

**Registry of Interpreters for the Deaf
Certification Maintenance Program**

STANDARDS AND CRITERIA

for Approved Sponsors



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Certification Maintenance Program Mission

The integrity of RID Certification requires a commitment to life-long learning. It is the mission of the Certification Maintenance Program (CMP) to ensure the quality and effectiveness of educational opportunities provided for certified members, to establish standards for professional development and to provide a framework for certification maintenance, which will guarantee full and fair participation for all certified members.

(Motion 96.07)

Associate Continuing Education Tracking Mission

It is the mission of the Associate Continuing Education Tracking (ACET) program to promote professional advancement through a culture of life-long learning.

(Motion 96.08)

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STANDARDS AND CRITERIA FOR APPROVED SPONSORS

I. INTRODUCTION

Professional Development Committee Philosophy:

Excellence in the delivery of interpreting and transliterating services is contingent upon the pursuit of life-long learning.

(Motion 96.43)

There are three major components of the Registry of Interpreters for the Deaf (RID) system for credentialing Interpreters and Transliterators:

1. Testing and Certification (including knowledge and performance-based testing) administered by the Certification Council (CC);
2. Ethical Practices (enforcement of ethical standards among Interpreters and Transliterators) administered by the Ethical Practices System; and
3. Certification Maintenance (through continuing education) administered by the Professional Development Committee.

The chairs of each of the above groups comprise the RID TRIAD. Each of these components is essential to ensuring the quality and effectiveness of services delivered by Certified Interpreters and Transliterators.

In addition, the RID Certification Maintenance Program (CMP) and Associate Continuing Education Tracking (ACET) system are utilized by external organizations under contract with RID.

The RID CMP and ACET rely heavily on RID Approved Sponsors (hereafter, Sponsors) to provide appropriate opportunities for the advancement of individual professional competencies to all CMP participants. This manual is designed to assist the Sponsor by outlining the requirements and responsibilities of all Sponsors.

II. RID CONTINUING EDUCATION BASIC COMPONENTS

A. CMP Participants

All RID Certified Interpreters and Transliterators (CI and/or CT), NIC Certified Interpreters (NIC, NIC Advanced or NIC Master), NAD Certified (Levels III, IV, and V) Interpreters and certain interpreters from external organizations under contract with RID. The CMP requires participants earn a minimum of eight Continuing Education Units (CEUs) during each four-year certification maintenance cycle. (**SEE APPENDICES FOR CMP CYCLE AND CEU REQUIREMENTS**). These CEUs are earned by successfully completing learning activities approved by Sponsors.

B. ACET Participants

Any RID Associate Member may join the ACET program for the purposes of documenting continuing education activities attended and to demonstrate professional participation in the interpreting field. The ACET program is only available to Associate Members. Participation in this program is voluntary and begins when the member pays the annual fee for the fiscal year (July 1 through June 30). The purpose of the ACET program is to document and track CEUs earned by successfully completing learning activities approved by Sponsors.

A transcript reflecting activities attended during the previous fiscal year can be viewed at www.rid.org. Participants can request one official transcript from the national office per year, free of charge. When an Associate member becomes certified, the CEUs earned in the ACET program do not transfer over to fulfill the CMP requirements. However, the ACET fees are credited to the CMP program through the end of the fiscal year (at which time the newly Certified Interpreter becomes responsible for paying CMP fees).

C. RID Approved Sponsors

Any organization, agency, institution, affiliate chapter or individual may apply to be a Sponsor. The approval process involves an initial review of the Sponsor's application indicating their ability to provide quality Continuing Education Activities. Sponsors have the responsibility for offering, endorsing and ensuring the quality of educational activities offered for CEUs. Sponsor applicants may choose not to apply to administer Independent Study Activities (see Section IX). Sponsors are subject to ongoing monitoring, including auditing. (See Section X). To maintain the CMP Sponsorship status, Sponsors must pay annual dues to RID. Organizational Sponsorship dues are \$250; Affiliate Chapter Sponsorship dues are \$150 and Individual Sponsorship Dues are \$125. RID's fiscal year is July 1 through June 30.

Dues and fees schedule:

June 30 – dues should be paid for the upcoming fiscal year.

July 15 – a reminder e-mail will be sent to those that have not yet paid their dues.

July 31 – final deadline for all dues before late fees are assigned to the unpaid Sponsors' accounts

August 1 – if dues have not been paid, sponsorship will be suspended until paid in full, including fees. (\$50 late fees for individuals and affiliate chapters and \$100 late fees for organization.) Suspension means that no new activities can be processed, but the Sponsor can continue with events already submitted.

September 30 – sponsorship will be revoked if dues and late fees are not paid in full.

D. The Professional Development Committee

The RID Professional Development Committee (PDC) has the responsibility of overseeing the CMP and ACET programs. This entails approving Sponsors, monitoring Sponsor performance through audits, guiding policy and procedures and performing other related duties. Committee membership is composed of representatives from RID, the Conference of Interpreter Trainers (CIT) and from the National Association for the Deaf (NAD). Members are appointed by the respective association presidents and serve two-year terms beginning and ending at each RID National Conference.

E. The RID National Office

All records, including the CMP and ACET databases, are housed at the RID national office. The Director of Education serves as the point of contact for participants and Sponsors. The national office processes CEUs, communicates with participants and Sponsors regarding program updates, coordinates the yearly audit, provides information and materials to the sponsors and newly certified interpreters, resolves transcript discrepancies, follows through with the revocation of members' certification when the requirements of the CMP are not met, collects dues and fees, and serves as a general resource for program participants and Sponsors.

F. Continuing Education Units

Certification maintenance is based upon Continuing Education Units (CEUs). The CEU is an internationally standardized measurement: ten (10) contact hours of participation equals 1.0 CEU. The traditional CEU is related to instructional hours; the most common module of educational experience, and

the 60-minute clock hour is used in making calculations. Only completed instructional hours are considered in assigning CEUs. Lunch hours, socials and break times between sessions do not earn CEUs. This differs from brief breaks within a single presentation that is considered standard procedure. (Section XI) Non-traditional educational experiences must be assessed to determine how to assign CEUs in a manner consistent with the concept and philosophy of the traditional CEU. In these cases, CEUs are usually not awarded at a 1:1 ratio. Please see Appendices for a chart of suggested ratios for non-traditional activities.

