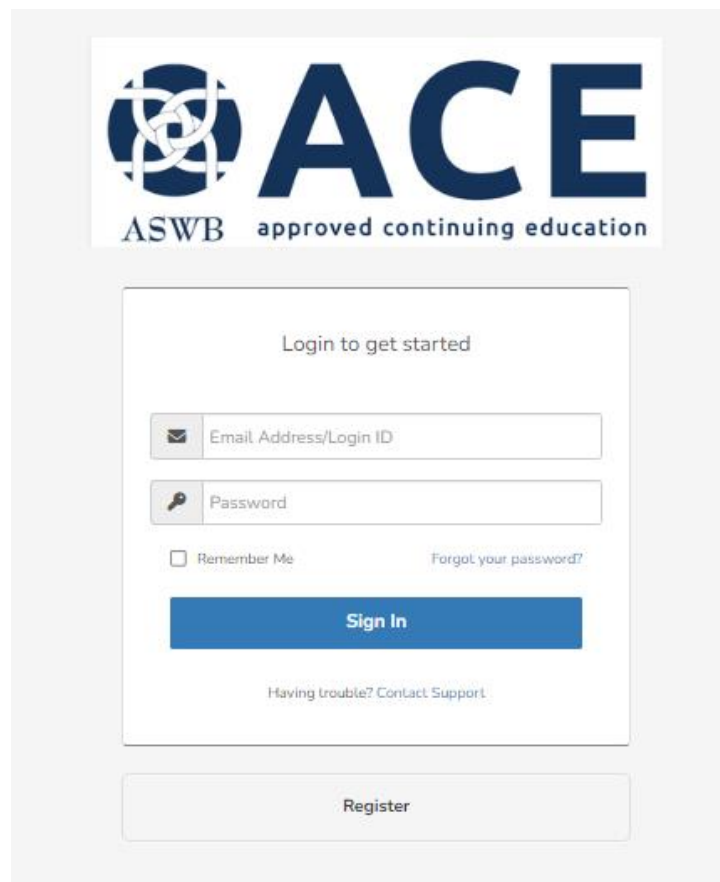
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Course entries for the online search are added in the provider record in the online system. Only registered users of the system that are listed as provider staff (Primary Contact, CE Director, Social Work Consultant, CEO/Department Head) for an organization have access to the provider record.

