

Registry of Interpreters for the Deaf

# Standards and Criteria for Approved Sponsors



## Certification Maintenance Program & Associate Continuing Education Tracking

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## STANDARDS AND CRITERIA FOR APPROVED SPONSORS

### I. INTRODUCTION

#### **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)

#### **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. Certification (includes the demonstration of meeting knowledge, skills, and experience requirements with oversight by the Certification Committee (CC)).
2. Ethical Practices (enforcement of ethical standards among interpreters and transliterators) administered by the Ethical Practices System with oversight by the Ethics Committee.
3. Certification Maintenance (through continuing education) with oversight of the policies and standards for the Certification Maintenance Program (CMP) and the Associate Continuing Education Tracking (ACET) program by the Professional Development Committee.

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. The CMP requires participants earn a minimum of eight (8.0) Continuing Education Units (CEUs) during each four (4) year certification maintenance cycle. These CEUs are earned by successfully completing learning activities approved by Sponsors.

### B. ACET Participants

RID Associate members are automatically enrolled in the ACET Program. This program allows Associate members to document the continuing education activities that they have attended and to demonstrate professional participation in the interpreting field. The ACET program is only available to Associate members. Participation in this program begins when the member pays the annual fee for the fiscal year (July 1 through June 30). 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 experience, expertise, and 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 regular audits. ([See Section XI](#)). To maintain the CMP Sponsorship status, Sponsors must pay annual dues to RID. Organizational Sponsorship dues are \$300, 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 Professional Development Committee advises the RID Board of Directors and assists RID Headquarters in the oversight of the policies and standards for the CMP and ACET program. This entails approving Sponsors, providing Sponsor training, monitoring Sponsor performance through spot and regular 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 the National Association for the Deaf (NAD). Members are appointed by the respective associations' presidents and serve two-year terms beginning and ending on December 31st in the year following each RID National Conference.

#### **E. RID Headquarters**

All records, including the CMP and ACET databases, are housed at RID Headquarters. The Professional Development Manager serves as the point of contact for participants and Sponsors. RID Headquarters oversees the processing of CEUs by Sponsors, communicates with participants and Sponsors regarding program updates, coordinates the yearly audit, provides information and

materials to the Sponsors, 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**

The RID CMP uses an industry standard measure for documenting educational endeavors of members. The standard is the Continuing Education Unit (CEU) as designed and developed by the International Association of Continuing Education and Training (IACET). The CEU is an internationally standardized measurement: most commonly representing ten (10) contact hours of participation to equal 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. Brief breaks within a single presentation that are considered standard procedure do not detract from calculation of CEUs. ([See Section X](#)) Non-traditional educational experiences must be assessed individually 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 awarded using ratios that consider the complexity of the work involved and looking at time the average person might need to complete the work. The ratio for awarding credit is more likely 3:1 or 2:1. Please see [Appendix A](#) for a chart of suggested ratios for non-traditional activities. CEUs should not be awarded for repeating an identical activity within the same maintenance cycle (e.g. same presenter, title and objectives).

#### **G. CMP/ACET Transcripts**

A transcript of a members' CMP or ACET activities is maintained through the RID database. This transcript reflects the continuing education activities completed by an Associate or Certified member. Each member may access his/her transcript by individually logging into [myaccount.rid.org](http://myaccount.rid.org).

Certified Members: The transcript displays CEUs earned during a certified member's four year cycle. Once a Certified member starts a new cycle, only the CEUs documenting educational activities completed during the new cycle will be displayed.

Associate Members: The transcript displays CEUs earned during the fiscal year (July 1 through June 30). Once the Associate membership has been renewed, only the CEUs documenting educational activities completed will be display for the current fiscal year.

