

Registry of Interpreters for the Deaf, Inc.
Affiliate Chapter Relations Committee

Affiliate Chapter Handbook
Third Edition
Section 3

**RID CMP & ACET:
Loving Lifelong Learning**

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Written/Compiled by the Affiliate Chapter Relations Committee, 2001-2007.

CMP and ACET

The Professional Development Committee (PDC) wishes to thank Katrina Jarman, certification maintenance program coordinator for Washington State Registry of Interpreters for the Deaf (WSRID), for the original development of this section of the handbook. Her long hours of hard work have assisted the PDC in disseminating this information to the membership in a clear, concise manner.

This section of the handbook is designed to help you understand the basics of the Certification Maintenance Program (CMP) and the Associate Continuing Education Tracking program (ACET). It is based on the RID website, the current Standards and Criteria for approved sponsors, and past publications. It is not complete in its scope, and changes to the program will continue. Check the RID website (www.rid.org) and VIEWS regularly for more current information. Please contact an approved sponsor before embarking on a new continuing education unit (CEU) project.

It is your professional responsibility to stay current with this information in order to earn the number and type of credits you need to maintain your certification.

Each member has different goals, timelines and interests. Please contact the RID National Office CMP coordinator or any PDC committee member with any questions relating to your specific circumstances. (See current committee contact info at www.rid.org)

Philosophy and Background

“Excellence in the delivery of interpreting services is contingent upon the pursuit of lifelong learning...The integrity of RID certification requires this commitment.” This is the underlying philosophy of the CMP.

The CMP is the vehicle through which the continued skill development of interpreters is encouraged and monitored. It is a way for practitioners to maintain their skill, stay abreast of new developments in the profession of interpretation/transliteration, and assure consumers that a “certified interpreter” means “quality interpreting” services.

RID’s CMP began operation on July 1, 1994 and relies on approved sponsors to provide appropriate educational activities for participants and manage the approval and submission of all corresponding paperwork. A current listing of approved sponsors is listed at www.rid.org.

Certified interpreters must earn eight (8) CEUs (80 hours) in their four-year cycle. These eight CEUs are divided into two content areas: professional studies and general studies. At least six (6) CEUs (60 hours) must be in the professional studies area. Interpreters holding specialty certificates must earn two (2) CEUs (20 hours) within their field of specialization. These two CEUs are counted toward the six in professional studies.

Professional Studies includes:

Linguistics (Language)
Culture
Theory
Skill development
Specialization
(Legal; Deaf-Blind; Medical...)

General Studies includes:

Human service
Leadership
General knowledge
Community resources
Business practices
Teaching workshops

There are four (4) ways to earn CEUs or have ACET activities noted:

1. Attend a workshop given by an approved sponsor (full listing of sponsors and searchable event database at www.rid.org website)
2. Complete academic coursework at an accredited institution
3. Attend a “participant initiated non-RID activity” (PINRA) (a conference, class or training event of another organization)
4. Fulfill requirements for an independent study (with a plan drafted by you)

Important Details

This handbook has a section on each of the four types of CEU activities. The following conventions are used to describe the process for each:

- Paperwork you **need to submit** is noted in **bold print**.
- Numbered circles with a white background ① indicate paperwork that needs to be sent before beginning the activity.
- Dark circles with white numbers ② indicate paperwork done at the time of the activity or after the completion of the activity.
- Items underlined show limitations, deadlines, or rules.

There may be fees involved for processing CMP/ACET academic coursework, participant initiated activities (PINRA) and independent studies (IS). Contact an approved sponsor for details as to what fees may be charged, as they will vary. You are not required to stay within your state for an approved sponsor. Feel free to “shop around” with various sponsors for the best supervision and the lowest fee for your project.

Send this fee along with the appropriate hard copy of the form, completed, dated and signed, and **your RID member number**. (Social Security numbers are no longer used.) Include an email address (if regularly used) and indicate the *best* way to contact you.

Allow enough time for getting a photocopy for yourself, double-checking with the approved sponsor, and travel by mail services.

Please remember that **TIMING IS CRITICAL** and you need to plan in advance. Submissions after due dates will not be accepted and you will not receive CEUs.