# ACE Online System Login

Access the online application portal from the following link

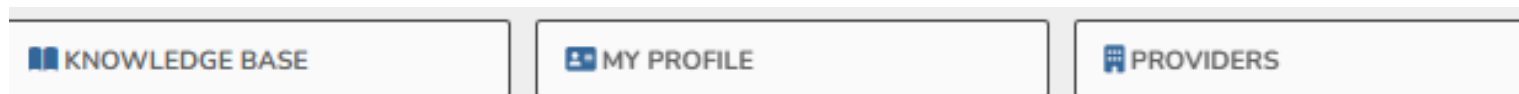
<http://aswb.webauthor.com/>



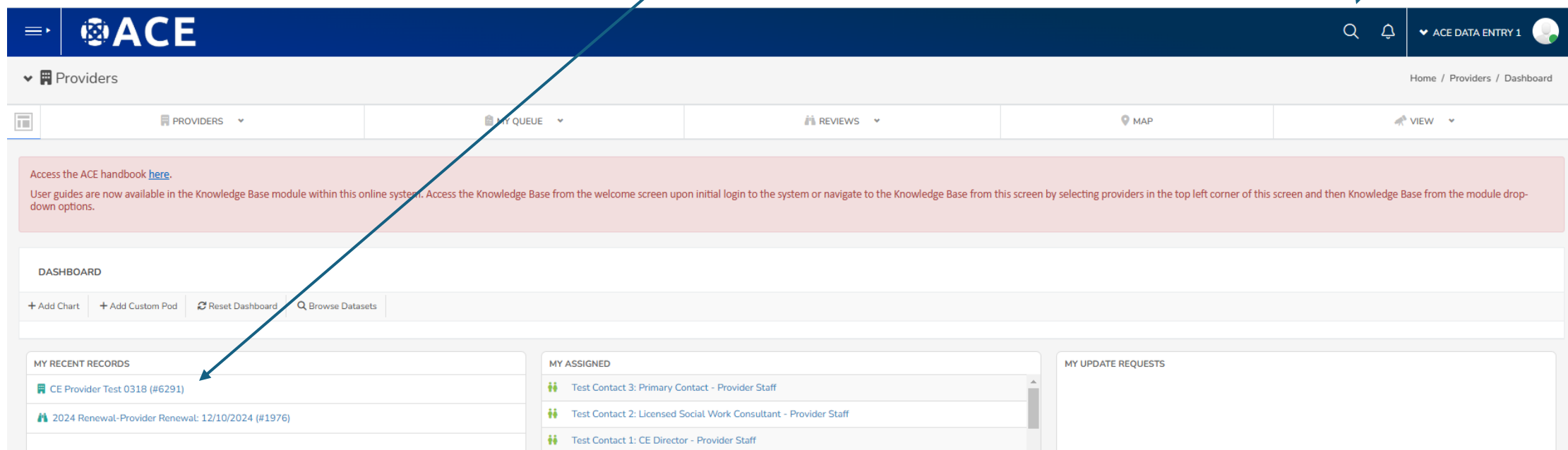
The screenshot shows the login interface for the ACE Online System. At the top, the ACE logo is displayed with the text "ASWB approved continuing education" below it. The main heading is "Login to get started". Below this, there are two input fields: "Email Address/Login ID" and "Password". The "Password" field has a key icon on the left. Below the input fields, there is a checkbox labeled "Remember Me" and a link "Forgot your password?". A blue "Sign In" button is positioned below the input fields. At the bottom of the login form, there is a link "Having trouble? Contact Support.". Below the login form, there is a separate "Register" button.

# Accessing the Provider Record

Login and click the Providers module.