G. Maintenance of Certification

To maintain certification, each CMP participant must earn eight (8) CEUs every four (4) years. The beginning of each member's first cycle is dependent on the date they earned their first generalist certificate. Subsequent 4-year cycles will run consecutively for as long as the member chooses to maintain their certification.

1. Additional Generalist Certificate – Cycle Options:

Certified Interpreters earning additional generalist certificates will be given the option to begin a new cycle. If they opt to begin a new cycle, the CEUs earned in the previous cycle will not be carried into the new cycle. CEUs earned during the new cycle will serve to maintain all certificates held.

2. Specialist Certificate – CEU Requirement:

To maintain any Specialist Certificate, at least two (2) of the six (6) CEUs which must be in the Professional Studies category are required to be within the field of specialization, effective with the beginning of the next new CMP cycle (Motion C2001.06).

3. Loss of certification:

Any active certified member not satisfying the requirements of the Certification Maintenance Program for their specialty certificate will lose their specialty certification. They may retain their regular certification if they have otherwise satisfied their CEU requirements by the end of his/her cycle will cease to be certified. (Motion C99.21)

4. Extension Requests:

RID will consider granting a one-year extension of a Certification Maintenance Program cycle upon written request by the participant. The request and accompanying documentation

must be submitted prior to the end of the participant's cycle. Requests will be considered and granted based on the inability to accrue the required number of Continuing Education Units for the following reason: A sudden and unforeseeable, traumatic, catastrophic or incapacitating, life-altering event that disrupts the life of the certified member or an immediate family member for a considerable amount of time. An extension can be granted only once in the participant's lifetime. Please note that the granting of an extension does not delay the beginning of the participant's new cycle. Once sufficient credits have been earned to complete the extended cycle, all subsequent credits earned will be applied to the participant's new cycle.

5. RID Membership Options:

- a. **Inactive:** This category is available for certified members who are not currently interpreting due to a life altering event or activity. For more information, contact Member Services.

- b. **Retired:** This category is available for certified members who are retired from interpreting and are over 55 years of age. A member must be currently certified to change to this category. For more information, contact Member Services.

III. CONTENT AREAS

The Content Areas in which Interpreters/ Transliterators can receive Continuing Education Units (CEUs) are divided into two categories: **Professional Studies** (linguistic and cultural studies; theoretical and experiential studies; specialization studies) and **General Studies** (human service and leadership; general knowledge studies). In determining the Content Areas, the RID PDC considered the recommended standards in the curriculum section of the Conference of Interpreter Trainers' (CIT) Educational Standards Package.

A. Professional Studies

Professional Studies contain content that directly affects the field of interpreting/ transliterating. A minimum of 6.0 CEUs must be completed in this section during each Certification Maintenance Cycle. Examples of Professional Studies topics include, but are not limited to:

1. Linguistic and Cultural Studies: The study of any language or linguistic system, as well as general cultural studies, and the study of any specific culture. Examples include:
 - Advanced English vocabulary and grammar development
 - Linguistics of ASL
 - Linguistics of English
 - Language variation
 - Sociolinguistics
 - Deaf culture
 - American culture
 - Minority group dynamics
 - Cross-cultural studies
 - Multi-cultural studies, etc.

2. Theoretical and Experiential Studies: The process of interpreting/transliterating through the application of systems of principles, philosophy, ideas or concepts. Examples include:
 - History and issues in interpretation and transliteration
 - Theory of interpretation and transliteration
 - Skills development in interpretation and/or transliteration
 - Skills development in consecutive and simultaneous interpretation
 - Professional ethics, etc.

3. Specialization Studies : Building skills in more narrowly focused areas within the broader field of interpreting or transliterating. Documentation must be present detailing the way in which the activity relates to the development of interpreting skills in that particular field or setting. Examples include aspects of:
 - Educational settings
 - Rehabilitation settings
 - Legal settings
 - Medical or mental health settings
 - Substance abuse recovery programs
 - Technical areas
 - Ethics as applied in specialized settings, etc.

B. General Studies

General Studies include topics that enhance the interpreter/transliterators' general knowledge base. There are no minimum requirements for CEUs in this category, however, only two (2) of the eight (8) required CEUs will be counted toward certification maintenance.

IV. TYPES OF CONTINUING EDUCATION ACTIVITIES

Four broad categories of Continuing Education Activities have been defined: Sponsor Initiated Activities, Participant Initiated Non-RID Activities (PINRA), Academic Coursework and Independent Study Activities. All Continuing Education Activities must involve endeavors that **exceed the participants' routine employment responsibilities.**

A. Sponsor Initiated Activities

Sponsor Initiated Activities are developed by a Sponsor and presented for group instruction or for individual study. Examples include short courses, workshops, seminars, conferences, teleconferences, and distance learning (e.g., continuing education publications, teleconferences, multi media instruction materials, and programmed learning materials) (see Section VI).

B. Participant Initiated Non-RID Activities (PINRA)

Participant Initiated Non-RID Activities (PINRAs) are activities an interpreter/transliterators wishes to attend which are not offered by an RID approved Sponsor. The activity must be sponsored by an organization with specific known standards and must have a specific format, educational objectives and purpose. Participant Initiated Non-RID Activities include but are not limited to: auditing a college course, non-credit courses at an educational institution, corporate trainings, community education, school district in-service and organizational conventions/workshops. Administrative paperwork is processed by the Sponsor. (see Section VII). **NOTE:** Participant must apply for approval from a Sponsor prior to the commencement of the activity.

C. Academic Coursework

CEUs may be awarded for Academic Coursework taken from an accredited institution during the participant's current cycle. This accreditation must be recognized by the Council for Higher Education Accreditation (CHEA). Successful completion is defined as receiving a minimum letter grade of "C" (2.0)

or above. Academic Coursework Activity Plan/Report is processed by the Sponsor. If the participant is auditing the course or taking it through the continuing education office of the institution, they should contact a Sponsor to complete a Participant Initiated Non-RID Activity Plan (see Section VIII).

