

Instructions for Academic Coursework

Instructions for CMP 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 (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 from your Sponsor. Attach pertinent documentation such as a course outline and/or documentation that college/university is accredited through the Council for Higher Education Accreditation (CHEA). 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).

Step Four:

Return the form and documentation to your Sponsor, who will send the completed paperwork to the National Office.

Please Note: Academic Coursework can be processed for CEUs after the course has actually been completed. However, the course work must have been taken during the CMP participant's current cycle.

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