## **H. Maintenance of Certification**

To maintain certification, each Certified member must complete educational programming that is documented by earning at least eight (8) CEUs every four (4) year cycle. A minimum of six (6.0) CEUs documenting the equivalent educational work must be in Professional Studies. The number of years of each member's first cycle varies, and as a result, each member's first cycle varies in length, ranging from four (4) to five (5) years. All subsequent cycles are four years, beginning on Jan 1 of the first year and ending on Dec 31 of the fourth year 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, a member must engage in educational programming specific to the specialty area in which s/he is certified. At least two (2) of the six (6) CEUs, documenting Professional Studies, are required to be within the field of specialization, effective with the beginning of the next new CMP cycle (Motion C2001.06). Due to the nature of the specialization and the limited education specific to interpreting in these areas, it may require the Sponsor to allow greater latitude and flexibility for the customization of an educational program by the member as new information and knowledge is brought into the area of specialization.

### **3. Loss of certification:**

Any active Certified member not satisfying the requirements of the CMP for their specialty certificate will lose their specialty certification. They will retain their generalist certification if they have otherwise satisfied their educational requirements by the end of his/her cycle. (Motion C99.21)

### **4. Extension Requests:**

RID will consider granting a one-year, once-in-a lifetime cycle extension upon submission of the Certification Cycle Extension application. The application and accompanying documentation must be submitted prior to the end of the participant's

cycle in order to avoid a late fee of \$100. Applications will be considered and granted based on the inability to document and accrue the required number of CEUs. 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 educational programming has been documented through CEUs to complete the extended cycle, all subsequent programming 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 and will not be interpreting for a projected time due to a life-altering event or activity. While on Inactive status, the cycle is halted. No CEUs can be earned, but no time passes in the cycle. When a Certified member returns to active status, they will enter with the same amount of time and the same number of CEUs they had when they went to Inactive status.
- 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. It is assumed the retired member has ended their career and will no longer provide interpreting services. They may retain their professional certified status - retired. There are no CMP requirements for this category and CEUs cannot be earned on Retired status.

### **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 Professional Development Committee (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 applies or affects the field of interpreting/transliterating. These are areas of investigation that enhance the interpreting process regardless of the setting. They are studies that deepen the member's ability to provide excellence through their work. 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. Advanced studies of language, culture, and human behavior: Languaculture; intracultural and intercultural dynamics; and linguistic systems. Examples include, but are in no way limited to:
  - Studies of Language and Linguistics
    - Structure of ASL
    - Phonology, morphology, syntax, semantics, pragmatics
    - Language variation and language change
    - Sociolinguistics
    - Language and power
    - Language and cognition
    - Language Studies
      - Advanced English development (specialized vocabulary, grammar development, analysis of linguistic register, etc.)
      - Advanced ASL development (specialized vocabulary, grammar development, analysis of linguistic register, etc.)
      - Other advanced languages studies: e.g., Spanish, Japanese, Langue des Signes Francaise (LSF), Deutsche Gebärdensprache (DGS)
  - Languaculture and Cultural Studies (*Note: languaculture refers to language mechanics and the use of language, including cultural components that inform the use of language, such as history and traditions. Term attributed to anthropologist Michael Agar.*)
    - Intracultural dynamics
      - Communication studies (e.g., interpersonal communication)
      - Studies of group dynamics
      - Language as power
    - Cultural Studies

- Deaf culture
    - American culture
    - Religious Studies
  - Intercultural dynamics
    - Studies of power, privilege and bias
    - Studies of social justice
    - Cross-cultural studies
    - Minority group dynamics
    - Language domination, suppression and elevation
2. Theoretical and Experiential Studies: The process of interpreting/transliterating through the direct 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: Huge growth of the interpreting field has led many interpreters to specialize or focus in one or two settings of specialty. Commonly these are areas such as medical or mental healthcare, legal work or work in education at the K-12 level or in post-secondary settings. This requires interpreters to build competence and knowledge in areas of expanded technical vocabulary or systems knowledge that is not common or generally necessary for the generalist interpreter. 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 (e.g., philosophies of Deaf education, graduate research strategies )
  - Rehabilitation settings
  - Legal settings (e.g., courtroom protocol, mediation law)
  - Medical or mental health settings (e.g. medical terminology, anatomy & physiology)

in ASL and English)