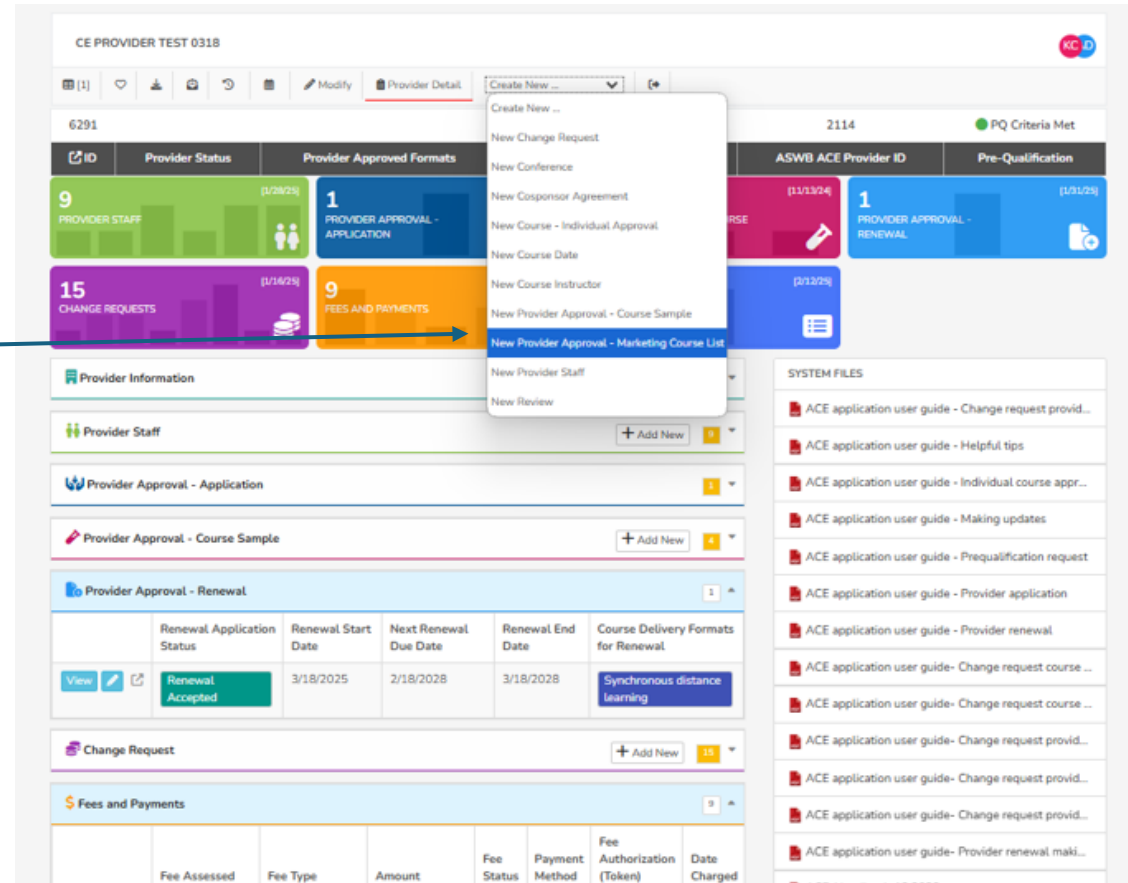


Open the provider record from the dashboard either by typing the provider name in the search icon in the top right corner of the screen or click the provider name in the my recent records box.



# Creating New Course Entries

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



The screenshot shows the 'CE PROVIDER TEST 0318' record. A 'Create New ...' dropdown menu is open, listing various options. The option 'New Provider Approval - Marketing Course List' is highlighted. The main interface includes sections for 'Provider Information', 'Provider Staff', 'Provider Approval - Application', 'Provider Approval - Course Sample', 'Provider Approval - Renewal', 'Change Request', and 'Fees and Payments'. A table under 'Provider Approval - Renewal' shows a renewal application that is 'Renewal Accepted' with a start date of 3/18/2025 and a due date of 2/18/2028. The 'Fees and Payments' section has a table with columns: Fee Assessed, Fee Type, Amount, Fee Status, Payment Method, Fee Authorization (Token), and Date Charged.

## 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 <ul style="list-style-type: none"> <li>- In-person</li> <li>- Synchronous distance</li> <li>- Recorded asynchronous distance</li> <li>- Reading asynchronous distance</li> </ul>	Credit type <ul style="list-style-type: none"> <li>- Clinical</li> <li>- Cultural competence</li> <li>- Ethics</li> <li>- General</li> </ul>	Content level <ul style="list-style-type: none"> <li>- Beginner</li> <li>- Intermediate</li> <li>- Advanced</li> </ul>
Course dates for in-person and/or synchronous	Jurisdictional content areas <ul style="list-style-type: none"> <li>- 23 items to select, as applicable</li> </ul>	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.

CE PROVIDER TEST 0318  
Provider Approval - Marketing Course List

[1] Provider Details

6291				2114
ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID

Provider Approval - Marketing Course List

Courses entered by CE organizations with provider approval through ACE in this section will appear in the ACE online course search.

Provider Approval- Course Entry for Online Course Search

**Course Title \*** Course Title is required

**Course Active Date \*** Enter course active and inactive dates for the period of time in which the course should be included in the ACE online course search.

