

Academic Coursework

Academic Coursework is the only Continuing Education Activity that does not require prior approval from a CMP sponsor. Interpreters seeking CEUs may contact their local CMP sponsor at any time - before or after a course begins – to begin the process of obtaining CEUs. The CMP Coordinator will submit paperwork to the RID national office after the completion of the course.

Caveat: Coursework must occur at recognized accredited institutions, and paperwork for Academic Coursework must be filed during the same four-year CMP cycle in which the coursework itself actually occurred.

The Paperwork:

- Find out whether the institution offering the course has accreditation that is recognized by the Council for Higher Education Accreditation (CHEA). See Appendix A.
 - *Most colleges and universities are recognized by CHEA.*
 - It is possible to receive CEUs for coursework in non-accredited institutions using a Participant Initiated Non-RID Activity Form (PINRA). Time is of the essence! PINRAs must be approved *before* the beginning of the course.
- Contact the MassRID CMP Coordinator
 - The CMP Coordinator will provide you with an “Academic Coursework Activity Report” to fill out and return.
 - You will also be asked to submit copies of a course outline/schedule, a syllabus, and a course description. The CMP Coordinator will use these materials to determine whether the course qualifies as Professional Studies (PS) or General Studies (GS).
 - You will also be asked to submit a copy of your transcript to the CMP Coordinator. You must receive a grade of “C” (GPA 2.0) or better in order to receive CEUs. You do not need to send an official transcript.
 - Be prepared to submit documentation proving that CHEA recognizes the institution offering the course you took.

Note: Semester courses earn 1.5 CEUs per course credit (i.e., 3 credit course = 4.5 CEUs). Quarter courses earn 1.0 CEUs per course credit (i.e., a 3 credit course = 3 CEUs)

All information and forms must be complete and submitted before CEUs will be processed. Once reviewed and approved by the MassRID CMP Coordinator, all necessary materials will be submitted to the RID national office.

If you have any questions or comments about this informational outline, about the required forms and documentation, or about any part of the process of obtaining CEU sponsorship from MassRID, please feel free to be in touch via email at cmp@massrid.org.

Thank you,
Ami Slater
CMP Coordinator
MassRID

Appendix A

Navigating the Council for High Education Accreditation (CHEA) Website

Note: Your CMP Coordinator is available to help you through each step of the process of obtaining CEUs. If you have any questions or concerns at any time, contact your Coordinator for assistance and advice.

1. Go to www.chea.org.
2. Click on “Databases and Directories”.
3. Then click on “Database of Institutions and Programs Accredited by Recognized U.S. Accrediting Organizations: **Find accredited institutions and programs**”
4. Scroll to the bottom of the page, and click “I Agree”.
5. Clicking will take you to the next page, where you can search by name for recognized institutions.