- 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' base of general or world knowledge. The study must still be a legitimate educational program with clearly defined educational goals and measurable objectives. 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 and/or are not proprietary to one's employer.**

#### **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, multimedia 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 standards specific to its area of expertise. The activity must have a defined format and clearly identified educational objectives. If the application to interpreting is unclear, the application should provide a single page or more describing how attending the activity will improve the applicant's interpreting work. PINRAs include but are not limited to: auditing a college course, non-credit courses at an educational institution, association or corporate trainings (e.g., American Bar Association, Teacher's Union, and Social Work

Association), school district in-service or an organization's 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.

**PINRAs should not be used for sponsor initiated activities or group activities.**

**C. Academic Coursework**

CEUs may only 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 \(CHEA\)](#) or in the U.S. or the European Quality Assurance Register for Higher Education in the European Union. Any other institution must be reviewed by the Professional Development Committee. Successful completion is defined as receiving at minimum a letter grade of "C" (2.0) or pass for pass/fail courses. **NOTE:** 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 (I.S.)**

Participants should plan an Independent Study with input from and in consultation with the Sponsor. The Sponsor must review, approve and monitor any Independent Study project. Examples of successful Independent Study include research, curriculum development, or enhancement projects, study groups, developing effective mentoring strategies or evaluation rubric or 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**

Sponsors are encouraged but not required to maintain membership in RID at the appropriate level (organizational or individual) for the duration of their Approved Sponsor status. This will ensure Sponsors stay current on issues of importance in the field and to the association membership. Affiliate Chapter status fulfills this requirement.

**B. Administrator and Change of Administrator Requirements**

All Sponsors must have an identifiable and consistent contact person charged with the administration of continuing education activities. This individual shall have the responsibility for ensuring all of the requirements established by the PDC and specified in this document are maintained. An organization may change its designated contact person by notifying RID Headquarters of the change in writing, however these changes should be infrequent for the benefit of continuity and consistent operations.

**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 Academic Coursework, Independent Study and/or approving his/her own Participant Initiated Non-RID Activity.

**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 should deny sponsorship of that activity unless missing elements may be provided through some other source.

**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 RID Headquarters. 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 RID Headquarters identifying any changes in program administration, Continuing Education Activity oversight, location, etc. The Sponsor must be in good standing and not have had their sponsorship suspended or revoked. 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, a complete reapplication for sponsorship status must be processed.

## **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 educational content should follow 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, experience and expertise in the subject matter to be presented). *All instructors should demonstrate high ethical standards of professional conduct and be sensitive to RID members' individual differences 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 Appendix B](#)) and submit this activity through their sponsor account at [www.myaccount.rid.org](http://www.myaccount.rid.org) prior to the start of the activity. It is strongly suggested, but not required, that the a Continuing Education Activity Plan be

submitted 30 days in advance to allow individuals an opportunity to search for activities in advance. 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 clearly specified in all promotional outreach, media, and materials.
2. Educational Objectives: The Sponsor shall specify the observable, measurable educational objectives of each continuing education activity. These objectives must be published in promotional outreach, media, and materials announcing the activity.
3. Content Knowledge Level: The content knowledge level is related to participant's 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 assumes **little or no** information on the part of the participant *within the topic area*. The focus of the activity is a general orientation and increase of 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 assumes the participant has **some** familiarity with the literature and professional practice *within the topic covered*. The general focus of the activity is to increase understanding and application of the participant.
  - 3.3 **Extensive**: This level assumes the participant has **extensive** familiarity with current literature and professional practice *within the topic covered*. The focus of the activity is upon recent advances, future directions and applications of research.
  - 3.4 **Teaching**: This level assumes the participant 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 preparation of interpreters/transliterators.