D. Independent Study Activities (I.S.)

The participant plans Independent Study Activities with input from the Sponsor. The Independent Study Sponsor monitors and approves Independent Study projects. Examples include research, initial curriculum development, study groups, independent reading, mentoring and the preparation of scientific/clinical materials for publication (see Section IX). **NOTE:** Participants must apply for and receive approval from a Sponsor prior to the commencement of the activity.

V. RID APPROVED SPONSOR RIGHTS AND RESPONSIBILITIES

A. Affiliation Requirements

All CMP Approved Sponsors are required to maintain membership in RID at the appropriate level (organizational or individual) for the duration of their Approved Sponsor status. Affiliate Chapter status fulfills this requirement.

B. Administrator and Change of Administrator Requirements

For agencies, organizations, institutions or affiliate chapters, there shall be an identifiable and consistent contact person charged with the administration of Continuing Education Activities. This individual, in whom the administrative function is vested, shall have the responsibility for meeting all of the requirements established by the PDC and specified in this document. An organization may change its designated contact person by notifying the national office of the change in writing.

C. Conflict of Interest

Sponsors and their agents are to avoid, at all times, any actual or apparent conflicts of interest. A conflict of interest would include, but not be limited to, a Continuing Education Administrator monitoring his/her own Independent Study and/or approving his/her own Participant Initiated Non-RID Activity. Contact the national office regarding any questions about Academic Coursework.

D. Sponsor Discretion

It is the Sponsor's responsibility to ensure the educational integrity of each activity. This assumes the Sponsor has the necessary expertise (or access to expertise) in the subject area and the resources available to appropriately administer a given activity. If, in the Sponsor's judgment, a proposed activity lacks valid educational outcomes, measurable and observable learning objectives, and/or falls outside of the Content Areas specified in Section III, the Sponsor has the right to deny sponsorship of that activity.

E. Inactive Sponsor Status

1. Initiating Inactive Status There may be times when a Sponsor must temporarily suspend active sponsorship of RID Continuing Education activities. A Sponsor may secure Inactive Status by submitting written notification to the PDC through the national office. The rights and responsibilities of the Sponsor will then be temporarily suspended as of the requested date.
2. Resuming Active Sponsorship In order to resume active sponsorship, the Sponsor must submit documentation to the PDC identifying any changes in program administration, Continuing Education Activity oversight, location, etc. The PDC will then make a determination as to whether the renewing entity continues to meet the minimum requirements for sponsorship status. A Sponsor may remain inactive for no more than five years. After such time, they must re-apply for sponsorship status.

VI. ADMINISTERING SPONSOR INITIATED ACTIVITIES

A. Program Content and Delivery

The Sponsor shall provide appropriate Continuing Education Activities that meet the following requirements:

1. The content should be based upon and appropriate to the stated objectives of the Continuing Education Activity.
2. The Continuing Education Activity should be of sufficient duration to achieve the stated educational objectives.
3. The content of the Continuing Education Activity should be designed to explore one subject or a group of closely related subjects. If the Activity involves multiple components, such as in a lecture series, all segments should be devoted to integrally related subjects.
4. The audiovisual aids and supportive materials should be current, suitable and appropriate.

5. The method of delivery should allow for and encourage active involvement on the part of the participant, feedback, and reinforcement of the learned knowledge or skill.
6. The Sponsor shall verify that members of the teaching staff of all Continuing Education Activities are qualified (credentials, training and experience in the subject matter to be presented). All instructors should demonstrate high ethical standards of professional conduct and be sensitive to individual differences among people with regard to age, gender, socioeconomic, ethnic and cultural backgrounds, disability, and sexual orientation.
7. The Sponsor shall formulate plans for advanced Continuing Education Activities suitable for certified interpreters.

B. Administration of Sponsor-Initiated Activities

Sponsors must complete a Continuing Education Activity Plan (see Appendices) and submit this activity online to the national office at www.rid.org no later than 30 days prior to the activity. The following information is required on the Plan:

1. **Target Audience:** The Sponsor shall define the target audience for each Continuing Education Activity. In planning the activity, Sponsors should assess the needs of the target audience. The target audience should be specified in all promotional efforts.
2. **Educational Objectives:** The Sponsor shall specify the observable, measurable educational objectives of each Continuing Education Activity. These objectives must be published in promotional announcements of the Activity.
3. **Content Knowledge Level :** The content knowledge level is related to participants' familiarity with the topic, regardless of their interpreting skill or experience. The content knowledge level should be classified according to the following definitions.
 - 3.1 **Little/NO:** This level of Continuing Education Activity assumes **little or no** information on the part of the participant *within the areas covered*. The focus of the activity is upon general orientation and increased understanding. This category also includes activities that assume the audience to have diverse levels of knowledge due to the nature of the event. For example, professional issue forum, conference, discussion group, etc.
 - 3.2 **Some:** This level of Continuing Education Activity assumes the participant has **some** familiarity with the literature and professional practice *within the area covered*. The general focus of the activity is upon increased understanding and application by the participant.
 - 3.3 **Extensive:** This level of Continuing Education Activity assumes the participant has **extensive** familiarity with current literature and professional practice *within the area*

covered. The focus of the activity is upon recent advances, future directions and applications of research.

- 3.4 **Teaching:** This level of Continuing Education Activity assumes the audience to be educators of interpreters. At this instructional level, the content of the CEU activity will focus on acquisition of current pedagogical techniques for the pre-preparation of interpreters/ transliterators.

The Sponsor shall specify the content knowledge level of each activity in all promotional efforts.

4. Content Area: The sponsor shall specify the Content Area of each Activity in all promotional materials. The Content Areas should be specified as **Professional Studies or General Studies**. These areas are described in detail in Section III.

C. Co-Sponsorship with another Organization

1. If a Sponsor collaborates with an entity not approved by RID for the purpose of providing a specific event, it shall be the responsibility of the Sponsor to assure that programs meet the CMP/ACET requirements (Section VI. A.).
2. The contact person for the Sponsor, or designated representative, shall have direct and significant involvement in the planning, conducting and evaluating of all co-sponsored Continuing Education Activities.
3. All promotional materials for co-sponsored Continuing Education Activities must indicate the name of the Sponsor.
4. If two or more Sponsors join in offering Continuing Education Activities, the administrative responsibility for compliance with the requirements shall be held by one of the Sponsors, agreed upon by both parties, prior to submission of the Activity Plan.

