



**DIVISION ON DEAF, DEAFBLIND, AND HARD OF HEARING**

**SPONSORSHIP REQUEST FORM  
BEI/EIPA CONTINUING EDUCATION UNITS  
Deaf Persons' Interpreter Act 1982 PA 204 amended 2007**

**DODDBHH Office use ONLY**

Date Received:

Approval date:

Not Approved date:

**INSTRUCTIONS**

- Review the DODDBHH document, MI Requirements for Credentialed Sign Language Interpreters, Sponsorship Request Form (CEUs) Guidelines located in the For Interpreters section at [www.michigan.gov/doddbbh](http://www.michigan.gov/doddbbh) to determine if this request meets DODDBHH sponsorship request criteria before submission. **See approved types listed below.**
- Requests for DODDBHH continuing education event sponsorships **must be received at DODDBHH a minimum of 15 business days before the event.**
- Please submit separate sponsorship forms for each calendar event request date unless requesting a continuation series, e.g., a Friday through Sunday event series.
- All events seeking DODDBHH continuing education sponsorship **must** submit and receive DODDBHH approval in advance of public advertisement of DODDBHH sponsorship language.
- Form must be filled out completely, including a **handwritten signature** from the requestor. Type or print legibly with all required information and documents attached. Original documents will not be returned.
- DODDBHH review and approval is required for all sponsorship requests. DODDBHH sponsorship CEUs will not be granted for any event, workshop or activity before review and approval. **\*All Pre-approved RID CEU events are approved for DODDBHH CEUs but submission of public event advertisement is required for DODDBHH review if DODDBHH sponsorship language will be included. Contact us at 877-499-6232 with questions.**
- Failure to comply with requirements may result in CEU sponsorship suspension for a limited time period.
- Confirmation of receipt, approval or non-approval of sponsorship requests will occur via email unless otherwise agreed upon between DODDBHH staff and requestor.
- You should keep a copy of all correspondence and accompanying documents.
- Submit Attention - DODDBHH Sponsorship Request by email to [doddbbh@michigan.gov](mailto:doddbbh@michigan.gov); by fax 517-335-7773; or by US mail to: 110 W. Michigan Avenue, Suite 800, Lansing, MI 48933.

**Requestor Name: (First) (Last)**

**Sponsor/Host/Organization Name**

**Email Address**

**Phone Number**

**Name of Event**

**Date(s) of Event**

**# of CEUs  
requested:**

**Type of DODDBHH CEUs Requested**  
(check one)  
Professional ☐ General ☐

**Attach to Sponsorship Request Form: (Checklist)**

- \_\_\_\_\_ Copy of draft event public advertisement document (must include event title, date, location, times, presenter information and DODDBHH draft event sponsorship language (see below for language))
- \_\_\_\_\_ Copy of event registration draft document
- \_\_\_\_\_ Copy of detailed agenda timeline draft document – include breaks, lunch and meetings
- \_\_\_\_\_ Copy of presenter bios document

\_\_\_\_\_ I agree to include DODDBHH Sponsorship Language on all advertisements for this program.

**DODDBHH Draft Sponsorship Language:** MDCR-DODDBHH has approved MI BEI /EIPA sponsorship for this event to award (*insert # of CEUs*) (*select* professional studies **or** general studies) Continuing Education Units. Partial MI BEI /EIPA units will not be awarded. Participants will, upon completion, be provided a (*select* certificate of attendance **or** a signed letter of attendance) as proof of attendance.

*Continuing Education Units are intended to further professional development. Interpreters are required to verify CEUs to ensure that their professional skills are maintained or improved. Professional studies CEUs are awarded for education directly related to interpreting and the interpreting professional, and general studies CEUs are given for education that is not directly related to the interpreting profession, but nonetheless will result in the increase of an interpreter's professional knowledge and/or skills that help develop the interpreter. Use the space below to briefly describe how this program qualifies for CEUs.*

This program will aid an interpreter's professional development by increasing the interpreter's knowledge and/or skills in the following ways/areas which are relevant to the professional practice of interpreting: \_\_\_\_\_

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<b>RID CEU Information</b>
Are you also requesting RID CEUs through a RID CEU Sponsor?      YES <input type="checkbox"/> NO <input type="checkbox"/>
Have RID CEUs been approved?    YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING <input type="checkbox"/>
If YES – RID Approved Activity Number(s):
<p style="text-align: center;"><b>DODDBHH reserves the right to decline sponsorship for any event that represents a conflict of interest or is not in the best interest of the Division or Department.</b></p>

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>DODDBHH Office use only:</b></p> <p>Staff initials:</p> <p>Staff review date(s):</p> <p>Notes:</p>
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