**The Sponsor shall specify the content knowledge level of each activity in all promotional media, outreach or material efforts.**

4. Content Area: The sponsor shall specify the Content Area of each Activity in all promotional media, outreach and 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 the educational programs meet the CMP/ACET requirements. ([See Section VI. A](#)).
2. The Sponsor Administrator 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 media, outreach and 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 and all materials should identify the responsible Sponsor.

**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 media, outreach and material for activities offering RID CEUs are **required to have six types of information**:

1. The RID CMP and 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 a link or Internet address identifying contact information, applicable registration policies, and all other registration information rather than the entire policy.
5. The target audience, as described in the Continuing Education Activity Plan.

6. A statement soliciting requests for reasonable accommodations from potential participants.
7. A statement identifying the policies on non-discrimination and promoting an environment mutual respect and free from bias.

**E. Accessibility**

In conformance with local, state, provincial and federal statutes regarding disabilities, activities and facilities shall be accessible to all individuals. Promotional media, outreach or materials as well as complete continuing education activities provided through the Internet or via a distance must comply with access guidelines identified through Section 508, of the 1973 Rehabilitation Act.

**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 in all promotional media, outreach and materials; or provide a link/web address that outlines the full policies.

**G. Continuing Education Units for Sponsor Initiated Activities**

1. CEUs for Traditional Activities: One (1) CEU is equal to 10 contact hours of direct instruction. 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 can but is not required to be submitted 30 days in advance to allow individuals an opportunity to search for activities in advance. For Sponsors hosting regional and/or national conferences, 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. Reading, watching videos, immersion, observing interpretations, mentoring are all examples of activities that do not earn one to one credit. These are nontraditional activities that are typically weighted at two to one or three to one (hours to credit). In activities where the method of educational delivery does not lend itself to easy translation of one CEU for 10 contact hours, the Sponsor should contact the PDC or RID Headquarters to evaluate and determine the number of CEUs assigned. The number of CEUs must be noted on the Continuing Education Activity Plan, and the activity can but is not required to be submitted 30 days in advance to allow individuals an opportunity to search for activities in advance.

3. CEUs for Teaching: Instructors/presenters wishing to earn General Studies CEUs may 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, as is reasonable, shall verify participant attendance and completion of all course materials and requirements of each 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. RID shall not award CEUs retroactively. **If an Activity Plan was not submitted prior to the activity, no CEUs may be awarded.**
4. Sponsors are responsible for upholding the integrity of the CMP/ACET system. It is not recommended, but the Sponsor may assign 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 (the critical objectives of the course have not been met);
  - 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.

- 4.5 Sponsors should verify with program providers whether partial attendance is conducive to achieving critical educational objectives.

### **I. Fees**

The Sponsor may charge participants for the administration of the CEUs the Sponsor processes. This fee may only be assessed one time and be equitable fees justified for administering the specific continuing education activity.

## **VII. ADMINISTERING PARTICIPANT-INITIATED NON-RID ACTIVITIES**

Participant Initiated Non-RID Activities (PINRA) are a unique feature of the CMP/ACET system. The PINRA provides a structure for bringing new information into the field as well as documenting innovative educational programs. Sponsors are encouraged to consider using a PINRA with participants seeking education and experiences for which connections to interpreting are not readily apparent. The PINRA is not designed for group activities or for RID sponsored events that are pulled together quickly and without planning for CEU documentation.

### **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 seek working with an RID Sponsor. 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 PINRA Form ([see Appendix C](#)), the participant will identify the activity and related information, and provide any additional documentation required by the Sponsor.

**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). If the educational application to interpreting is unclear, the Sponsor may require documentation of how the interpreter will apply this information to their work. This

documentation may be in the form of a paragraph or letter outlining the participant's plans for using this information in their interpreting work.

**C. Fees**

The Sponsor may charge the participant an reasonable fee for administering PINRA 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 \(CHEA\)](#) in the U.S. or the European Quality Assurance Register for Higher Education in the European Union. 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 Appendix D](#)) to the Sponsor. The participant must 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 their print 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 participant's 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 better].

