



CEU PROCESSING ORDER

T.S.I.D.

P.O. Box 684728
 Austin, TX 78768
 210 655 9602 * 210 655 9776 fax
Treasurer@tsid.org

DATE
 February 13, 2008

Your Info here [Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 [Phone]

See Sponsoring RID CEU's Policy at	www.tsid.org > Documents > Policies and Procedures	Date(s) of Event

# x .1 CEUs	ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Workshops			
	TSID Local Chapters		0.00	
	Other Organizations		3.00	
	Independent Study			
	TSID Members		3.00	
	Non-members		5.00	
PER REQUEST	Participant Initiated Non-RID Activities (PINRA)			
	TSID Members		0.00	
	Non-Members		10.00	
			TOTAL	

1. Payment must be received in full before CEU paperwork will be processed.
2. Workshops and Independent Study are charged per .1 CEU
 PINRA is charged per request
3. If you have further questions please review the TSID Sponsoring CEU policy on the TSID website
4. Send all payments and paperwork to:
 Rita Lee, TSID President-Elect
 1445 N. Loop W, Ste. 910
 Houston, TX 77008
 [Phone 713.240.8183]
 [Fax 713.807.1238]

- 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.