*The most important concept to keep in mind is that all CEU activities **must “exceed the participant’s routine employment responsibilities.”** All activities must have valid educational outcomes, measurable and observable learning objectives, and be appropriate to one of the two content areas of professional studies or general studies.*

Sponsor Initiated Activities

These are the easiest CEUs for you to earn—just find a workshop approved to offer CEUs and attend! RID CMP sponsors (organizations, schools, or individuals) may present their own workshops. Get that information by checking the database at www.rid.org.

What do you need to look for before attending? Make sure the topic is really something you want to pursue. And, to maximize your learning, ask these questions: Is this workshop planned with *you* in mind as the target audience? Is the presenter someone you want to learn from? Is the format best suited to the topic and your learning preferences? Be a smart shopper and know before you go.

Make sure the following information is provided on the flyer:

- Does it have the CMP and/or ACET logo?
- Does it say, “___ is approved by the RID CMP sponsor.”?
- Is there clear information about: target audience, content area, content knowledge level, number of possible CEUs, whether partial CEU credit is allowed, refunds/cancellations, accommodations?
- Is it clear how to register and do you have a contact person?
- Are objectives listed?

If everything looks good to you, go for it!

❶ Be sure to bring your RID membership card with you. There is a new scantron-style **sign-up sheet** and you **MUST** have your RID member number with you to sign in.

❷ & ❸ Attend the workshop, fill out any **evaluation**, and obtain **proof of attendance** for your records (such as a certificate). Keep the agenda, handouts, or other proof until you

are sure the workshop shows up with all the correct information on your official RID transcript that is sent once each year in August. You may need documentation if it is necessary to submit your discrepancy report form to the RID CMP office.

If you are interested in organizing a workshop, please contact an approved sponsor to begin planning. Contact a sponsor to understand the requirements for offering CEUs at the event and the timeline for submitting paperwork for approval.

Events MUST BE APPROVED by the Sponsor before any publicity is released regarding CEUs.

Academic Coursework

CEUs may be awarded for academic coursework taken from an accredited institution of higher learning any time during your current cycle. Your cycle date is on the RID transcript you should receive annually in August, or you may contact the National Office or check the RID website to double check.

For courses taken on the quarter system:

- One (1) CEU credit, representing ten (10) contact hours, per college credit hour
- Three (3) credit quarter class would equal three (3.0) CEUs

For courses taken on the semester system:

- 1.5 CEU credit, representing fifteen (15) contact hours, per college credit hour
- Three (3) credit hour class would equal 4.5 CEUs

Classes of a more informal nature (one-day seminars, workshops, community or continuing education, and possibly audited classes) are processed as a participant initiated non-RID activity. All paperwork **MUST** be submitted prior to taking the training. (See appropriate section for more detail.)

❶ To receive CEUs for your college coursework, contact an approved sponsor to obtain an **academic coursework activity plan and report**.

❷ Complete the form and send a copy of the **syllabus** or a copy of the **course description** from the college catalog to the sponsor. This will aid the sponsor in classifying the CEUs under professional studies or general studies. (*A statement of accreditation from the catalog may be required to establish the credentials of the institution.*)

❸ At the end of the course, send a **copy of your grade report or transcript**. You must receive a letter grade of “C” or a 2.0 grade point average or higher to receive CEU credit.

Paperwork may be done any time within your cycle for coursework taken and completed within that cycle; however, it is recommended that you complete the paperwork each quarter or at least once a year to make sure it is regularly added to your RID transcript.

Teaching an academic course as part of your regular job duty does not qualify for CEUs.

Participant Initiated Non-RID Activities

Participant Initiated Non-RID Activities are educational activities that are offered by a known organization, but for which there is not an RID sponsor. The conference, seminar, workshop, or in-service must have a specific format, educational objectives, and purpose.

