

CMP Coordinator Skills and Equipment Needed []**

- Organized
- Able to meet deadlines and adhere to reporting deadlines
- Good written and spoken English skills
- Computer
- Printer/Scanner
- Email – account provided by PARID (cmp@parid.org or cmp2@parid.org)
- Knowledge of Microsoft excel spreadsheets, word documents, and Google sheets (or willingness to learn)
- Internet access

CMP Sponsor Policies and Procedures

- PARID pays an annual fee to RID to provide CMP services to its members.
- The guiding documents for the CMP Sponsor are the Standards and Criteria for RID Approved Sponsors handbook (current edition) and the RID CMP/ACET Sponsor Instruction Packet (current edition). The current edition can be found on the RID, Inc. website.
- PARID is an approved sponsor by the RID CMP to sponsor CEU/ACET for:
 - Sponsor Initiated Activity (workshop)
 - PINRAs
 - Academic Coursework
 - Independent Studies
- PARID sponsors Independent Study activities for members only. PARID does not sponsor Independent Study activities for non-members.
- All forms are available in the RID Standards and Criteria on the RID, Inc. website and can be obtained from the PARID CMP Coordinator and the PARID website.

CMP Fees

- Complimentary CEU/ACET Processing
 - PINRAs and Academic Coursework for certified members and associate members.
 - Independent studies for certified members.
 - Sponsor Initiated Activities for PARID, PARID districts, organizational members, PSAD, ODHH, PaTTAN, and Interpreter Education Programs in Pennsylvania
- Paid CEU/ACET Processing
 - Non-members who request processing for PINRAs and Academic Coursework.
 - The fee is \$40 per item/activity for PARID to process the CEU/ACET Credit.
 - All money is due to PARID prior to the CEU/ACET Credits being processed. All money that the CMP Coordinator receives should be forwarded to the treasurer within 10 days of receipt.

Sponsor Initiated Activity (Workshop) Coordinator Duties

- Adhere to the Standards and Criteria for RID Approved Sponsors handbook (current edition) and the RID CMP/ACET Sponsor Instruction Packet (current edition). Standards and Criteria can be found on the RID website.
- Maintain accurate and complete records for auditing purposes.
- Forward money received for CEU/ACET processing payments to the PARID treasurer with a written itemized explanation of the funds.
- Complete and submit the appropriate PARID reimbursement form and receipts for CMP expenses. The PARID reimbursement form can be found in Appendix D of the PARID PPM or by contacting recorder@parid.org.
- Complete the RID CMP Audit and submit to the PARID board for approval before submission to RID.
- Submit a quarterly report to the PARID Board of Directors Professional Development Committee Liaison summarizing the SWAP activities within one (1) week of the end of the quarter. The quarters are:
 - July 1 – Sept 30
 - Oct 1 – Dec 31
 - Jan 1 – March 31
 - April 1 – June 30.
- Reports are created using a Google Drive spreadsheet.
- Submit articles to the PARID News as the need arises.
- Respond to each mail, email, and telephone correspondence within 2 business days.
- Use the cmp@parid.org or cmp2@parid.org email address for all CMP business.
- Other CMP Coordinator duties as assigned by the PARID Board of Directors.

PINRA Coordinator Duties

- Adhere to the Standards and Criteria for RID Approved Sponsors handbook (current edition) and the RID CMP/ACET Sponsor Instruction Packet (current edition). Standards and Criteria can be found on the RID website.
- Maintain accurate and complete records for auditing purposes.
- Forward money received for CEU/ACET processing payments to the PARID treasurer with a written itemized explanation of the funds.
- Complete and submit the appropriate PARID reimbursement form and receipts for CMP expenses. The PARID reimbursement form can be found in Appendix D of the PARID PPM or by contacting recorder@parid.org.
- Complete the RID CMP Audit and submit to the PARID board for approval before submission to RID.
- Submit a quarterly report to the PARID Board of Directors Professional Development Committee Liaison summarizing the SWAP activities within one (1) week of the end of the quarter. The quarters are:
 - July 1 – Sept 30
 - Oct 1 – Dec 31
 - Jan 1 – March 31
 - April 1 – June 30.

- Reports are created using a Google Drive spreadsheet.
- Submit articles to the PARID News as the need arises.
- Respond to each mail, email, and telephone correspondence within 2 business days.
- Use the cmp@parid.org or cmp2@parid.org email address for all CMP business.
- Other CMP Coordinator duties as assigned by the PARID Board of Directors.

