SSWLHC CE Program Proposal Instructions
SSWLHC is an approved ACE CE provider. This means we are held to the ACE standards for all CE programming and related materials.
If you are interested in providing a CE program for SSWLHC:

1) Complete the CE Proposal Form and submit with all documentation requested.
2) SSWLHC will respond with the number of CE's (if meet guidelines/standards) *
3) Once Program is approved, SSWLHC will
   a. Create the registration form which contains the registration link
   b. Post the information and link on the SSWLHC website
   c. Process the registrations and fees related to the program
   d. Send this information to Zoom; Zoom sends an email to confirm registration and provides link to program
   e. After program, SSWLHC sends out an evaluation to participant
   f. Upon completion, participant will receive a CE certificate, which SSWLHC creates for each program
   g. SSWLHC will send copies of the evaluations to speakers
4) Promotional materials: SSWLHC will post event on website and calendar on line; will send an email blast about the program; include the information in monthly newsletters
   a. Any **additional** promotional materials sent by the speaker or another SSWLHC member must meet the promotional standards (see addendum).

Here is the link to the Proposal Form: https://form.jotform.com/242673623737059

- ***Please note that currently this work is being done by board volunteers. Please allow time for processing.***

Addendum
Promotional Standards: for live webinars

CE providers must include required information on all promotional material. This information, or a web page link to it, must be included in printed and electronic promotional materials.

All promotional materials for courses and individual conference sessions must include
1. Title
2. Date
3. Location or distance learning delivery method description
4. Description
5. Learning objectives
6. Target audience
7. Instructor bio(s)
8. Outline or agenda with specific times and breaks
9. Amount of CE credit offered 10. CE credit type (if required by jurisdiction)

In addition to the above, promotional materials for all courses, including overall conference promotional materials, must include
11. Fees
12. Registration deadline
13. Refund policy
14. Cancellation policy
15. Instructions for requesting accessibility accommodations
16. Complete ACE approval statement (Standard 6.2)
17. Other jurisdictional approvals, if any
18. Course completion requirements
19. Assignments, if any
20. When/how certificate is issued
21. Where and how to register
22. Contact information for questions, concerns, etc.

In addition to the above, all distance learning courses must include
23. Detailed description of specific delivery method. Simply stating "online" is insufficient. Potential participants should know from reading the promo if they are reading course material, watching a recorded video, attending a live webinar, etc.
24. Course interactivity (interactive or noninteractive)
If asynchronous:
25. Date recorded or created, if asynchronous (self-paced)
26. System requirements
27. Posttest requirements (passing score and retest policy)

If you would like to see a copy of all ACE provider standards, you may download the 2023 handbook here. https://www.aswb.org/wp-content/uploads/2023/12/ACE-Handbook-12.2023.pdf