D. Promotion of Continuing Education Activities

To provide a reliable basis for participants to select Continuing Education Activities that meet their personal learning objectives, all promotional material for activities offering RID CEUs are required to have six types of information:

1. The RID CMP and/or ACET logo. Copies of the logos will be provided for the RID Sponsor and may be reduced or enlarged to fit the design of the promotional materials.

2. The following paragraph: **[RID Sponsor] is an Approved RID CMP Sponsor for Continuing Education Activities. This [Content Area] program is offered for [#] CEUs at the [Knowledge Level] Content Knowledge Level.**
3. Information on the educational objectives of the activity. This information may take a variety of formats and depth of detail.
4. Information on the refund and cancellation policy of the Sponsor. It is acceptable to print contact information to learn of these policies, rather than the entire policy.
5. The target audience, as described in the Continuing Education Activity Plan.
6. A solicitation request for reasonable accommodations.

E. Accessibility

In conformance with local, state, provincial and federal statutes regarding disabilities, activities and facilities shall be accessible to all individuals.

F. Refund and Cancellation Policies

The Sponsor shall have on record the policies and procedures for refund in the event of cancellation by the registrant. The Sponsor shall publish this policy or information on how to learn of the policy.

G. Continuing Education Units for Sponsor Initiated Activities

1. CEUs for Traditional Activities: CEUs shall be determined based on the formula of one CEU being equal to 10 contact hours. Therefore, each contact hour will be equivalent to 0.1 CEU. The number of CEUs must be noted on the Continuing Education Activity Plan, and the activity must be submitted online to the national office at www.rid.org at least 30 days prior to the activity. For sponsors hosting conferences, regional and/or national, additional information on calculating CEUs is in the *Sponsor Handbook* document.
2. CEUs for Non-traditional Activities: The method of assigning credits shall be described in the activity plan. In activities where the method of educational delivery does not lend itself to easy translation of one CEU for 10 contact hours, the PDC reserves the right to evaluate and determine the appropriateness of the number of CEUs assigned. The number of CEUs must be noted on the Continuing Education Activity Plan, and the activity must be submitted online to the national office at www.rid.org at least 30 days prior to the activity.

3. CEUs for teaching: Instructors/Presenters wishing to gain General Studies CEUs equivalent to the number of CEUs offered to participants can do so by checking the appropriate box on the Activity Report Form. CEUs will be awarded only once during the cycle for each activity presented.
4. CEUs for Course Development: Teachers wishing to gain Professional Studies CEUs for the preparation and development of classes/workshops may contact a Sponsor to complete an Independent Study Plan.

H. Requirements in the Awarding of CEUs to Participants

1. The Sponsor shall verify participant attendance and completion of all Continuing Education Activities.
2. The Sponsor shall conduct an evaluation of the activity which will be kept on file until called upon for auditing purposes by the PDC.
3. The Sponsor shall submit to the RID national office within 45 days of the conclusion of the activity, the Continuing Education Activity Report Form (see Appendices) with appropriate signatures.
4. RID shall not award CEUs retroactively. **If an Activity Plan was not submitted prior to the activity, no CEUs may be awarded.**
5. The Sponsor may assign, but it is not recommended, variable credit to participants who do not attend an entire activity based on the following guidelines:
 - 4.1 No credit shall be assigned for a participant who attends less than half of a Continuing Education Activity;
 - 4.2 One half (1/2) credit may be assigned to participants who attend at least one half but not more than three quarters of a Continuing Education Activity;
 - 4.3 Three quarters (3/4) credit may be assigned to participants who attend at least three-quarters of a Continuing Education Activity, but are not in attendance for the entire activity.
 - 4.4 If the Sponsor determines that less than full attendance renders the activity without value as a learning experience, they may recommend that no CEUs be awarded.

VII. ADMINISTERING PARTICIPANT-INITIATED NON-RID ACTIVITIES

A. Eligibility of Sponsors

Any Sponsor may administer a Participant-Initiated Non-RID Activity (PINRA). This is not restricted to those Sponsors approved for Independent Study Activities.

B. Eligible Activities

The participant may wish to attend professional development opportunities offered by organizations that are not involved with interpreting and are unlikely to be RID Sponsors. If a conference or workshop is not co-sponsored by an RID Approved Sponsor, the participant may apply to a Sponsor for CEUs for that event. By using the Participant-Initiated Non-RID Activity Form (see Appendices), the participant will identify the activity and related information.

This form must be approved by the Sponsor prior to the activity. The participant must provide copies of registration, conference agenda or other documentation that identifies content, hours and attendance to enable the Sponsor to determine the appropriate number of CEUs and Content Area(s).

C. Fees

The Sponsor may charge the participant an equitable fee for administering Participant-Initiated Non-RID Activities CEUs.

VIII. Administering Academic Coursework

Academic units are intended to serve as a standard unit for credit for educational experiences from accredited institutions of higher learning. This accreditation must be recognized by the Council for Higher Education Accreditation (CHEA). The acceptance of academic units recognizes individuals for their efforts to continue their learning in higher education and to pursue a degree. Academic units will be converted to CEUs.

A. Calculation of CEUs

Academic credit is converted on the basis of 1-quarter credit hour equaling 10 contact hours (1 CEU) and 1 semester credit hour equaling 15 contact hours (1.5 CEUs).

B. Administration

1. The Participant must submit the completed Academic Coursework Activity Plan/Report (see Appendices) to the Sponsor. The Sponsor may require the participant to submit relevant materials in order to determine Content Area (e.g., course outline, syllabus, or catalog).
2. Upon completion of the academic activity, the participant shall send the Sponsor a copy of the grade report or online grade report or transcript. The Sponsor shall include the verification of the grade with the Academic Coursework Activity Plan/Report.
3. The Sponsor shall verify participants' successful completion of the academic coursework. Successful completion is defined as receiving a passing grade (pass or letter grade of C [2.0 GPA] or above).