### **C. Fees**

The Sponsor may charge the participant a reasonable fee for administering the Academic Coursework CEUs.

## **IX. ADMINISTERING INDEPENDENT STUDY ACTIVITIES**

### **A. Independent Study**

An Independent Study is the most flexible tool in the CMP/ACET system. It is provided for the benefit of the member and designed to capture their customized learning activity while meeting the needs of practice professionals. It is best designed for RID members who desire an alternative to traditional instructional activities for capturing their innovative education pursuits. 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 at [myaccount.rid.org](http://myaccount.rid.org) by clicking on “[Find a 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 their own discretion.

Under the direction of a Sponsor, individuals may design an Independent Study around many of their professional activities. However, Independent Study credit may not come from participants’ routine employment responsibilities or training required by employers for continued employment. 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. However, great care should be given to identify the learning the mentor (target of the Independent Study) will achieve. The Independent Study, if written for the mentor, will only consider the knowledge gained by the mentor and not apply in any fashion to the work done by the protégé or mentee.
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.

***\*NOTE: If the course is all pre-designed, a self-directed study, and/or the participant does not add any individualized construction to the study, then it is appropriate to process as a PINRA.***

## **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 Appendix E](#)).

The Sponsor works with the participant, providing feedback and constructive assistance as the sponsor is able. When the Independent Study has been developed into a plan that both participant and Sponsor can support, the Sponsor will accept the proposal and sign-off.

### **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 at most 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. The Sponsor shall have the responsibility of determining that the contracted requirements 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, the Sponsor shall submit the activity to RID Headquarters online at [myaccount.rid.org](http://myaccount.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 E](#) and [F](#)) should be kept on file by the sponsor for future auditing purposes.

### **E. Awarding CEUs for Independent Study Activities**

1. Most Independent Studies, while some of the most worthwhile educational experiences for interpreters, do not have the same documented value as traditional classroom or workshop studies. In the former, the participant is designing and exploring the educational content; in the latter the instructor has already completed most of this development work and delivers the most salient pieces for learning. In activities where the method of educational delivery does not lend itself to easy translation or calculation of CEUs, 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. It is a very rare situation where the Independent Study would qualify as an hour of work for every 0.1 CEU earned.
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 participant's successful completion of the Independent Study Activity.
  4. In the event the Sponsor considers the participant's 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.
  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 a reasonable fee for administering the Independent Study CEUs.

## **X. UNACCEPTABLE ACTIVITIES**

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

- Board/Committee activities
- Meetings of the association
- Professional service delivery, such as interpreting
- Lunch, dinner, socials, or entertainment not tied to educational programming
- Activities that are a part of one's employment, company education programs or routine employment responsibilities learning proprietary processes not open to individuals outside the company.

***NOTE: The PDC recognizes that aspects of 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).*

## **XI. RID APPROVED SPONSOR AUDIT PROCEDURES**

The integrity of the CMP/ACET system and the legal defensibility of RID Certification depends upon the high quality administration of our Approved Sponsors. A routine procedure to ensure Sponsors maintain quality operations is to conduct regular audits. Each Sponsor will be audited at least once every three years. **The PDC reserves the right to audit Sponsors at any given time, in part or whole.** This process informs the PDC, RID Headquarters, and the RID Board of Directors. Regular auditing will give the PDC an opportunity to provide ongoing feedback to Sponsors, identify exemplary 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 to RID Headquarters by the due date, RID will notify the Sponsor of pending suspension. If the Sponsor's audit submission is not received within 30 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. RID Headquarters 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 RID Headquarters 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. **Suspension:** Sponsor fails to submit materials in order for the PDC to conduct an audit.
4. **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.
5. **Fail:** A Sponsor who submits an Audit and has repeatedly or egregiously fails to maintain basic standards as defined in this document; engaged in illegal activity; and/or has demonstrated 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, will be notified by the RID Headquarters of revocation of sponsor status. All educational activities that have been filed prior to the notification date will be honored. RID Headquarters 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.***

## **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 Professional Development Manager in the form of requests for reconsideration and must be filed within thirty (30) days of receipt of notice of denial or withdrawal. The Professional Development Manager will refer the appeal to the PDC. The appellant may provide additional information to assist the PDC in its review.

