

CERTIFICATION MAINTENANCE PROGRAM CHAIR (CMP) POSITION DESCRIPTION

POSITION PURPOSE

Process and review requests for CEU sponsorship while adhering to the RID Certification Maintenance Program Standards and Criteria for Approved Sponsors.

It is strongly recommended that two co-chairs are appointed to this committee.

PRINCIPAL RESPONSIBILITIES

- Provide access to SCRID members for the following CEU activities: Hosting Workshops, Participant Initiated Non-RID Activities (PINRA), Independent Studies (IS) and Academic Coursework (AC)
- Adhere to the RID PDC deadlines
- Submit CEU request completions to RID, as required
- Estimated time commitment: 4 hours/week, 20 hours/month

ESSENTIAL JOB FUNCTIONS

- Keep precise records of all sponsored activities
- Maintain the CMP activities requests via SCRID's online registration database
 - Acknowledge receipt of new requests
 - Confirm payment of requests
 - Indicate CEU activity has been completed

TRAINING, EXPERIENCE, ABILITIES

- Knowledge of the RID Certification Maintenance Program Standards and Criteria for Approved Sponsors
- Organizational skills – ability to maintain detailed records
- Manage multiple tasks concurrently - including contacting and following up with a variety of people and organizations requesting CMP services

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

ABILIBTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers
- Work as part of a team with others

Certification Maintenance Committee Member Complimentary Benefit

SCRID is implementing a complimentary benefit for its members, starting July 1st, 2017 and will be reviewed for consideration each year by the CMP Chair and the board of directors. This complimentary benefit (a.k.a. "Benefit") allows the member to have CEU processing fee waived.

Of the four (4) CEU activities, only the PINRA and Academic Coursework (AC) will qualify under this Benefit. PINRA (Participant Initiated Non-RID Activity)

SCRID Member Eligibility Requirements:

- SCRID membership levels:
 - Certified Member in good standing: 1-, 2-, or 3-year membership levels
 - Associate Member in good standing: 1-, 2-, or 3-year membership levels
 - Senior Citizen membership (Associate or Certified)
- RID (membership is required)
 - Certified Member in good standing, or
 - Associate Member in good standing

- Member must provide proof of membership by uploading current membership card to their SCRID member profile annually.
- This Benefit **does not apply** to the following membership levels:
- Certified 1st year discount
- Student Members
- Honorary Members
- Supporting Members
- Organizational Members
- Region V Affiliate Chapter Members

For more information on the various SCRID membership levels, see <http://rid.org/membership/join/> for more information.

Academic Coursework (AC) rules: <http://scrid.org/category/earn-ceus/academic-coursework/>

- AC can only be requested once during the Fiscal Year (FY).
- Summer school courses starting in on FY and ending in the next FY, will only be applied the FY the course commenced in.

PINRA rules: <http://scrid.org/category/earn-ceus/pinra/>

- Member may choose either one General Studies **OR** one Professional Studies CEU.

Further CEU Benefit Stipulations:

- Member may request one AC or one PINRA Benefit once per FY (July 1st – June 30th).
- This Benefit does not rollover to future FY, if not used.
- Allow at least 2 weeks for verification of member's eligibility for the Benefit.
- Other rules may apply.
- No other benefit can be used in conjunction with this Benefit.
- Members must follow procedures for AC and PINRA CEU requests.

For more AC information, see <http://scrid.org/category/earn-ceus/academic-coursework/>

For more PINRA information, see <http://scrid.org/category/earn-ceus/pinra/>

FAQ for ACET (Associate Continuing Education Tracking) <http://rid.org/continuing-education/professional-development-frequently-asked-questions/>