

SAMPLE TABLE OF CONTENTS FOR ACE APPLICATION SUBMITTAL

This is a SAMPLE to help you organize the table of contents. Your TOC may not be identical.

Application section	File label	Material enclosed
Application part 1	Application part 1	Completed Application part 1
	Grievance policy for (YOUR ORGANIZATION NAME OR DEPT. NAME)	Current grievance policy for our organization (or department)
Application part 2 – Administration	Application part 2 – Administration	
	Org chart	Org chart for continuing education team
	CE director resume	Current resume for (NAME OF CE DIRECTOR)
	SWC resume	Current resume for (NAME OF LICENSED SOCIAL WORK CONSULTANT)
	SWC license	Copy of current SWC license for (NAME OF LICENSED SOCIAL WORK CONSULTANT)
Course #1 Application part 2 – Course sample review documents	Course #1 (NAME OF COURSE) Part 2 – Course sample review application	Application Part 2 – Course sample review for course #1
	Course #1 website promo	Copy of website pages with promo for this course
	Course #1 agenda	Course or session agenda or outline/timeline
	Course #1 promo brochure	Course brochure
	Course #1 PowerPoints	Course PowerPoints
	Course #1 handouts	Course handouts
	Course #1 bibliography	Bibliography or list of references
	Course #1 evaluation	Evaluation for course or session
	Course #1 certificate	Certificate of completion for the course