

## Sponsoring RID CEU's

- TSID is to co-sponsor RID CEU's for the TSID local chapters and individual members as well as other requesting organizations and non TSID members. The following rates will be charged for sponsorship:
  1. **Workshops:**
    - TSID Local Chapters: no fee
    - Other Organizations: \$3.00 per .1 CEU per request
  2. **Independent Study:**
    - TSID members: \$3.00 per .1 CEU per request
    - Non-members: \$5.00 per .1 CEU per request
  3. **Academic Coursework and Participant Initiated Non-RID Activities (PINRA):**
    - TSID members: no fee
    - Non-members: \$10.00 per requestAll fees are due at the time of request. If the request is denied, the fee is to be returned.
  
- Requests for RID CEU's are to be received by the TSID RID CEU Administrator at least forty-five (45) days in advance of the workshop. The CEU Request Form is to be completed with the name, address, phone number, and e-mail address, if available, of the contact person.
  
- All advertising materials for the workshop are to include the following:
  1. The RID CMP and/or ACET logo.
  2. The following paragraph:

TSID is an Approved RID CMP Sponsor for Continuing Education Activities. This [Professional/General] Studies program is offered for .[#] CEUs at the [Some to Extensive] Content Knowledge Level.
  3. Information on the objectives of the activity.
  4. Information on the refund and cancellation policy. It is acceptable to print contact information to learn of these policies, rather than the entire policy.
  5. The target audience, as described in the Continuing Education Activity Plan.
  6. A solicitation request for reasonable accommodations.
  
- TSID is to provide one (1) Scantron Report Form, one (1) Program Evaluation Form, and one (1) Certificate of Attendance. Each participant requesting RID CEUs is to sign the provided Scantron Report Form AND fill out a Program Evaluation Form. The local chapter or other sponsoring organization is responsible for making copies as needed.
  
- The requesting organization is to return the ORIGINAL Scantron Report Form, a summary of the Evaluation Forms and a copy of all advertising materials for the workshop to the TSID RID CEU Administrator within fourteen (14) days of the completion of the workshop.

### DOCUMENT HISTORY

- Established 09/1995
- Revised 10/2000
- Revised 01/2001
- Revised 02/2001
- Revised 10/2006