

**Reminders and Guidance for
Academic Coursework Activity Report for
Courses at Accredited Colleges and Universities
(February 2008)**

PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN PREPARING TO TAKE A CLASS AT A COLLEGE/UNIVERSITY.

Before the class, check to see if the class you are taking is from a college or university that is accredited through the Council for Higher Education Accreditation (CHEA). The website <http://www.chea.org/default.asp> may be of assistance.

After* the class, submit:

1. Electronically completed RID form **and** a faxed or mailed form with participant's signature. The content area whether "Professional Studies" (PS) or "General Studies" (GS) will need to be agreed upon before the sponsor will file with RID. Also, keep in mind, semester classes earn 15 hours or 1.5 CEUs for each credit hour and quarterly classes earn 10 hours or 1.0 CEUs for each credit hour. (Example: 3 semester credit hour Receptive Interpreting/Voicing class equals 4.5 CEUs.)
2. Copy of the transcript indicating a 2.0, "C," or better grade via fax or mail.
3. Course description or outline pertaining to academic coursework via e-mail, fax, or mail.

*Course descriptions and the RID Academic Coursework form may be submitted electronically prior to the start of a course, as well.

Please call or e-mail me if you have more questions.

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