



Instructions for Requesting CEUs

2017 KAD/KAI-RID Conference
June 8-10, 2017 | Overland Park, KS



CEUs: Continuing Education Units, are offered to interpreters for all RID approved certifications (i.e.: KQAS, MICS, BEI).

In order to obtain CEUs please follow the steps below.

1. Registered participants will receive a **name badge** at the registration table.
2. Support staff will scan you in and out of each workshop using your name badge.
If you miss more than 15 minutes of a session, by arriving late or leaving early, you will not receive CEUs for that session.
3. You will receive an e-mail(s) each day providing a link to complete the online evaluation form(s) and to submit RID CEUs for CMP/ACET.
 - If you have not received the e-mail(s) by Monday, June 12, please contact the CEU committee at ks.ceus@gmail.com.
4. Participants **MUST** complete online evaluation forms for EACH workshop attended to obtain CEUs.
5. **Certificate of Attendance will be sent via email on or before Friday, June 23, 2017.** It will appear as a transcript with the information needed for your records and renewal purposes. Please note KAD/KAI-RID is not responsible for keeping track of the CEUs that you earned.

- **Participants MUST take responsibility for their own CEUs by completing the online evaluation forms.**
- **Participants who do not complete the evaluations will *not* receive CEUs.**
- **The Certificate of Attendance transcript will be sent via email on or before Friday June 23, 2017.**

Questions? Email the 2017 KAD/KAI-RID Conference CEU Committee at ks.ceus@gmail.com