



Continuing Education Activity Plan Instructor's Form

This form is to be completed by either the instructor or RID Sponsor and kept on file with the Sponsor form. The RID Sponsor will submit the completed Activity Plan online by logging in to their account at www.rid.org at least 30 days in advance of the activity.

RID Sponsor Name: _____

Presenter/Instructor Name (Please attach bio/resume): _____

Date(s)/Time of Activity: _____

Title of Activity: _____

Level of Participant's Prior Knowledge of Topic: (select one)

Little/None

Some

Extensive

Teaching

Target Audience: _____

Workshop/Course Description:

Educational Objectives (List specific observable actions by participants that will demonstrate comprehension and integration of information presented):

Media/Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)
