



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.

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