



For Division Use Only
Application Received: _____
\$25 Fee included? _____
Type of Sponsorship CEU Request
<input type="checkbox"/> Endorsement _____
<input type="checkbox"/> Independent Study _____
<input type="checkbox"/> Retroactive Review _____
Notification Date of Approval or Denial: _____
Denial Decision appealed _____

CONTINUING EDUCATION (CEU) SPONSORSHIP APPLICATION

REQUESTOR INFORMATION		
Requestor First and Last Name:		
Affiliating Organization/Sponsor/Host Name:		
Email address (required) :	Phone Number (required) :	
EVENT INFORMATION		
Type of Event:	Date of Event:	Number of CEUs requested:
Indicate type of Request you are seeking: <input type="checkbox"/> Independent Study Request <input type="checkbox"/> Pre-Approval Request <input type="checkbox"/> Retroactive Approval Request	Check all that may apply: <input type="checkbox"/> Professional <input type="checkbox"/> Ethics <input type="checkbox"/> General <input type="checkbox"/> Endorsement(s): _____	
EVENT EXPLANATION		
<p>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 profession, 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. Ethics CEUs directly relate to an interpreter's knowledge and understanding of the NAD-RID Code of Professional Conduct (CPC), as adopted by the Michigan Rules. Please use the space below to briefly describe how this program qualifies for CEUs.</p>		
<p>Please explain how 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:</p>		

RID CEU SPONSORSHIP

1. Are you seeking RID CEU sponsorship? Yes No
2. If yes, have RID CEUs been approved? Yes No Pending
(If yes, submit proof of approval of RID CEUs).

REQUIRED DOCUMENTATION

- A detailed and timed training outline, description of course materials, presenter biographies;
- Copies of advertisements, flyers, or registration forms;
- Measurable objectives for the program;
- Assurance event sponsor has verification of presenter/trainer expertise;
- Number of hours for each program, date and place of the workshop/event;
- \$25 Bureau Sponsorship fee (check or money order made payable to the State of Michigan);
- Agreement to display Bureau sponsorship language and logo within 2 business days after Bureau approval of the CEU Sponsorship request; and
- Agreement to submit sign-in sheets within 72 business hours after event (Note: No CEUs will be granted to attendees without sign-in sheets)

REQUESTOR SIGNATURE

Requestor Signature: _____ Date: _____

*Sponsorship requests will NOT be processed without the Requestor's original signature, required documentation, and \$25 Bureau Sponsorship Fee.

SUBMITTAL INSTRUCTIONS

1. Please send your application, \$25 Bureau Sponsorship Fee (check or money order payable to the State of Michigan), and all required documentation through US Mail to:
Michigan Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
RE: CEU Sponsorship
PO Box 30670
Lansing, MI 48909
2. The Bureau reserves the right to decline Sponsorship for any event which represents a conflict of interest or is not in the best interest of the Bureau or Department.
3. Bureau CEU Sponsorship Requests must be received 60 business days before the event unless the request is for retroactive review for previously attended workshops/ events.
4. Please submit separate sponsorship forms for each calendar event request date unless requesting a continuation series, e.g., a Friday through Sunday event series.

5. All events seeking Bureau CEU Sponsorship must submit and receive Bureau approval in advance of public advertisement of Bureau sponsorship language. If an event sponsor uses Bureau sponsorship language without first seeking approval from the Bureau, subsequent requests for CEU sponsorship from that event sponsor will not be accepted by the Bureau for one year.
6. Submitted forms must be accompanied by all required documentation and original signature from the requestor. Original documents will not be returned. Requestors should retain a copy of all submitted documentation and correspondence.
7. The Bureau's review and approval is required for all sponsorship requests. 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 Michigan certification CEU requirements but please note pre-approved RID CEU events will not automatically be approved for Michigan Endorsement CEU requirements and must be reviewed before approval/denial.**
8. Confirmation of receipt, approval, or non-approval of all sponsorship requests will occur via email unless otherwise agreed upon between Bureau staff and requestor. Bureau staff may contact you to request additional information.
9. For full details on Division CEU Sponsorship, please review Chapter 5 of the [Policies and Procedures for Michigan Certified Interpreters](#).