C. Fees

The Sponsor may charge the participant an equitable fee for administering the Academic Coursework CEUs.

IX. ADMINISTERING INDEPENDENT STUDY ACTIVITIES

A. Independent Study

The Independent Study is designed to meet the needs of practicing professionals who desire an alternative to traditional instructional activities. Independent Study Guidelines are provided by RID to Sponsors. With the guidance of a Sponsor, participants can undertake a self-designed educational experience for the enhancement of skill and knowledge in a specific area. Such a program can be less expensive, offer a flexible time schedule and need not require travel.

A list of Sponsors is available on the RID Web site at www.rid.org by clicking on “Find CMP/ACET Sponsor.” A specific search in the online database for the Sponsors who have been approved to provide Independent Study is available. A Sponsor may decline to sponsor an activity at the Sponsor’s sole discretion.

Under the direction of a Sponsor, individuals may design an Independent Study Activity around many of their professional activities. However, Independent Study credit may not come from participants' routine employment responsibilities. Listed are some possible Independent Study options. Participants are encouraged to explore other options.

1. Research: A participant may conduct original research.
2. Course Instruction: A participant may develop and present information (a speech, workshop, short course and teleconference) and receive Independent Study CEUs for the development and presentation. These two activities are not mutually exclusive; participants may earn CEUs for either or both the development and presentation. Credit will be given only once during the cycle for each activity presented (For receiving credit for teaching a Sponsored Activity see Section VI.G.3).
3. Publication: A participant may write materials for publication (*VIEWS* articles, journals and books).
4. Study Groups: A participant may meet with one or more persons at specified times to discuss topics related to the goals and objectives stated in the Activity Plan.
5. Multi Media Instruction: A participant may independently review video and write a critical review and/or complete a questionnaire demonstrating an understanding of the presented materials.
6. Mentorship: A participant may engage in a focused learning relationship with pre-approved goals and learning outcomes. CEUs may be awarded to both participants in the mentorship relationship.
7. Literature review: A participant may review literature on a specified topic and submit a written summary. The summary could include critical comments and a plan for incorporating acquired information into professional practice.
8. Self-Study Curriculum: A participant may complete a commercially produced self-study.

B. Objectives

The Sponsor must ensure the quality of the activity, accept the activity in advance as one that will earn CEUs, determine how many CEUs will be assigned and document appropriate CEUs upon the satisfactory completion of the Independent Study. The Sponsor shall obtain, from the participant, a completed Independent Study Plan Form, in order to evaluate the proposed Independent Study (see Appendices).

The Sponsor responds to the participant by accepting it in writing, requesting clarification and/or amendments, or rejecting it in writing.

C. Program Content and Delivery

The Sponsor, by signing the Independent Study Plan, will attest that the following criteria will be met with respect to instructional approaches, materials, activities, etc:

1. The content is based upon and appropriate to the stated goals and objectives of the Independent Study Activity.
2. The activity is of sufficient duration to achieve the stated educational objectives.
3. The content of the Independent Study Activity is designed to explore one subject.
4. Independent Study Activities are limited to one year in duration.
5. The method of delivery allows for active involvement on the part of the participant and encourages reinforcement of the learned knowledge or skill.
6. The Sponsor and the participant jointly determine appropriate intervals throughout the Independent Study Activity to review progress.

D. Administration

1. The Sponsor is the authority charged with the administration of the Independent Study Activity. The Sponsor shall have the responsibility of determining that the requirements for the Independent Study are met.
2. The Sponsor may designate an individual instructor/supervisor of the Independent Study Activity. However, the Sponsor retains the ultimate responsibility for administration and quality control.
3. After satisfactory completion of the Independent Study Activity, the Sponsor shall submit the activity to the RID national office online at www.rid.org no more than 45 days after the completion of the activity. The completed and signed Independent Study Activity Plan and Independent Study Activity Report (see Appendices) should be kept on file for future auditing purposes.

E. Awarding CEUs for Independent Study Activities

1. Some Independent Study Activities, while worthwhile educational experiences for interpreters, do not have the same educational value as traditional classroom or workshop studies. In activities where the method of educational delivery does not lend itself to easy translation of one CEU for 10 contact hours, the Sponsor shall specify the method of determining the number of CEUs awarded for the Independent Study Activity. The PDC reserves the right to evaluate and determine the appropriateness of the number of CEUs assigned.
2. Independent Study Activities are limited to a maximum 2.0 CEUs per Independent Study Plan.

More than one Activity Plan may be filed for activities which are broad in scope and time-consuming and which have identifiable components with distinct educational objectives.

3. The Sponsor and the participant shall verify the participants' successful completion of the Independent Study Activity.
4. In the event the Sponsor considers the participants' work unsatisfactory for awarding CEUs, a written statement citing reasons for such a decision and suggestions for successful completion must be sent to the participant. The participant has the right to appeal the denial of CEUs to the PDC.
5. Under extenuating circumstances, sponsors may grant additional time to complete an independent study, not to exceed one year.

F. Fees

The Sponsor may charge an equitable fee for administering the Independent Study CEUs.

X. RID APPROVED SPONSOR AUDIT PROCEDURES

Each Sponsor will be audited at least once every three years. The PDC may decide to audit a Sponsor at any given time. This process gives the PDC an opportunity to provide on-going feedback to Sponsors, identify exemplary Sponsorship service and ensure the integrity of the CMP and ACET programs.

An Audit Packet including the Audit Submission Checklist and Self-Evaluation Questions will be sent to the Sponsor no less than 90 days before the Sponsor's Audit Submission is due. It is standard business practice to retain copies of all documentation related to activities sponsored. If the Sponsor's Audit Submission is not received in the national office by the due date, RID will notify the Sponsor of pending suspension. If the Sponsor's Audit Submission is not received within thirty days of the pending suspension notification, the Sponsor's status may be suspended effective immediately.

Notification of suspension of the Sponsor will be sent in writing to the Sponsor. All educational activities that have been filed prior to the notification date will be honored. The national office will accept no further activity plans. Further use of the RID Approved Sponsor designation and/or logo is prohibited, and subsequent promotional materials may not indicate that RID CEUs are offered.

