

Instructions for Continuing Education Activity Plan and Instructor's Forms

Step One:

Complete the Continuing Education Activity Plan Sponsor Form and Activity Plan Instructor's Form. Submit both to the CEU sponsor, along with a copy of your advertisement. For more information on what is required for advertising a RID sponsored training see the document entitled: RID Publicity Requirements. Keep a copy of everything for your records.

When completing the Sponsor form:

a) Circle the Content Area as either Professional Studies or General Studies.

Professional Studies must be related to linguistic and cultural studies, including the study of any language or linguistic system, cultural studies, or the study of any specific culture.

General Studies include areas that are less obviously related to the field of interpreting and transliterating and include studies that are educationally beneficial to the CMP participant. General Studies may be related to Human Service and Leadership studies, i.e. Leadership Skills, Public Relations, Teaching, Public Speaking.

Important Note: Speakers and instructors can only earn General Studies CEUs for first-time presentations, even if the participants are earning Professional Studies CEUs.

b) Circle the Content Level as it applies to the participant's prior knowledge of the subject- you can only pick one!

c) Indicate the number of CEUs to be earned from the activity. (10 contact hours = 1 CEU). Contact hours are actual hours engaged in educational activity and do not include the time spent during breaks or lunches. i.e. 2 hour activity = .2 CEUs. i.e. 3 & 3/4 hour activity = .375 CEUs

d) Activity Number – leave this blank, your sponsor will fill in any codes.

When completing the Instructor's form:

Step Two:

At the event, complete the top portion of the Activity Report Form and have participants fill in their required information including RID member number, city and state. (The Professional Development Committee recommends that the Activity Report Form sign-in form be distributed toward the end of the workshop/event to ensure that participants receiving CEUs have attended the entire activity.)

Step Three:

Each CMP and ACET attendee should receive an evaluation form at the completion of the activity. You may develop your own evaluation form or use the sample provided. These forms should then be tallied and summarized before sending to your CEU sponsor.

Step Four:

At the completion of the activity participants should receive a certificate of attendance. You may develop your own certificate of attendance, however, it must contain all the pertinent information found on the sample certificate. This includes:

- CMP and ACET logos
- Activity Number (ask your CEU sponsor for this)
- Full title of the event
- Date of activity
- Present
- Sponsor name (UNC-DO IT Center)

Step Five:

After the activity, the Activity Report Forms, copies of any handouts used, copies of individual evaluations, and the summary of evaluations should be sent to your CEU sponsor within 30 days of the activity.

IMPORTANT: Keep a copy of everything for your records.