



DIVISION ON DEAF AND HARD OF HEARING

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

DODHH OFFICE USE ONLY

Receive date:

Approval date:

Not Approved date:

Request #

INSTRUCTIONS:

- Review the DODHH document, MI Requirements for Credentialed Sign Language Interpreters, Sponsorship Request Form (CEU's) Guidelines located in the *For Interpreters and Forms and Publications* section at www.michigan.gov/mcdc-dodhh.org to determine if this request meets DODHH sponsorship request criteria before submission. **See approved types listed below.**
- Requests for DODHH continuing education event sponsorships must be received at DODHH a minimum of 15 business days prior to the event for review and are required for all DODHH CEU sponsorship event requests.
- Please submit separate sponsorship forms for each calendar event request date unless requesting a continuation series i.e. Fri- Sunday event series.
- All events seeking DODHH continuing education sponsorship **must** submit and receive DODHH approval in advance of public advertisement of DODHH sponsorship language.
- Form must be filled out completely before DODHH review: type or print legibly with all required information and documents attached. (Original documents will not be returned)
- DODHH review and approval is required for all sponsorship requests. DODHH sponsorship CEU's will not be granted for any events, workshops or activities prior to review and approval. ***All Pre-approved RID CEU events - are approved for DODHH CEU's but submission of public event advertisement is required for DODHH review if wish to print DODHH sponsorship language. (Contact DODHH: 877-499-6232)**
- Confirmation of receipt, approval or non-approval of sponsorship requests will occur via email unless otherwise agreed upon between DODHH staff and requestor.
- DODHH recommends that a copy of all correspondence is kept by the requestor for filing purposes.
- Submit Attn: - DODHH Sponsorship Request to DODHH at DODHH@Michigan.gov, fax or US Mail: at 517-335-7773 or DODHH 201 N. Washington Square Ste. 150 Lansing MI 48913.

Requestor Name: (First) _____ (Last) _____

Sponsor/Host/Organization Name _____

Email Address _____

Phone Number _____

Name of Event

Date(s) of Event

**Type of DODHH CEU's Requested
(check here)**

Professional General

Attach to Sponsorship Request Form: (Checklist)

- _____ Copy of draft event public advertisement document
*Must include event title, date, location, times, presenter info. and DODHH draft event sponsorship language (see below for language)
- _____ Copy of event registration draft document
- _____ Copy of detailed agenda timeline draft document – include breaks, lunch & meetings
- _____ Copy of presenter Bios document

DODHH Draft Sponsorship Language: MDCR-DODHH has approved MI BEI / EIPA / QA unit sponsorship for this CEU's event for (insert#) (professional studies **or** general studies unit). Partial MI BEI / EIPA / QA units (will **or** will not) be awarded for this event and participants will receive a (certificate of attendance **or** a signed letter of attendance as proof of attendance.

