Session Requirements

<u>Please Note</u>: Presentations must meet the requirements below to be offered for CE credit.

ACE, the board providing continuing education credit, has specific requirements for a course to be offered for CE credit.

This guide includes information on:
- Promotion of products or services
- Learning objectives
- References / citations
- Presentation slides

Promotion of Products or Services

- ACE requires that course materials **<u>do not</u>** promote specific products or services.

Presentation Slides

- Presentations must include a slide with learning objectives and a slide with presentation citations.

- Make sure your slides are easy to read. Please do not use text smaller than 16 point and select font styles and colors that can be easily read from a distance.

- We recommend refraining from playing videos in your presentation. In our experience, videos often create distracting technical issues during presentations. **If you choose to include audio or video, please notify staff so we can prepare accordingly.**

Session Requirements

Learning Objectives

Instructions:

- Please include 3-5 learning objectives that are specific and measurable.
- Each objective must start with an ACE approved verb (example below).
    - ACE Verbs List
    - Verbs must also match the course level of the presentation (i.e. an intermediate course should use intermediate verbs). Reference the verbs list to see which level each verb is in.
- The learning objectives must be included in your presentation slides.

Sample:

After attending this session, professionals will be able to...

- Summarize the different types of support available to parents after they complete an adoption.
- Give examples of potential issues that occur in post-adoption, as well as possible solutions.
- Demonstrate how adoptive families can access specific resources if they are seeking post-adoption support.
- Explain how the background of the family and adopted individual can impact the type of post-adoption support required.

Course level: Beginning

Session Requirements

References / Citations

Instructions:

- References must be APA style.
- **At least 50% or 5 sources**, whichever is less, must be from peer-reviewed journal articles published within the **last five years.**
  - *For our 2026 conference, this would include articles published 2022-present.*
- Include at least 4 references.
- The citations must be included at the end of your presentation slides.

Citation Help:

- For journal articles and books:
  - Google Scholar: Simply search for your article, click the blue "cite" button and copy the APA citation.
- For all other sources:
  - APA Style Guide
  - MyBib Citation Generator

Sample:

Harlow, E. (2019). Defining the problem and sourcing the solution: A reflection on some of the organizational, professional and emotional complexities of accessing post-adoption support. *Journal of Social Work Practice, 33*(3), 269–280.

Lee, B. R., Battalen, A., Brodzinsky, D. M., & Goldberg, A. E. (2022). Parent, child, and adoption characteristics associated with post-adoption support needs. *Social Work Research, 44*(1), 21–32.

Stother, A., Woods, K., & McIntosh, S. (2023). Evidence-based practice in relation to post-adoption support in educational settings. *Adoption & Fostering, 43*(4), 429-444.