**Course Inactive Date \***

**Description \*** Provide the course description.

**Delivery Formats \*** Select the delivery format(s) for the course.

- In-Person
- Synchronous Distance Learning
- Recorded Asynchronous Distance Learning
- Reading-Based Asynchronous Distance Learning

▲ There is 1 field on this form that need addressing. ▼

Save Entry Cancel

# 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.

CE PROVIDER TEST 0318  
Provider Approval - Marketing Course List

AD

Provider Details
Modify Entry
Delete Entry
Download
Refresh

6291
1007
2114

ID	Entry ID	Provider Status	Provider Approved Formats	Prequal ACE Approval Type	ASWB ACE Provider ID
Provider Approval - Marketing Course List					
Provider Approval - Course Entry for Online Course Search					
Course Title		Course Test 12			
Course Active Date		2/12/2025			
Course Inactive Date					
Description		test			
Delivery Formats		Reading-Based Asynchronous Distance Learning			
Course Dates					
City					
State					
Instructors					
Course/ Registration Website					
Is Hybrid Course		No			
Semester or Series					
Part of a Conference?		No			
Conference Title					
Conference Link					
Total Credits					
Number of Credits		1			
CREDIT TYPE					



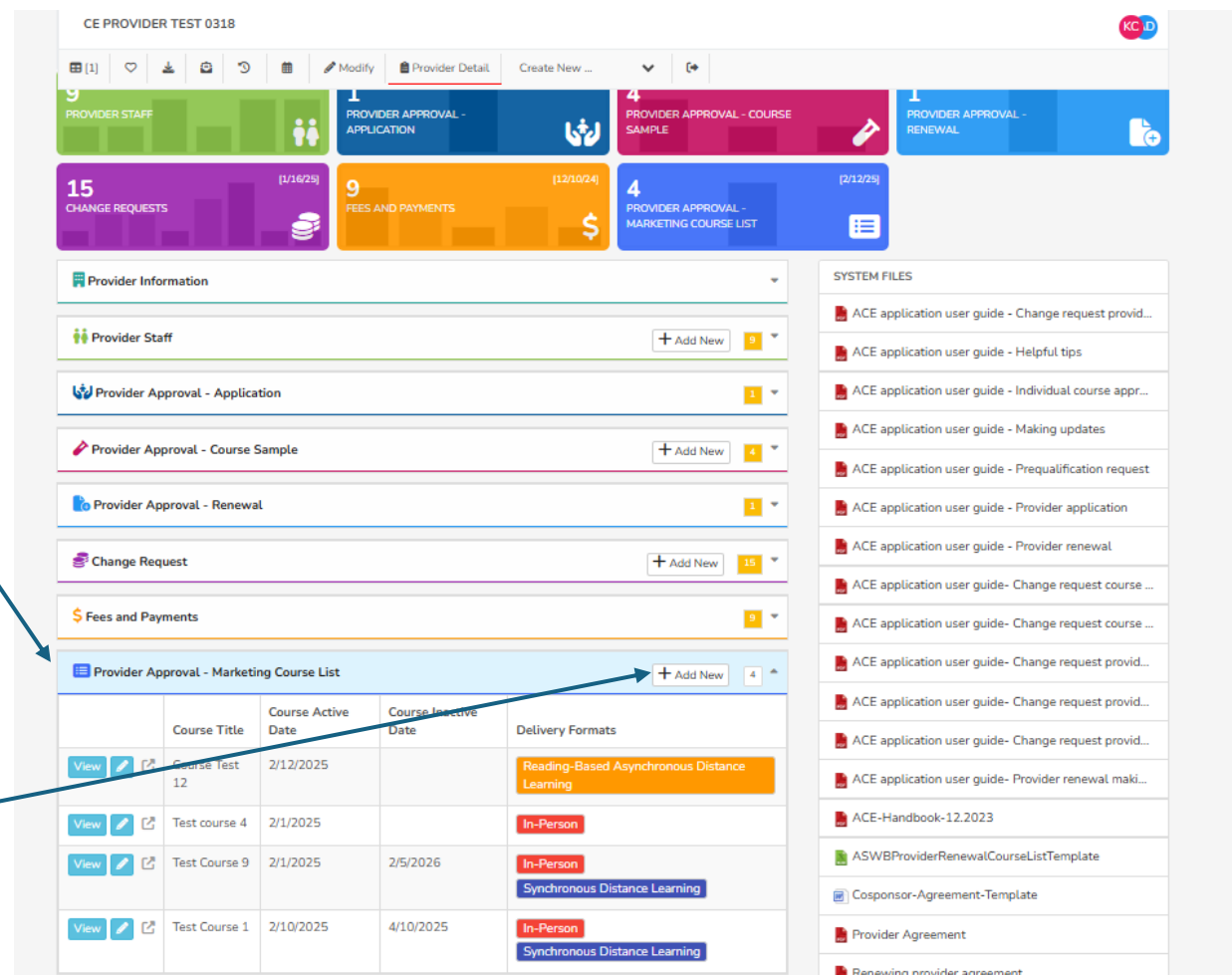
# Provider Approval Marketing Course List Section