To reinstate Sponsor status, the suspended entity must submit the audit report to the national office with the understanding of the following:

1. review of the audit packet will be processed with the next scheduled audits that may be up to one year later;
2. reinstatement will not be effective until after the review of the audit report has taken place;

A. Audit Results:

1. **Pass with Special Recognition:** A Sponsor who submits an Audit that meets and exceeds the *Standards and Criteria* consistently, enhances their own CMP program, shows creativity and innovation.
2. **Pass:** Sponsor who submits an Audit that meets the *Standards and Criteria* requirements consistently.
3. **Probation:** Sponsor who submits an Audit that does not consistently satisfy the *Standards and Criteria*. If during the audit review, a Sponsor is found by the PDC to be out of compliance with the *Standards and Criteria*, the PDC may place the Sponsor on probation. The PDC may find the Sponsor out of compliance in general, or may identify only the Independent Study portion of Sponsorship as out of compliance. When a Sponsor is placed on probation, the PDC will define the particulars of the audit that were not satisfactory, provide reasonable assistance to the Sponsor to come into compliance, and audit the Sponsor again in one year's time. If the Sponsor is still found to be out of compliance, Sponsor status will be withdrawn.
4. **Fail:** A Sponsor who submits an Audit and has engaged in illegal activity and/or unethical conduct as an Approved Sponsor based on the *Standards and Criteria*. A Sponsor who submits an Audit after being placed on probation and did not show a marked improvement. The national office will notify the Sponsor of withdrawal of status. All educational activities that have been filed prior to the notification date will be honored. The national office will accept no further activity plans. Further use of the Sponsor designation and/or logo will be prohibited, and subsequent promotional materials may not indicate that RID CEUs are offered. Any fees already paid to RID will be forfeited.

NOTE: In order to obtain RID Sponsor status after the withdrawal of said status, the entity must complete all procedures required for a new applicant.

XI. UNACCEPTABLE ACTIVITIES

Some, but not all, of the activities for which CEUs will not be awarded include:

- Board/Committee activities
- Business meetings of the association
- Professional service delivery
- Lunch, dinner, socials, or entertainment
- Activities that are a part of one's routine employment responsibilities.

NOTE: The PDC recognizes that these activities may provide valuable learning opportunities. An Independent Study may be designed to identify the specific learning objectives to be accomplished by virtue of those opportunities (e.g., while it would not be appropriate to earn CEUs for serving on a board, one might design an Independent Study that identifies specific lessons learned as a board member).

XII. APPEALS

A. Sponsor Appeals

Applicants whose Approved Sponsor status has been denied or Sponsors whose status has been withdrawn by the PDC may appeal that decision. Such appeals should be directed to the Director of Education in the form of requests for reconsideration and must be filed within thirty (30) days of receipt of notice of denial or withdrawal. The Director of Education will refer the appeal to the PDC. The appellant may provide additional information to assist the PDC (See Section I) in its review.

B. Participant Appeals

Individuals whose Independent Study Plan or award of CEUs for Continuing Education has been denied by a Sponsor may appeal that decision to the PDC. All appeals must be filed with the PDC in writing within thirty (30) days of receipt of the notice of denial of credit. The PDC can overturn a sponsor's decision to deny CEUs to an individual for either non-supportable reason(s) or for a decision to sponsor an Independent Study made in error. If the sponsor has been paid, then the monies must be refunded.

C. Extension Request Appeals:

Individuals whose extension request has been denied may appeal the decision to the PDC. Such appeals should be directed to the Director of Education in the form of requests for reconsideration and must be filed within thirty (30) days of receipt of notice of denial. The Director of Education will refer the appeal to the PDC. The appellant may provide additional detailed information to assist the PDC in their decision.

APPENDICES



Continuing Education Activity Plan Sponsor Form

This activity must be submitted ONLINE at www.rid.org at least 30 days prior to the start of the activity. A copy of this form along with the Activity Plan Instructor's form must be kept on file for future auditing purposes.

Name of Approved Sponsor: _____

Activity Number: _____ : _____ : _____
(Sponsor Code) (Month/Year) (Ascending within month)

Activity Title: _____

Location of Activity: _____ (City) _____ (State)

Instructor(s) Name(s): _____

Contact Person/People: _____ Contact Phone(s): _____

E-mail _____ Web site: _____

Who is the Target Audience: _____

Activity Start Date: _____ Activity Completion Date: _____

Start Time for Activity: _____ am/pm Ending Time for Activity: _____ am/pm

Total number of CEUs to be awarded to each participant: _____

Content Area:	Content Level:	Participating Programs:
Professional Studies (PS)	Little/none	CMP only
General Studies (GS)	Some	ACET only
	Extensive	CMP & ACET Both
	Teaching	

As the RID Approved Sponsor for the RID activity, I certify that the above information is accurate and will be filed ONLINE with RID through www.rid.org at least 30 days prior to the start of the activity.

RID Approved Sponsor Signature Administrator: _____ Date: _____



Participant Initiated Non-RID Activities (PINRA)

This form will be used if a CMP Participant plans to attend another organization's workshop, conference, formal in-service training or activity. The RID Approved Sponsor will determine if the activity is appropriate for CEUs.

Before the start of the activity/conference, this section should be filled out and signed by both the participant and RID Approved Sponsor:

Participant Name: _____ RID Member #: _____

Participant Address _____

Email: _____ Phone # _____

Activity/Conference Name: _____

Activity/Conference Theme or Focus (attach brochure/flyer) _____

Date and Times of activities you will attend: _____

Total number of CEUs to be awarded: _____ Circle content area: Professional Studies General Studies

I certify that this activity/conference represents a valid and verifiable Continuing Education Experience that exceeds routine employment responsibilities.

Participant Signature: _____ Date: _____

Name and Code of RID Approved Sponsor _____

I certify that I received this activity plan prior to the start of the activity/conference and I agree to sponsor this Continuing Education Experience. I will verify successful completion prior to awarding CEUs.

