





## Independent Study Activity

Thank you for your interest in me as a sponsor for your Independent Study Activity! It is true that RID is now suspending many Approved Sponsors pending audits and investigations of their programs. Luckily, I have already been audited, submitted the required paperwork, and passed all of the requirements for adherence to RID policies and procedures.

The RID website, [www.rid.org](http://www.rid.org), has information about the Certificate Maintenance Program (CMP). I'll summarize it, here.

What qualifies for an Independent Study Activity?

- Research
- Course instruction
- Publications - writing articles for VIEWS, the Journal of Interpretation, or other publications
- Study groups
- Multi-media instruction
- Mentorship - both being mentored and mentoring
- Literature review - RID offers many publications that work for this option
- Self-study curriculum
- Other options you may have in mind, as approved by your sponsor.

If you would like to complete an Independent Study Activity with me, we need to work together to accomplish the following:

- 1) Fill out and sign the forms - I will review and approve the Independent Study Plan.
- 2) Begin working on this new activity. (Note: Any work done before this point cannot be credited in earning CEUs). Remember: It is important to document your time and efforts while you work on your activity.
- 3) When you are done with the activity, send your report, documentation and other information outlined in the Independent Study Plan to me. I will review the documentation to ensure that it meets the standards and goals agreed upon in the Independent Study Plan.
- 4) After all of the stipulations for this activity have been met, I will send the required paperwork to award your CEUs.

### **Supporting documents which must be provided for your records:**

- a) Timeframe, plans, and detailed and complete time records, the total number of hours you have dedicated to your project.
- b) Journals, written reports
- c) Samples of work, work outlines, descriptions of your learning process
- d) A final report (typed)
- e) A letter of completion (from your co-worker, co-mentor, or observer).

Gather everything in your profile. Email the documentation to me, complete with attachments. Also, make paper copies; mail these to me through standard mail. **IMPORTANT:** You must make copies of each document for yourself, and keep all of your copies on hand in your files as back-up evidence for your work.

Enjoy your independent study activity!

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