

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
- Activity Report Form
- Sign In Sheet / Excel Chart
- Evaluation Summary (including comments)
- Blank Evaluation Form
- 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/listofmeasurablerbs.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.

☐☐ 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.