

## **Certification Maintenance Program – Earning CEUs**

### **General Information about Earning CEUs**

All RID Certified Interpreters and Transliterators and NAD (Levels III, IV, and V) Interpreters are required to participate in the RID Certification Maintenance Program (CMP.) The CMP is based on the Interpreter or Transliterator receiving a minimum of eight Continuing Education Units (CEUs) during each four-year certification maintenance cycle. These CEUs are earned by successfully completing learning activities approved by Sponsors.

DSCI is an RID Approved Sponsor of CEUs through the CMP. As an approved sponsor, DSCI is responsible for offering, endorsing, and ensuring the quality of educational activities offered for CEUs. Sponsors must meet strict administrative criteria and are subject to ongoing monitoring, including auditing.

### **Continuing Education Units**

Certification maintenance is based upon CEUs. The CEU is an internationally standardized measurement: ten (10) contact hours of participation equals 1.0 CEU. The traditional CEU is related to instructional hours; the most common module of educational experience, and the 60-minute clock hour is used in making calculations. Only completed instructional hours are considered in assigning CEUs. Lunch hours, socials, and break times do not earn CEUs. Non-traditional educational experiences must be assessed to determine how to assign CEUs in a manner consistent with the concept and philosophy of the traditional CEU.

### **Content Areas**

The Content Areas that CEUs can be earned in are divided into two categories: Professional Studies and General Studies. Professional Studies contain content that directly affects the field of interpreting/transliterating.

**Professional Studies** contain content that directly affects the field of interpreting/transliterating. A minimum of six (6) CEUs must be completed in this section during each Certification Maintenance Cycle. Examples of Professional Study topics include, but are not limited to:

- Linguistic and Cultural Studies
  - Advanced English vocabulary and grammar development
  - Linguistics of ASL
  - Linguistics of English
  - Language variation
  - Sociolinguistics
  - Deaf culture
  - American culture
  - Minority group dynamics
  - Cross-cultural studies
  - Multi-cultural studies, etc.
  
- Theoretical and Experiential Studies
  - History and issues in interpretation and transliteration

- Theory of interpretation and transliteration
  - Skills development in interpretation and/or transliteration
  - Skills development in consecutive and simultaneous interpretation
  - Professional ethics, etc.
- Specialization Studies
    - Educational settings
    - Rehabilitation settings
    - Legal settings
    - Medical or mental health settings
    - Substance abuse recovery programs
    - Technical areas
    - Ethics as applied in specialized settings, etc.

**General Studies** include topics that enhance the interpreter/transliterators' general knowledge base. There are no minimum requirements for CEUs in this category, however, only two (2) of the eight (8) required CEUs will be counted toward certification maintenance.

## **Types of CEU Sponsorship**

There are four types of requests you can make to DSCI to earn CEUs: DSCI Co-Sponsored Activity, Participant Initiated Non-RID Activities, Academic Coursework, and Independent Study Activities.

### **DSCI Co-Sponsored Activities**

These are activities presented for group instruction. Examples include short courses, workshops, seminars, conferences, teleconferences, etc.

### **Participant Initiated Non-RID Activities**

These are activities an interpreter/transliterators wishes to attend but are not directly offered by a Sponsor. The activity must be sponsored by an organization with specific known standards, and must have a specific format, educational objectives, and purpose. Examples include auditing a college course, corporate trainings, community education, school district in-service, and organizational conferences/workshops.

### **Academic Coursework**

CEUs may be awarded for Academic Coursework taken from an accredited institution. Successful completion is defined as receiving a minimum letter grade of "C" (2.0) or above.

### **Independent Study Activities**

These are activities planned by the interpreter/transliterators with input from DSCI. DSCI monitors and approves Independent Study projects. Examples include research, initial curriculum development, study groups, independent reading, mentoring, and the preparation of scientific/clinical materials for publication.

## **Applying for CEU Sponsorship**

All requests for CEU sponsorship will require completion of forms directly related to the type of request. There are specific deadlines for application and completion for activities. Be sure to carefully read the instructions for the type of request you are making to ensure that deadlines are met. DSCI reserves the right to not award CEUs if required paperwork is not submitted by published deadlines.

### **DSCI Co-Sponsored Activities**

1. Contact DSCI to request CMP/CEU Sponsorship of the activity. Be prepared to provide contact information and the date of the activity. The DSCI staff will let you know if your activity can be considered for CMP/CEU Sponsorship.
2. If eligible, DSCI will send you a Continuing Education Activity Plan and Instructor's form along with a cover letter including instructions to complete the forms. These forms must be returned to the DSCI office no later than 45 days prior to the date of the activity. Requests for CMP/CEU Sponsorship will be approved or denied no later than 15 days after receipt of the required application forms.

### **Participant Initiated Non-RID Activities (PINRA)**

1. All requests for CMP/CEU Sponsorship will require completion of a Participant Initiated Non-RID Activities form and supporting documentation. DSCI must receive this completed form and documentation no later than 30 days prior to the date of the activity.
2. Requests for CMP/CEU Sponsorship will be approved or denied no later than 15 days after receipt of the required application form and documentation.
3. Once a request is approved, DSCI will complete the CMP Sponsor portion of the form and return a copy to the applicant.
4. When the activity is completed, proof of attendance must be sent to DSCI within 20 days of the final activity date. Once received, DSCI will award CEUs and provide the activity code number. DSCI will return a copy of the completed form to the applicant and mail the original to RID for verification.

(Insert PINRA Instructions and PINRA Form here)

### **Academic Coursework**

1. Choose the course you want to attend or have 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, you can earn CEUs.
2. Contact DSCI to request CMP/CEU Sponsorship of the course. Be sure to discuss the Content Area that you are applying for (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:
  - a. 1.5 CEUs per credit for a course taken in a semester session
  - b. 1.0 CEUs per credit for a course taken in a quarter session
3. DSCI will send you an Academic Coursework Activity Plan and Activity Report form to be completed along with a cover letter including instructions to complete the form. The form must be received by DSCI at least 30 days prior to the course start date.

### **Independent Study Activities (ISA)**

1. All requests for CMP/CEU Sponsorship will require completion of an Independent Study Activity form. DSCI must receive this completed form no later than 30 days prior to the start date of the activity.
2. Requests for CMP/CEU Sponsorship will be approved or denied no later than 15 days after receipt of the required application form.
3. Once a request is approved, DSCI will sign the CMP Sponsor portion of the form and return a copy to the applicant.
4. When the activity is complete the applicant must send proof of completing the activity to DSCI within 20 days of the completion date. Once received, DSCI will verify completion and complete an Independent Study Activity Report form. DSCI will return a copy of the completed form to the applicant and mail the original to RID for verification.

(Insert ISA Instructions and ISA Form here)