



To establish RID CEU documentation for the upcoming workshop you will need to put all of your documents together. These need to be scanned into a PDF. I will save these in my file for RID's review. You should send all of them at once within 7 days after your workshop date. If you need more time, just let me know. It could take a few more days for me to enter all of the RID CEUs together.

FORM:

We need to get this form filled out with educational objectives and the RID CEUs activity number. This will be placed on your certificate.

CHECKLIST:

Please kindly send me the following

- 1) Sign In Sheet
- 2) Excel chart
- 3) Flyer
- 3) PPT presentations (each presenter)
- 4) Evaluations (each workshop)
- 5) Copy of certificate

SIGN IN SHEET:

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#):

123456	Bruce	Trix	info@trixbruce.com
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Members will need to sign in (walk in workshop) 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.

PROMOTIONAL on FLYER:

At the workshop during your introduction, please kindly announce my name as the RID Approved Sponsor for this event, just in case the participants' RID CEUs are missing, or if they have questions.

Looking forward to getting all of your paperwork and input.

Trix