### **B. Participant Appeals**

Individuals whose CEUs for a Continuing Education program have been denied by a Sponsor or RID Headquarters may appeal that decision. The appeal must be filed within thirty (30) days of receipt of notice of denial of credit. Please fill out the form completely. The form must be filled out online at [www.rid.org](http://www.rid.org). An appeal must be based on the following:

- Procedural error on the part of the approved sponsor
- Procedural error on the part of RID Headquarters
- Sponsors decision was not based upon the policies within the Standards and Criteria
- Sponsor did not follow the policies within the Standards and Criteria

If the Sponsor has been paid, then the monies must be refunded, if the decision of the RID Headquarters is to recognize CEUs for the activity.

# APPENDICES

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## Suggested Ratios for Non-Traditional Activities

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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:

1. PINRA Form and supporting documentation (to sponsor from participant) any time prior to activity
2. Verification of Attendance (to sponsor from participant) after completion
3. PINRA Form (filed online by sponsor) within 45 days of activity completion

## **Academic Coursework (AC)**

The institute must be recognized by the [Council for Higher Education Accreditation \(CHEA\)](#) in the U.S. or the [European Quality Assurance Register for Higher Education](#) in the European Union 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.

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

<b>Credit Hours</b>	<b>Quarter</b>	<b>Semester</b>
1	10 Contact Hours	15 Contact Hours
	1.0 CEUs	1.5 CEUs
2	20 Contact Hours	30 Contact Hours
	2.0 CEUs	3.0 CEUs
3	30 Contact Hours	45 Contact Hours
	3.0 CEUs	4.5 CEUs
4	40 Contact Hours	60 Contact Hours
	4.0 CEUs	6.0 CEUs
6	60 Contact Hours	90 Contact Hours
	6.0 CEUs	9.0 CEUs

## **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):

<b>Research</b>	A participant may conduct original research
<b>Course Instruction</b>	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
<b>Publication</b>	A participant may write materials for publication (VIEWS articles, journals and books)
<b>Study Groups</b>	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
<b>Multi Media Instruction</b>	A participant may independently review video and write a critical review and/or complete a questionnaire demonstrating an understanding of the presented materials
<b>Mentorship</b>	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. However, great care should be given to identify the learning the mentor (target of the Independent Study) will achieve. The Independent Study, if written for the mentor, will only consider the knowledge gained by the mentor and not apply in any fashion to the work done by the protégé or mentee.

<b>Literature review</b>	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
<b>Self-Study Curriculum</b>	A participant may complete a commercially produced self-study. If the course is all pre-designed, a self-directed study, and/or the participant does not add any individualized construction to the study, then it is appropriate to process as a PINRA

Please contact the Professional Development Department at [cmp@rid.org](mailto:cmp@rid.org) if you have questions concerning the awarding of CEUs for a particular IS.

All paperwork needs to be filed as follows:

1. IS Plan Form (from participant to sponsor) *before* any activity begins
2. Documentation of activity (from participant to sponsor) within 12 months of initiation of activity
3. IS Activity Form (filed online by sponsor) within 45 days of completion of activity



Appendix C



Participant Initiated Non-RID Activities (PINRA)

This form will be used if an RID member 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 must 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: \_\_\_\_\_

This section must be filled out and signed upon completion of the activity/conference:
Activity Code Number \_\_\_\_\_ CEUs Awarded: \_\_\_\_\_
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.
RID Approved Sponsor Signature Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

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 mvaccount.rid.org within 45 days of the completion of the activity/conference.