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/ collapsible 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.

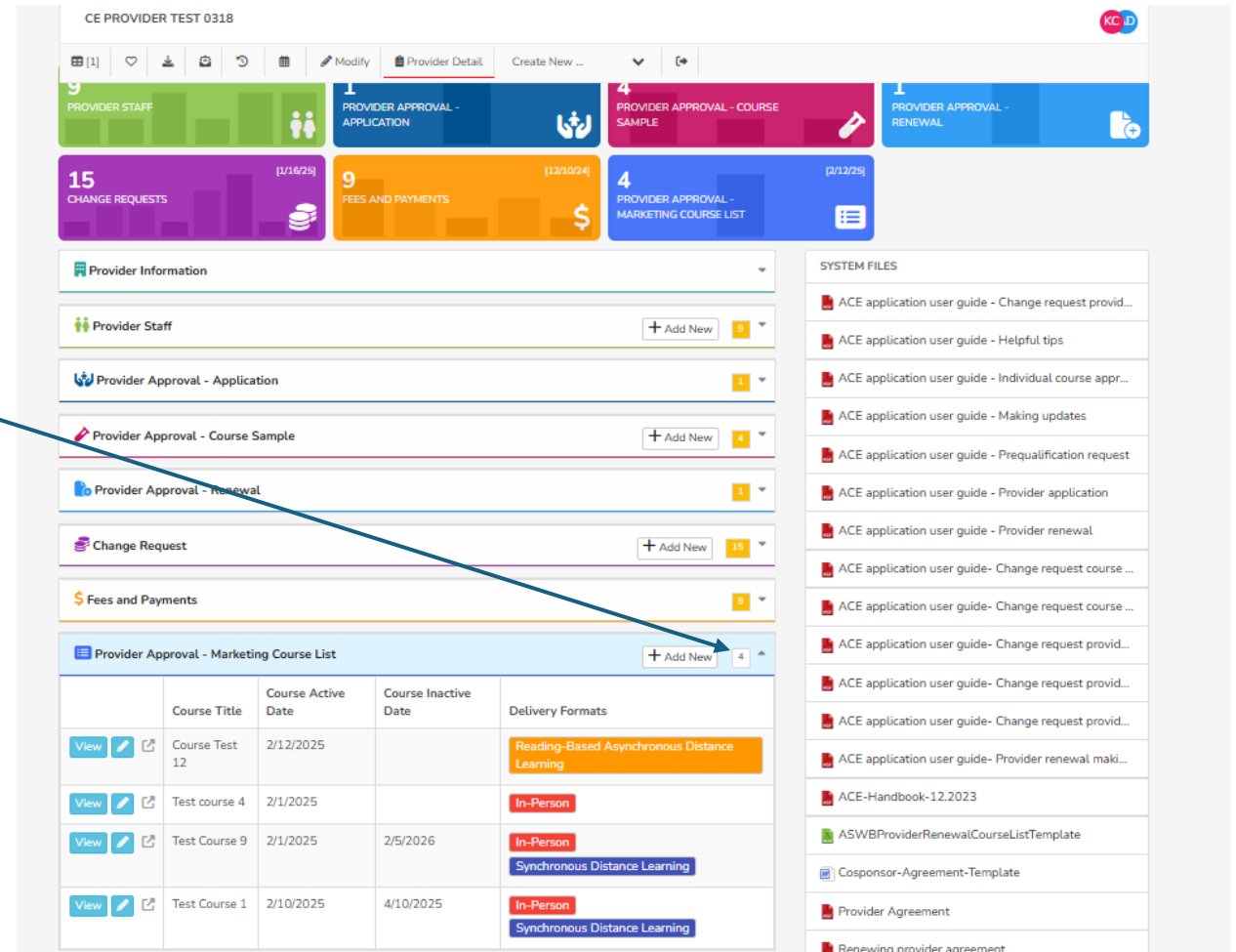


The screenshot displays the 'CE PROVIDER TEST 0318' interface. At the top, there are navigation tabs: 'Provider Detail' (selected), 'Create New ...', and a user profile icon 'KC ID'. Below the tabs are several summary cards: 'PROVIDER STAFF' (1), 'PROVIDER APPROVAL - APPLICATION' (1), 'PROVIDER APPROVAL - COURSE SAMPLE' (4), 'PROVIDER APPROVAL - RENEWAL' (1), '15 CHANGE REQUESTS' (1/16/25), '9 FEES AND PAYMENTS' (12/10/24), and '4 PROVIDER APPROVAL - MARKETING COURSE LIST' (2/12/25). The 'Provider Approval - Marketing Course List' section is expanded, showing a table with columns: 'Course Title', 'Course Active Date', 'Course Inactive Date', and 'Delivery Formats'. The table contains four entries: 'Course Test 12', 'Test course 4', 'Test Course 9', and 'Test Course 1'. Each entry has 'View' and 'Edit' icons. To the right of the table is a '+ Add New' button with a count of 4. A sidebar on the right lists 'SYSTEM FILES' including various user guides and templates.

Course Title	Course Active Date	Course Inactive Date	Delivery Formats
Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning
Test course 4	2/1/2025		In-Person
Test Course 9	2/1/2025	2/5/2026	In-Person Synchronous Distance Learning
Test Course 1	2/10/2025	4/10/2025	In-Person Synchronous Distance Learning

# 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.



The screenshot shows the 'CE PROVIDER TEST 0318' interface. At the top, there are navigation tabs: 'Provider Detail' (selected), 'Create New ...', and a user profile icon 'KC ID'. Below the tabs are several summary cards: 'PROVIDER STAFF', 'PROVIDER APPROVAL - APPLICATION' (1), 'PROVIDER APPROVAL - COURSE SAMPLE' (4), 'PROVIDER APPROVAL - RENEWAL' (1), '15 CHANGE REQUESTS' (1/16/25), '9 FEES AND PAYMENTS' (12/10/24), and '4 PROVIDER APPROVAL - MARKETING COURSE LIST' (2/12/25). The 'Provider Approval - Marketing Course List' card is highlighted in blue.

Below the summary cards is a list of sections with '+ Add New' buttons and counts:

- Provider Information
- Provider Staff (+ Add New 9)
- Provider Approval - Application (1)
- Provider Approval - Course Sample (+ Add New 4)
- Provider Approval - Renewal (1)
- Change Request (+ Add New 15)
- Fees and Payments (9)
- Provider Approval - Marketing Course List (+ Add New 4)**

