



Bureau of Community and Health Systems
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APPLICATION FOR INTERPRETER CONTINUING EDUCATION PROGRAM SPONSORSHIP

Type or Print Clearly/Complete All Fields

Sponsor Name			
Sponsor Street Address			
City		State	Zip Code
Contact Person	Phone Number		Email Address
Name of Event		Date of Event	
Indicate type of request you are seeking: <input type="checkbox"/> Independent Study Request <input type="checkbox"/> Pre-Approval Continuing Education Program Request		Select the type of continuing education and list the number of continuing education units (CEUs) for each category: <input type="checkbox"/> Professional Studies <input type="checkbox"/> Ethics <input type="checkbox"/> Deaf/Blind <input type="checkbox"/> Medical/Mental Health <input type="checkbox"/> Legal <input type="checkbox"/> Educational <input type="checkbox"/> General Studies	
CHECK THE OBTAINED BY METHOD		FOR OFFICE USE ONLY	
<input type="checkbox"/> CE Sponsorship Fee	\$25.00	7301-04	Sponsorship Approval # _____
Your check or money order, drawn from a U.S. financial institution and made payable to the STATE OF MICHIGAN , must accompany this request. DO NOT SEND CASH. Fees are non-refundable.			

EVENT EXPLANATION

Continuing Education Units (CEUs) 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. 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 aid in an interpreter's professional development. 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.

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:

All Applicants:

- Applications for interpreter continuing education program sponsorship must be received at least 4 weeks before the event.
- Submit separate sponsorship applications for each calendar event date unless requesting a continuation series, e.g., a Friday through Sunday event series.
- The Bureau of Professional Licensing reserves the right to decline sponsorship for any event which does not enhance the professional development or that presents a conflict of interest for the Bureau or Department.

Required Additional Documents:

- A detailed and timed training outline.
- A description of course materials.
- The presenter's name and short biography including credentials.
- Copies of advertisements, flyers, or registration forms.
- Measurable objectives for the program.
- The number of CEUs for each program, the date, and the place program.
- If your program has been approved by the Registry of Interpreters for the Deaf (RID), please submit approval information including the number of CEUs approved and the type of hours (e.g. Professional Studies, General Studies, etc.).
- A description of how the participants will evaluate the sponsor

CERTIFICATION

I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I also agree to display the Bureau approval language and logo if my application is approved.

Signature of Requester

Date