

## Academic Coursework Check List

Activity Number:     .     .

Number of CEUs: \_\_\_\_\_  Professional Studies

General Studies

Academic Coursework Activity Form

Proof of institutions CHEA accreditation

Course description

Participant's transcript

\_\_\_\_\_ Date materials were filed through the RID online processing system after the activity.

## Instructions for Academic Coursework

### Instructions for Participants

#### ***Step one:***

Choose the course you want to attend at an accredited college or university. The course does not have to pertain strictly to interpreting; it can be a course in Linguistics, Business, Psychology, Social Work, etc. As long as the course is educationally beneficial to you as an interpreter, it can earn CEUs for you!

#### ***Step two:***

Contact an RID Approved Sponsor to secure their agreement to process the paperwork for the course. Be sure to discuss the Content Area for which you are applying (i.e.

Professional Studies or General Studies) and how many CEUs will be earned. The standard formula for determining the number of CEUs per course is as follows:

1.5 CEUs per credit hour for a course taken in a semester session.

1.0 CEUs per credit hour for a course taken in a quarter session.

***Step three:***

Complete the Academic Coursework Activity Report form, which you will receive from your Sponsor. Attach the required documentation such as a course outline and proof that the college/university is accredited through the Council for Higher Education Accreditation (CHEA). Please visit [www.chea.org](http://www.chea.org) to obtain this information.

***Step four:***

Upon completion of the course, attach a copy of the transcript showing successful completion of the course with a grade of “C” or higher (2.0 or higher).

Return the form and documentation to your Sponsor, who will file the completed paperwork through their sponsor account online at [myaccount.rid.org](http://myaccount.rid.org).

The RID Approved Sponsor signs the bottom portion of the form, indicating their agreement and verification to sponsor and award CEU credits.

***Please Note: Academic Coursework can be processed for CEUs after the course has actually been completed. However, the coursework must have been taken during the CMP participant's current cycle. If an individual's cycle will end December 31 of the year, the paperwork must be submitted no later than December 31.***