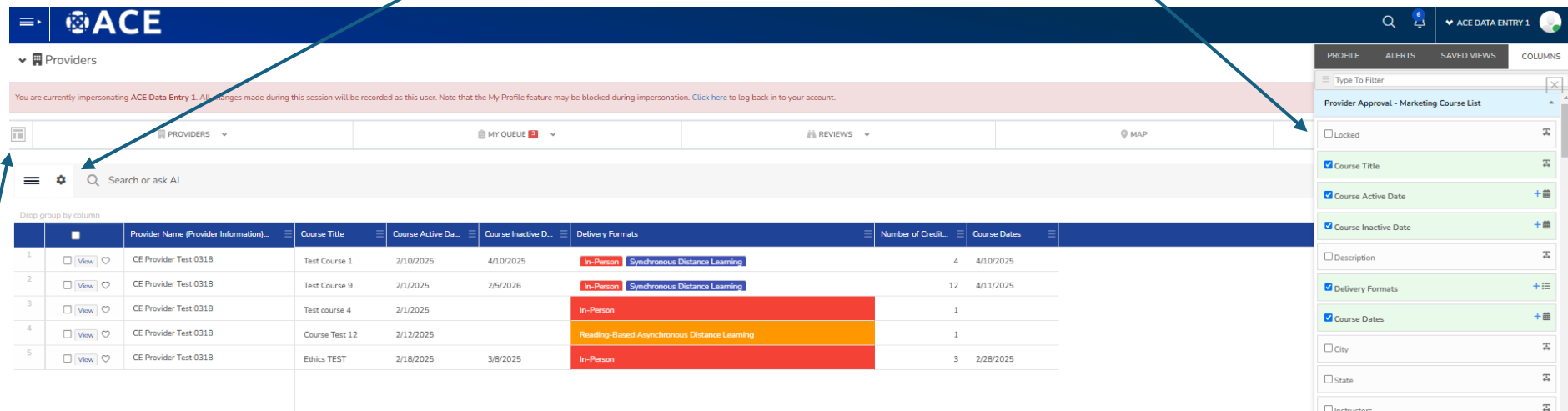
The 'Provider Approval - Marketing Course List' section is expanded into a grid with the following data:

	Course Title	Course Active Date	Course Inactive Date	Delivery Formats
<a href="#">View</a>	Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning
<a href="#">View</a>	Test course 4	2/1/2025		In-Person
<a href="#">View</a>	Test Course 9	2/1/2025	2/5/2026	In-Person Synchronous Distance Learning
<a href="#">View</a>	Test Course 1	2/10/2025	4/10/2025	In-Person Synchronous Distance Learning

On the right side of the interface, there is a 'SYSTEM FILES' section containing a list of documents such as 'ACE application user guide - Change request provid...', '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 application user guide- Change request course ...', 'ACE application user guide- Change request course ...', 'ACE application user guide- Change request provid...', 'ACE application user guide- Change request provid...', 'ACE application user guide- Change request provid...', 'ACE application user guide- Provider renewal maki...', 'ACE-Handbook-12.2023', 'ASWBProviderRenewalCourseListTemplate', 'Cosponsor-Agreement-Template', 'Provider Agreement', and 'Renewing provider agreement'.

# 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 screenshot displays the ACE Marketing Course List interface. At the top, there is a navigation bar with the ACE logo and user information. Below this is a search bar and a grid of course entries. The grid has columns for Provider Name, Course Title, Course Active Date, Course Inactive Date, Delivery Formats, Number of Credits, and Course Dates. A settings panel on the right side of the grid allows users to filter and select fields to display in the grid. The settings panel includes a search bar, a list of fields to filter by, and a list of fields to display in the grid. The grid shows five course entries with various details such as provider names, course titles, dates, and delivery formats.

	Provider Name (Provider Information)...	Course Title	Course Active Da...	Course Inactive D...	Delivery Formats	Number of Credit...	Course Dates
1	CE Provider Test 0318	Test Course 1	2/10/2025	4/10/2025	In-Person Synchronous Distance Learning	4	4/10/2025
2	CE Provider Test 0318	Test Course 9	2/1/2025	2/5/2026	In-Person Synchronous Distance Learning	12	4/11/2025
3	CE Provider Test 0318	Test course 4	2/1/2025		In-Person	1	
4	CE Provider Test 0318	Course Test 12	2/12/2025		Reading-Based Asynchronous Distance Learning	1	
5	CE Provider Test 0318	Ethics TEST	2/18/2025	3/8/2025	In-Person	3	2/28/2025

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.