RID Sponsor Administrator Name: _____ Signature: _____

RID Sponsor Code: _____ Date: _____

<p>This section should be filled out and signed upon <u>completion</u> of the activity/conference:</p> <p>Activity Code Number _____ CEUs Awarded: _____</p> <p>I have verified that the participant attended this activity/conference and that the activities listed are appropriate educational experiences which should be awarded the number of CEUs denoted above.</p> <p>RID Approved Sponsor Signature Administrator: _____ Date: _____</p>

The Participant must send documentation of attendance to the Sponsor upon completion of the activity. The Sponsor must file this form with RID online at www.rid.org within 45 days of the completion of the activity/conference.



Independent Study Plan

This Independent Study Activity Plan must be approved by a RID Approved Sponsor
PRIOR to the onset of the activity.

CMP Participant Name: _____		RID Member #: _____	
Participant's Address: _____			
City: _____	State: _____	Zip: _____	
Email: _____	Phone # _____		

1. What do I want to do? *Describe the activity you are proposing.*

(Ex: I would like to know more about the process of translation from a linguistic point of view. Several books on translation have been recommended. I would like to read them and apply them to my work.)

2. What are my specific goals? *Keep your goals measurable, observable, tangible!*

(Ex: "I will compare the problems and techniques of spoken language interpreters to those I have experienced.")



Independent Study Activity Report

This activity report must be filed online with RID at www.rid.org within 45 days of completion of the Independent Study Activity.

Participant Name (print): _____ RID Member #: _____

Participant Address _____

Activity Title: _____

To which CMP content area does this activity apply?(circle) Professional Studies General Studies

Activity Start Date: _____ Activity Completion Date: _____

Number of Continuing Education Credits (CEUs) awarded to CMP participant: _____ (maximum 2.0 CEUs)

RID Approved Sponsor Name: _____

RID Activity Number for this Independent Study Activity:

_____._____._____._____ _____
Sponsor Code Month Year Ascending within month Internal Code (optional)

As the RID Approved Sponsor for this Independent Study, how did you determine that this activity was satisfactorily completed? (i.e. # hours spent on activity? Papers submitted to you?)

How did you calculate the number of CEUs awarded for this Independent Study?

Signature of RID Approved Sponsor Administrator _____ Date _____

Registry of Interpreters for the Deaf, Inc.
 Certification Maintenance Program & Associate Continuing Education Tracking Program

Audit Submission Checklist

The Professional Development Committee will use a variety of materials in conducting the audit process. There are five sections to the audit material outlined below; you are responsible for supplying the items listed. If you have not retained the list materials, please describe what was available at the time of the activity. Use the checklist to ensure you've included everything we'll need, and include a copy of the checklist when you submit the materials. You are encouraged to submit any other pertinent documents which you have developed to help you provide effective services to RID members.

Sponsor Name: _____ Sponsor ID Number: _____

SECTION I: SPONSOR INITIATED ACTIVITIES

Provide documentation of three randomly selected continuing education activities you had previously submitted to the National Office.

First Workshop: _____ Activity Number: _____

Second Workshop: _____ Activity Number: _____

Third Workshop: _____ Activity Number: _____

For each of the three activities above, submit the following:

	First	Second	Third
Promotional Materials Provide all flyers, brochures, and registration form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Agenda/Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Evaluation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of Evaluation Include all participant comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuing Education Activity Plan/Sponsor form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Plans/Instructor Form Identify your methods for incorporating varieties of learning styles, teaching approaches, and any related materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor Bio Sketches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Certificate/verification of Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II:**PARTICIPANT INITIATED ACTIVITIES**

Have you sponsored any PINRA? Y or N (If yes, follow instructions; If no, explain below.)

Provide all documentation of two randomly selected participant initiated activities you have approved.

First Activity: _____ Activity Number: _____

Second Activity: _____ Activity Number: _____

For each of the activities above, submit the following:

	First	Second
Activity Plan & Report Form	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Promotional Materials Provide all flyers, brochures, and registration forms.	<input type="checkbox"/>	<input type="checkbox"/>
Certificate/Verification of Attendance	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IIIa:**ACADEMIC COURSEWORK**

Have you sponsored any academic coursework Y or N (If yes, follow instructions; If no, why not?)

Provide all documents for the two randomly selected academic coursework activities you have sponsored.

First Activity : _____ Activity Number: _____

Second Activity: _____ Activity Number: _____

For each of the activities above, submit the following:

	First	Second
Academic Coursework Activity Report	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Certificate/Verification of Attendance	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IIIb:**INDEPENDENT STUDY**

Have you sponsored any I.S.? Y or N (If yes, follow instructions; If no, why not?)

Provide all documents for the two randomly selected Independent Study Activities you have sponsored. Documentation would include supporting reports, correspondence, end results and any other pertinent information you feel would be helpful to the audit review.

First I.S. Activity: _____ Activity Number: _____

Second I.S. Activity: _____ Activity Number: _____

For each of the activities above, submit the following:

	First	Second
Activity Plan & Report Form	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IV:**Complete SELF EVALUATION**

On a separate sheet of paper, answer all of the SELF EVALUATION questions as thoroughly as possible. The more details you offer in your answer, the more accurate understanding you provide to the PDC. Please include the questions and answers with your audit packet.

SECTION V:**SPONSOR COMMENTS/FEEDBACK**

On a separate sheet of paper, please provide any additional comments which could assist in the completion of a successful audit. Also, you may provide any ideas and/or feedback which you feel would improve the entire CMP/ACET program.



Registry of Interpreters for the Deaf, Inc.

