



Continuing Education Activity Plan Sponsor Form

This activity must be submitted ONLINE at www.rid.org at least 30 days prior to the start of the activity. A copy of this form along with the Activity Plan Instructor's form must be kept on file for future auditing purposes.

Name of Approved Sponsor: _____

Activity Number: _____ : _____ : _____
(Sponsor Code) (Month/Year) (Ascending within month)

Activity Title: _____

Location of Activity: _____ (City) _____ (State)

Instructor(s) Name(s): _____

Contact Person/People: _____ Contact Phone(s): _____

E-mail _____ Web site: _____

Who is the Target Audience: _____

Activity Start Date: _____ Activity Completion Date: _____

Start Time for Activity: _____ am/pm Ending Time for Activity: _____ am/pm

Total number of CEUs to be awarded to each participant: _____

Content Area:	Content Level:	Participating Programs:
Professional Studies (PS)	Little/none	CMP only
General Studies (GS)	Some	ACET only
	Extensive	CMP & ACET Both
	Teaching	

As the RID Approved Sponsor for the RID activity, I certify that the above information is accurate and will be filed ONLINE with RID through www.rid.org at least 30 days prior to the start of the activity.

RID Approved Sponsor Signature Administrator: _____ Date: _____



Continuing Education Activity Plan Instructor's Form

This form is to be completed by either the instructor or RID Sponsor and kept on file with the Sponsor form. The RID Sponsor will submit the completed Activity Plan online by logging in to their account at www.rid.org at least 30 days in advance of the activity.

RID Sponsor Name: _____

Presenter/Instructor Name (Please attach bio/resume): _____

Date(s)/Time of Activity: _____

Title of Activity: _____

Level of Participant's Prior Knowledge of Topic:

- Little/None Some Extensive Teaching

Target Audience: _____

Workshop/Course Description:

Educational Objectives (List specific measurable actions by participants that will demonstrate comprehension and integration of information presented):

Media/Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)
