

Conference Barcode Procedures

IMPORTANT: Remember to keep copies of all forms (including the CEU tracking forms) that are submitted to the CEU Sponsor.

NOTE: Barcodes enable the identification by title of each workshop attended by conference participants. This eliminates the process of Approved Sponsors calculating a total amount of CEUs for each participant before sending the CEU tracking forms to the RID national office. Also, barcodes expedite the CEU data entry process in the CMP database.

Step one:

Contact the CEU Sponsor for the availability of the national office staff to print the barcodes for the event. Contact should be made at least 45 days prior to the conference.

Step two:

Fill out a separate Sponsor and Instructor form for EACH workshop/event/activity of the conference. Each event **MUST** have its own activity number. At least 35 days prior to the event, provide the CEU Sponsor with a complete list of barcode needs.

This should include the following:

1. Name of workshop
2. Activity number
3. Presenter
4. Date
5. How many barcodes you will need for this event

Step three:

Once printed, the national office will send the barcodes to the Conference CEU Administrator. It is this individual's responsibility to determine how the barcodes will be distributed at each activity. The Professional Development Committee strongly suggests that barcodes be distributed at the conclusion of each activity and that participants be informed that they must be present for the entire activity to receive a barcode.

Step four:

The Conference CEU Administrator is responsible for developing the barcode booklet. The booklet should contain the titles, dates, times and CEU value offered for each of the activities at the conference. There must also be space for the participants name, RID member number and address.

Step five:

At the conclusion of the conference, the Conference CEU Administrator will send all CEU tracking forms to the CEU Sponsor for processing. Again, please keep copies of everything for your records.