SELF EVALUATION QUESTIONS

(please answer on a separate piece of paper)

1. In what ways do you identify the professional development needs of your members/customers? Once identified, how do you try to fill these needs? Give examples.
2. Define your administrative structure for professional development? (i.e. committee, advisory board, co-workers, appointees) How do you as the Approved Sponsor fit into this structure?
3. Are the required Activity Plans and Activity Reports being submitted to the National Office within the deadlines? How well has your process of completing these forms worked? Do you have any comments about this?
4. What is your system/process for determining the number of CEUs, the Content Area, and Instructional Content Knowledge Level?
5. Have you co-sponsored/endorsed any other organization's activities? If so, what is your process for this and how well does it work?
6. How do you market your activities, and does it vary depending upon the target audience?
7. What type of evaluation(s) are conducted for activities? How do you use the results of the evaluations? (Give Examples) What information, if any, does the instructor receive from evaluations?
8. Do your activities teach to the advertised Content Knowledge level, or do the activities tend to be taught at a lower or higher level than was planned?
9. Rate the facilities used for your activities, and how conducive they are to learning. To help focus your thinking, some questions might include:
 - Is the lighting sufficient?
 - Is the site accessible to individuals with disabilities?
 - Is your media equipment appropriate/adequate/sufficient?
 - Are the seating arrangements appropriate and accessible to all participants?
 - What about restrooms, food arrangements, parking, etc?
10. What, if any, support services do you offer to the instructors / presenters which enhanced the educational opportunities offered? Please be specific. Support services may include but are not limited to:
 - on-site assistant for presenter
 - on-site tech support person
 - media services
 - copies of handouts



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11. Evaluate the overall quality of your activities. Be specific in your responses. To help focus your thinking, here is a list of questions you might address:

- How do your activities include up-to-date information from the field?
- How appropriate are the materials used by the instructors?
- How qualified are your instructors, and how do you verify their competence?
- Do your instructors exhibit current pedagogical teaching methods/techniques?
- How well do your activities follow the agenda set forth in the beginning?
- Are start and end times on track?

12. What measures do you take to ensure you target and reach a culturally diverse audience. How do you include topics of diversity in your activities?

13. Is there anything you would like to add that is not covered in your other submissions?

CMP CYCLE TIMELINES – PDC Motion 98.01

Effective April 1, 1999, requirements for the Certification Maintenance Program cycle time-line and required CEUs were changed by a majority vote of the RID voting membership.

The Motion PDC 98.01 which changed the cycle time line and the required CEUs states that the CMP requirements be modified to reflect the acquisition of 8 CEUs within a 4 year cycle for all certified interpreters whose cycle began on or after July 1, 1996.

Certified interpreters whose first cycle began before July 1996 will complete their current cycle as previously established, with a cycle end date on December 31, 1999.

All future cycles will require 8 CEUs in a 4 year cycle time line.

Reference Guide for Cycle Time Lines:

Certification received between 7/1/2007 and 6/30/2008.....First cycle ends 12/31/2012
Certification received between 7/1/2008 and 6/30/2009.....First cycle ends 12/31/2013
Certification received between 7/1/2009 and 6/30/2010.....First cycle ends 12/31/2014
Certification received between 7/1/2010 and 6/30/2011.....First cycle ends 12/31/2015

Suggested Ratios for Non-Traditional Activities

The following basic formulas should be used when awarding CEUs for PINRAs, Academic Coursework and Independent Study. These are guidelines for approved Sponsors to follow. Exceptions may be made on a case-by-case basis, at the discretion of the Sponsor, with adequate and appropriate documentation.

Participant Initiated Non-RID Activities (PINRAs)

**** All PINRAs must be approved before the activity begins!!! ****

- CEUs are awarded at a 1 hour = 0.1 CEU (1:1) ratio for approved activities
- All break/lunch times must be removed from the activity (these are breaks that occur between sessions, not the normal breaks in instruction that occur during the course of a workshop/seminar)
- Any part of the activity that is not CEU bearing must be removed from the total CEUs awarded. An example would be an all day seminar with different sessions offered; it is possible that not all sessions would be eligible for CEUs.
- All paperwork needs to be filed as follows:
 - PINRA Form and supporting documentation (to sponsor from participant) – anytime prior to activity
 - Verification of Attendance (to sponsor from participant) – after completion
 - PINRA Form (filed online by sponsor) – within 45 days of activity completion

Academic Coursework (AC)

**** The institution *must be accredited* by the Council on Higher Education Accreditation (CHEA) in order for CEUs to be awarded!!! ****

- CEUs are awarded at a 1 Semester credit hour = 1.5 CEU (1:1.5 for semester system) and 1 Quarter credit Hour = 1 CEU (1:1 for quarter system) ratio.

Credit Hrs	Quarter	Semester
1	10 Contact	15 Contact
	1 CEU	1.5 CEU
2	20 Contact	30 Contact
	2 CEUs	3 CEUs
3	30 contact	45 Contact
	3 CEUs	4.5 CEUs
4	40 Contact	60 Contact
	4 CEUs	6 CEUs
6	60 contact	90 Contact
	6 CEUs	9 CEUs

- Participant must receive a passing grade (pass or letter grade of C [2.0 GPA] or above) to receive CEUs for AC.
- Coursework must be completed during the participant's **current cycle** to be eligible.
- All paperwork needs to be filed as follows:
 - AC Activity Report Form and proper documentation (course description, proof of accreditation, transcript/grade report, to sponsor from participant) – filed prior to the end of the participant's cycle

Independent Study (IS)

**** A maximum of 2.0 CEUs may be, but are not required to be, awarded for any IS****

**** IS Plan Form must be completed and approved by sponsor *before* any IS activity begins. ****

- All IS activity must be completed within 12 months of receipt of IS Plan Form
- The nature and degree of intensity of the activity will determine the number of CEUs awarded for any IS activity. For example, in most cases the following activities **should NOT** be awarded CEUs at a ratio of 1:1 (meaning one hour of work should not equal .1 CEUs). These following examples will typically result in the awarding of CEUs at a ratio of 1:1/2 (meaning one hour of work will equal .05 CEUs):
 - Research
 - Course Instruction
 - Publication
 - Non-refereed Journal Article
 - Refereed Journal Article
 - Book Chapter
 - Study Groups
 - Multi-Media Instruction
 - Mentorship
 - Literature review
 - Self-Study Curriculum
- Please contact the national office at cmp@rid.org if you have questions concerning the awarding of CEUs for a particular IS.
- All paperwork needs to be filed as follows:
 - IS Plan Form (from participant to sponsor) *before* any activity begins
 - Documentation of activity (from participant to sponsor) within 12 months of initiation of activity
 - IS Activity Form (filed online by sponsor) within 45 days of completion of activity