

Reminders and Guidance for Participant Initiated Non-RID Activities (February 2008)

**PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN
PREPARING TO ATTEND A NON-RID ACTIVITY (PINRA).**

Before the activity, the completed form must be submitted electronically **and** then faxed or mailed with your signature. A flyer or agenda preferably should be faxed or e-mailed. It is always best to submit PINRA forms for approval at least one week in advance.

1. A condensed agenda or flyer is needed so that the number of hours involved can be calculated which will determine CEU's and whether to award "Professional Studies" (PS) or "General Studies" (GS). Feel free to make a recommendation on the total and category so that it can be added to the PINRA form.

After the conference/workshop, send through fax or mail:

1. Copied proof of attendance whether it be a "certificate of attendance," program book, or agenda. Please do not send originals as they will not be returned.

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

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