

## **Educational Activities: Promotional Materials Requirements**

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.<sup>1</sup> This should be printed on a flyer, brochure, and/or listed on a webpage.

- The RID CMP and/or ACET logo. As your sponsor, Interprettek will provide these to be used only in conjunction with your event.
- The following paragraph: “Interpretek 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 depth of detail.
- Information on the refund and cancelation 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.

---

<sup>1</sup> From RID’s *Standards and Criteria* for CMP sponsors, pages 16-17.