Examples might be:

- Attending a organizational convention
- Attending a school district in-service
- Attending a community education class
- Auditing college level classes
- Attending non-credit courses at an educational institution
- Attending corporate trainings

① You must complete and submit the **PINRA form** and supporting paperwork to the approved sponsor. It is recommended this be done at least three weeks in advance of the activity. This gives the sponsor time to review and discuss with you if any additional information is needed before the activity can be approved. You and the sponsor will also agree on the number of CEUs to be awarded. Generally, one hour of instruction equals .1 CEUs.

② Submit a **brochure**, program booklet, flyer, etc. which shows the topic, goals, structure, and number of hours of the training.

③ Include a photocopy of your **registration form**.

④ After completion of the workshop, promptly send **proof of attendance** (such as a certificate of participation, handouts, an agenda, or other as determined by the approved sponsor). This paperwork must be submitted to the sponsor within one week of the completion of the activity.

Independent Study

Independent study is defined by the CMP as “self-designed educational experiences for the enhancement of skill and knowledge in a specific area” related to your professional interpreting activities.

By designing the plan yourself, you can:

- Allow for the kind of learning which is best for you
- Do it in a time frame that suits your schedule
- Keep costs and driving time under control

Activities include but are not limited to:

- Original research or a literature review
- Writing for publication
- Participation in a study group
- Developing a curriculum (one time per curriculum)
- Teaching a course/workshop (once per cycle if it is the same class)
- Skill development with videos, partner, etc.
- Reading pertinent material
- Mentorship (the relationship has to have pre-approved goals and learning outcomes / the mentor may charge an equitable fee for the service)

Activities which are not allowed include but are not limited to:

- Functions of your job or professional service delivery (This would include interpreter preparation alone or in coordination with a team member)
- Social activities
- Any organizational meetings
- Service on professional boards and committees

The step-by-step directions below are not comprehensive. Please contact the approved sponsor early in your planning if you want to pursue independent study.

① Formulate an idea for your activity. Develop a plan that is valid and a verifiable continuing education experience.

② Contact an approved sponsor, who is authorized to oversee independent studies to discuss your ideas and obtain an **independent study plan form**.

③ Complete the independent study plan form and submit it to the approved sponsor.

You will be asked to respond in writing to these questions:

1. What do I want to do?

Briefly describe the activity you want to do for CEUs.
What skills and knowledge will you gain?

2. Why do I want to do it?

How will this benefit you in your work as an interpreter?

- 3. What are my specific goals?**
These must be measurable and observable outcomes.
- 4. How will I accomplish my goals?**
Describe your action plan and timeline.
- 5. How will I show what I learned?**
Describe your evaluation process and what documentation you will provide to show that you have met your originally stated goals.
- 6. How much time will it take? How many CEUs is it worth?**
You have a one-year time limit from acceptance of the plan to submit final paperwork. Two CEUs is the maximum possible credits per plan. The exact CEU value awarded will be based on the educational objectives involved, the complexity of the plan, the anticipated time commitment put in and the mastery of knowledge gained.

If there is agreement on all points, the sponsor will approve your written plan and send you a signed copy to keep. If there is not agreement, you have the option of adjusting your plan or negotiating with another sponsor. A sponsor may decline to approve any activity at the sponsor's sole discretion.

④ Begin work on your independent study. Any work completed prior to sponsor approval cannot earn CEUs.

⑤ Document your time and effort as you work on your activity and keep all supporting documentation. The sponsor may check with you at intervals to review your progress.

⑥ Send completed documentation and any materials agreed to in your independent study plan promptly to the approved sponsor. (The recommendation is within a week of work completion)

If all documentation is in order and the goals and standards agreed to in your activity plan are met, the sponsor will file the appropriate paperwork with the National Office.

Transcripts

If you have questions about your transcript or cycle time line contact:

CMP Coordinator
Pam Jones
Registry of Interpreters for the Deaf, Inc.
333 Commerce Street
Alexandria, VA 22314
703-838-0030, ext. 212 v / 703-838-0459 tty
703-838-0409 fax
cmp@rid.org

You may order additional copies of your transcript for \$15.00 each or download a copy of your own transcript from the RID website.

Information

For further information or explanation of CMP standards and/or to appeal any CMP related decision, you may contact the national Professional Development Committee. (See current committee contact information at www.rid.org)