Please email your promotional materials to <u>ridceusponsor@interpretek.com</u> unless you have chosen to select "Closed Group" on your Sponsor Form Submission. If you have any questions, please email <u>kburns@interpretek.com</u>.

Promotion of Co-Sponsored RID CMP Continuing Education Activities

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 are required to have seven (7) types of information:

- 1. The RID CMP and/or ACET logo(s). Copies will be provided by the Sponsor and may be reduced or enlarged to fit the design of the promotional materials. We would also appreciate you attaching the Interpretek logo as well ©
- 2. The following statement:

Interpretek (RID Sponsor) is an approved RID Sponsor for Continuing Education Activities. This (Content Area) program is offered for (#) CEUs at the (Content Level) Content Knowledge Level.

• Example: Interpretek is an approved RID Sponsor for Continuing Education Activities. This Professional Studies program is offered for .5 CEUs at the Little/None Content Knowledge Level.

Content Area: Content Level:

Professional Studies (PS)

or

General Studies (GS)

Little/None

Some

Extensive

Teaching

- 3. Information on the educational objectives of the activity. This information may take a variety of formats and depth of detail.
- 4. Information on the refund and cancellation policy of the Sponsor, if applicable. It is acceptable to print contact information to learn of these policies, rather than the entire policy.
- 5. The target audience as described in the Continuing Education Activity Plan.
- 6. A solicitation request for reasonable accommodation.
- 7. A statement identifying the policies on non-discrimination and promoting an environment of mutual respect and free from bias.