Appendix D



## Academic Coursework Activity Report

Note to participant:

This activity form must be submitted to the RID Approved Sponsor upon completion of the academic course. A copy of the description of the course and the Institution's transcript or grade report should be attached. The Sponsor will enter the activity information and CEUs online at [myaccount.rid.org](http://myaccount.rid.org).

Participant Name (print): \_\_\_\_\_ RID Member #: \_\_\_\_\_

Participant Address \_\_\_\_\_

Participant Email \_\_\_\_\_ Phone # \_\_\_\_\_

Participant Cycle End Date (if applicable) \_\_\_\_\_

Course Title: \_\_\_\_\_

Name of College or University \_\_\_\_\_

What is the number of credit hours assigned to the course? \_\_\_\_\_/semester or \_\_\_\_\_/quarter

Name of Approved Sponsor: \_\_\_\_\_

RID Activity Number for this Academic Coursework:  
 \_\_\_\_\_

Sponsor Code                      Month                      Year                      Ascending within month;                      Internal Code (optional)

To which *Content Area* does this course apply? Professional Studies \_\_\_\_\_ General Studies \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course Completion Date: \_\_\_\_\_

Number of Continuing Education Credits\* (CEUs) awarded to CMP participant: \_\_\_\_\_  
 (\*1.5 CEU/credit based on a *Semester* session or 1.0 CEU/credit based on a *Quarter* session.)

As an RID member, I certify that this academic coursework represents a valid and verifiable Continuing Education experience which exceeds routine employment responsibilities.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

As the RID Approved Sponsor for this Academic Course activity, I have verified successful completion of the course and a grade of "C" (2.0 GPA) or better and the course was taken at a accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or U.S. or the European Quality Assurance Register for Higher Education .

Signature of RID Approved Sponsor Administrator \_\_\_\_\_ Date \_\_\_\_\_

## Appendix E



### Independent Study Plan

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

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."*)

**3. How will I show my sponsor what I learned?** *Describe your evaluation process. (Ex: I will write a 1-2 page report comparing spoken and signed translation work.)*

**4. How many CEUs am I proposing and why?** *Remember, in an educational setting, 10 contact hours = 1 CEU. Non-traditional activities should follow a different ratio, which is outlined in the Standards & Criteria. A maximum of 2.0 CEUs can be earned for each project. (Larger projects may be broken into components and each component filed as a separate independent study project earning up to 2.0 CEUs each.)*

5. **When will this proposed project start and end?** *Project must be completed within twelve months.*

6. **To which content area does this independent study apply?** Professional Studies or General Studies (*Circle one*)

I agree to implement the Independent Study Activity as outlined in this plan and to submit all the necessary documentation of successful completion to my Sponsor. I certify that this activity for CEU credit represents a valid and verifiable Continuing Education Experience that exceeds routine employment responsibilities.

\_\_\_\_\_  
**Participant's Signature**

\_\_\_\_\_  
**Date Participant's Name (print)**

I will insure that this Independent Study Activity will be overseen and evaluated by individual(s) with the relevant expertise. I, or my designee, have discussed the Independent Study Activity outlined in this plan with the participant and agree that it represents a valid and verifiable Continuing Education Experience. Further, I or my designee, agree to assess the documentation submitted to me by the participant upon completion of the Independent Study Activity and award \_\_\_\_\_ CEUs if completion is satisfactory.

\_\_\_\_\_  
**Sponsor's Administrator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sponsor's Administrator Name (print)**

Appendix F



## Independent Study Activity Report

This activity report must be filed online with RID at [myaccount.rid.org](http://myaccount.rid.org) within 45 days of completion of the Independent Study Activity.

Participant Name (print): \_\_\_\_\_ RID Member #: \_\_\_\_\_

Participant Address \_\_\_\_\_

Activity Title: \_\_\_\_\_

To which 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 \_\_\_\_\_