

CMP Liaison Handbook

Applying for CEU Sponsorship for an Activity

For any workshop or other CMP activity that your group is planning to sponsor, you can fill out the Continuing Education Activity Webform at: <http://www.tnrid.org/cmpforms.htm> (click on CEA webform) or <http://www.natureofascension.org/ceawebform.html>.

The webform includes:

- Title of Activity (This may not change after the workshop has been approved.)
- Date & Time of Activity (If a participant is not required to attend the entire time period, each session must have a separate webform completed.)
- Location of Activity, including name of location and full address.
- Presenter's Name and Bio or Resume (Bio or resume can be emailed separately)
- Level of Participant's Prior Knowledge
- Target Audience (To whom does this workshop apply? Students? Educators? Certified interpreters only?)
- Workshop Description (A brief description of what to expect when attending.)
- Educational Objectives
- Needed Media/Materials, including who will provide them.
- Assessment of learning methods
- Evaluation of presentation methods
- Subject Area of workshop
- Contact information, including contact name, phone, email, and website.
- Requested CEU information, including number and content area (PS/GS), program type (CMP/ACET), and Specialist Certificates applicable.
- Open/Closed status of registration/attendance

Please do this **at least 45 days** before your activity, 35 days before is the *absolute* latest I can turn around the paperwork. Once that has been sent to me, all I should need from you is the sponsorship fee (payable to "TRID"), based on the number of CEUs your activity will offer. You do not need to complete the CMP or PDF forms anymore!

Hours	CEUs	TRID Member Fee	Non-TRID Fee
.25 – 2.0 hours	0.025 – 0.2	\$5	\$15
2.1 – 8.0 hours	0.21 – 0.8	\$10	\$20
8.1 – 20 hours	0.81 – 2.0	\$15	\$25
over 20 hours	Over 2.0	\$20	\$30
Add \$1 for each session in a multi-session workshop or conference.			

From here I may need to ask you a few questions to clarify things. Then I will send the information to RID and send you an Approval Letter along with all of the forms you will need. If you do not get this letter within 1 week of having filled out the webform, email me to make sure the webform didn't hiccup or I didn't miss something.

During a Sponsored Activity

During the event, you (or someone you have designated) are responsible for the Activity Report form and Evaluations.

- Please ensure you are using the Activity Report that has the Activity Number filled in (on the top right.) Do not use a blank Activity Report form unless you have approval to do so.
- Please have the instructor print (if it is not typed in) and sign their name (on the same line), fill in their RID member number, and mark if they are presenting for the first time. This is important because an RID member presenter can receive General Studies CEUs for the first time they present a workshop, but does not earn them for subsequent times.
- Participants should PRINT their name (not sign), city, state, and RID member number. Make sure that those who are on the form are in attendance. You may use additional page 2's of the form if there are more attendees needing CEUs. If you do not have a page 2 and feel you will need a copy, contact me.
- Please do not allow partial credit for arriving late or leaving early; these people cannot earn CEUs for the activity. If partial credit has been pre-approved, you will have additional forms for each partial CEUs numbers.
- Towards the end of the activity, distribute the evaluation forms to ALL in attendance (non-certified as well as certified interpreters.) It is not required that everyone complete one, but that they have the opportunity to do so.
- Get a blank copy of all handouts to send to me.

After an Activity

After an activity, you will collect all the paperwork, check for errors, summarize evaluations, and mail all original forms to me.

- Look over the Activity Report form to be sure everyone filled out their RID number. You are closer to those people and so it is easier for you to chase them down than for me.
- Please summarize the evaluation forms by tallying up the number of 5s, 4s, 3s, etc. for each question and putting those numbers on a blank evaluation form above the number tallied. (Example: You have 15 "5"s for question #1, write the number 15 above where one would circle the "5.") Also, please summarize the comments. I like to type all the comments in a word processing program (word for word, 4 exclamation points!!!! and all) and print that on the back of the Summary Evaluation form. Write "Summary" on top of that form somewhere so I can locate it easily. I also have an Excel document that you may have, just ask.
- Make a copy of your Activity Report Form and your Summary Evaluation Form in case something happens to the original or someone asks you if they signed in at a particular workshop. This is very important and saves a lot of work if things get lost in the mail!
- Put the Activity Report form, the summary evaluation form, ALL the original evaluations, and all handouts into an envelope (you may fold them) and mail them to me at:

Heather Lawson
TRID CMP Administrator
P.O. Box 51692
Knoxville, TN 37950

After I have processed the paperwork and sent it to RID, I will sent you a completion letter. If you have not received this email 2 weeks after you have sent your paperwork, email me to make sure I received it.

Other CMP Information

I am trying to keep a list of processed upcoming activities on the TRID website calendar. Once RID has received the initial paperwork, activities get posted to their website as well (if it is an open event). If your activity has not been posted and you would like it to be, email me and I'll take care of it as soon as I can.

All other kinds of CMP activities must go through me, but you may want to familiarize yourself with the kinds of activities, submission methods, and deadlines in case someone asks you. If you are getting the same question often, send it to me and we'll add it to the FAQ page on the web.

Additional Notes:

- ❑ **Do not change name of activity.** When you fill out the webform, I use the title you put there as the title of the activity for the TRID webpages and that is the title RID receives and uses on their webpages and in their database. If you change the name of an event, your potential participants may become confused as to whether it is the same activity and RID may have difficulty locating and crediting CEUs for your event.
- ❑ **Make a copy of everything before you send it!** We have had issues with lost mail, I don't want anyone else to have to go through all of that.