

Instructions for Participant Initiated Non-RID Activities

Instructions for Participants

Step One:

Choose the activity/conference you want to attend. The activity/conference does not have to pertain strictly to interpreting. It can be a regional or national conference of another profession or could be a formal in-service training by an employer. As long as the activity is educationally beneficial to you as an interpreter, it can earn CEUs for you!

Step Two:

Contact an RID Approved Sponsor and secure their agreement to process the paperwork for the conference. Be sure to discuss the Content Area for which you are applying (Professional Studies or General Studies).

How many CEUs will be earned? (1 CEU = 10 contact hours)

Step Three:

Complete the **Participant Initiated Activity Plan and Activity Report** form from your RID Sponsor.

Attach pertinent documentation such as an agenda, program book.

Return form and documentation to your Sponsor who will keep the form until your activity is completed.

This form must be sent to your Sponsor before the activity begins

Step Four:

Upon completion of the activity, attain a **certificate of attendance** or documentation such as an agenda or program book.

Send documentation to your Sponsor.

*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).