

Instructions for Independent Study

Instructions For Participants

Step One:

Decide the activity for which you want to earn CEUs. Keep in mind that the Independent Study will require you to answer questions such as “*What and why do you want to do the activity? What are your specific goals? How will you accomplish those goals? How will you show what you have learned? How much time will the activity involve?*”

Step Two:

Contact an **RID Approved Sponsor** to discuss your ideas, CEUs (a maximum of 2.0 CEUs can be awarded for each Independent Study) and to process your paperwork.

Your sponsor may discuss the following with you:

- Can the participant describe the nature of the Independent Study and how it will benefit them in their work? (i.e. Any activity which can demonstrate educational benefits and has identifiable learning objectives can count for CEU credit if the sponsor approves it.)
- Can the participant identify the steps or process necessary to complete their Independent Study plan? (i.e. researching books and videos, interviews, surveys, written reports)
- What mastery of knowledge level is the participant hoping to gain from this activity? (i.e. comprehension, application, analysis, synthesis, evaluation?)
- Is there an individual the participant has in mind to act as a monitor (other than you, the Sponsor) for this activity? If so, is this individual qualified to act as a monitor? Has contact been made and an agreement reached with the potential monitor? Is there a payment involved to the monitor and are arrangements in place?
- How many CEUs do you think will be awarded upon successful completion of this activity plan? (CEU value for an Independent Study should be awarded based on how directed a study is, the complexity of the plan and the mastery of knowledge which will be gained by the CMP participant.) Note: A maximum of 2.0 CEUs can be awarded per Independent Study.
- Is there an evaluation or assessment tool of the CMP participant? Is it necessary?

The Sponsor will give you the ***Independent Study Plan*** form to complete and **sign** and **return** to the Sponsor. (You may only begin work on your Independent Study once the Sponsor approves and signs-off on the Independent Study Plan!)

Step Three:

Document your time and efforts throughout the activity. At the **completion** of the Independent Study, **send** the Sponsor your report, documentation and other information pertinent to the activity that you noted in your Activity Plan. The Sponsor reviews the documentation to ensure that it meets the standards and goals agreed upon in the Activity Plan, and if so, will submit the paperwork online through their sponsor account myaccount.rid.org.

