Hosting Your Event/Training Checklist

PACKAGE (Required):

Please save all materials together into one PDF package.

- □ Continuing Education Activity Plan Sponsor Form
- □ Activity Plan Instructor's Form
- □ Activity Number (receive after review two forms)
- □ Promotional Materials (brochure, flyer, registration form, etc.)
- □ Educational Agenda/Handouts/PPT
- □ Instructor Resume, Vitae or Bio
- □ Blank Evaluation Form
- □ Sign In Sheet / Excel Chart
- □ Evaluation Summary (including comments) / Results
- □ Blank Certificate of Attendance

NOTES:

Educational Objectives:
Need help with educational objectives:
https://www.unf.edu/unffa/APC/Helpful_Resources_for_writing_measurable_learning_outcomes.aspx
https://www.clinton.edu/curriculumcommittee/listofmeasurableverbs.cxml

Promotional Materials Requirements Checklist

To provide a reliable basis for participants to select continuing-education activities that meet their personal learning objectives, all promotional materials for activities offering RID CEUs must include the following information.[1] This should be printed on a flyer, brochure, and/or listed on a webpage.

☐ The RID CMP and/or ACET logo. As your sponsor, Trix Bruce will provide these to be used only in conjunction with your event.

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☐ The following paragraph: "Trix Bruce is an approved CMP sponsor for continuing education activities. This [***content level***] program is offered for [***number***] CEUs at the [***knowledge level***] content knowledge level."

☐ Information about the educational objectives of this activity. This information may take a variety of formats and may show more or less detail.

☐ Information on cancellation and the refund policy of the event. Providing contact information to learn of these policies instead of stating the entire policy is acceptable.

☐ The target audience as described in the continuing education activity plan.

☐ A solicitation request for reasonable accommodations.

At the conference during your introduction/or email notes, please kindly announce my name as their RID Approved Sponsor for this event just in case their RID CEUs are missing, they have questions, and so on.

[1] From RID's *Standards and Criteria* for CMP sponsors, pages 16-17.

Sign In Sheet/Excel Chart:

Each workshop needs a sign in sheet – your organization can create sign in sheets. To process RID CEUs, I need an **Excel chart** with four separate columns, for example:

(RID Member#)(Last name)(first name)(email address- to contact when it shows an error – different last name or wrong RID member#):

12345	Bruce	Trix	info@trixbruce.com

Members will need to sign in /log in and will receive a certificate after the workshop (when you know a member is signing out). Your committees need to watch all participants to make sure they stay for the whole workshop. Some presenters offer 10-15 minute breaks for a 3-hour workshop. No breaks for a 1.5 hour workshop.

Hosting Workshop Evaluations

Here is an example of an evaluation from RID.
You can create your own evaluation by making it look something like this.
I use my Google form and email it to all participants to fill out.

Completion of Certificate

Here is a sample of a certificate. You can create your own certificate with your company logo.

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