

Continuing Education Activity Plan Check List for an Approved Sponsor Workshop

Activity Number: . .

Number of CEUs: _____ Professional Studies

General Studies

- Continuing Education Activity Plan Sponsor Form
- Activity Plan Instructor's Form
- Promotional Materials (brochure, flyer, registration form, etc.)
- Educational Agenda/Handouts
- Instructor Resume, Vitae or Bio
- Activity Report Form
- Evaluation Summary (including comments)
- Blank Evaluation Form
- Blank Certificate of Attendance

Comments:

Instructions for Continuing Education Activity Plan for an Approved Sponsor Workshop and Instructor's Forms

Instructions for RID Approved Sponsors

Step one:

- **Activity Plan Instructors Form:** This form should be completed by the presenter of the activity.
- **Instructor Resume/CV received.**
- **Promotional Materials following RID Guidelines**
- **Educational Agenda/Handouts**
- **TRID CMP Sponsor will complete the Continuing Education Activity Plan Sponsor Form** and submit the paperwork online at least 30 days prior to the date of the activity.

Step two:

Activity Report Form

At the event, complete the top portion of the Activity Report Form and have participants fill in the required information including RID member number, city and state. You may alter the standard RID Activity Report Form to fit information that you need as long as the information we require is there.

The Professional Development Committee (PDC) recommends that the Activity Report Form be distributed toward the end of the workshop/event to ensure the participants receiving CEUs have attended the entire activity.

Sample Activity Report

Step three:

Evaluation

Each CMP and ACET attendee should receive an evaluation form at the completion of the activity. Sponsors can develop their own evaluation form or use the sample provided. These forms should then be tallied and summarized by the Approved Sponsor.

Sample Evaluation form here

Step four:

At the completion of the activity, participants should receive a certificate of attendance. If you need a certificate of attendance, please reach out to tridcmp@gmail.com and we will be happy to provide it following the guidelines and requirements below:

- CMP and ACET logos
- Activity Number
- Full title of event as filed online
- Date of activity
- Presenter
- Sponsor Name

Step five:

Within 2 weeks of the date of the workshop, the POC will send the evaluations and activity report information to tridcmp@gmail.com. TRID CMP will then enter CEUs through their sponsor account. The CEUs should be entered into the participant's account no later than 60 days after the event is completed. TRID CMP will send a confirmation email with verification of CEU upload status when completed.