



State of Ohio
Board of Embalmers and Funeral Directors

77 South High Street, 16th Floor, Columbus, OH 43215-6108 • Phone: (614) 466-4252 • Fax (614) 728-6825
E-Mail: oh.emb.bd@exchange.state.oh.us • Website: www.funeral.ohio.gov

Continuing Education
Continuing Education Compliance Period
January 1, 2009 through December 31, 2010

Packet contains:

- Cover sheet with address, telephone numbers, and instructions
- Guidelines
- Sample of acceptable outline
- CE#2 - application for approval of continuing education activity
- Sample certificate of completion

Complete application must include:

- CE#2 – application for approval of continuing education activity
- Outline
- Comprehensive description of topics
- Bibliography of instructors/presenters
- **copy of certificate of completion**

**Board must receive complete application before 4:00 p.m. on the
last Thursday before Board Meeting**
[see Board's website for monthly deadlines]

Submit all required documents to:

Board of Embalmers and Funeral Directors
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Telephone: (614) 466.4252
Facsimile: (614) 728.6825
Website: www.funeral.ohio.gov

IMPORTANT

It is in your best interest to submit your complete application during the first or second week of the month. The Board **must** receive complete applications by 4:00 p.m. on the last Thursday before a Board Meeting in order to compile CE applications for Board consideration. The Board staff strives to serve the Board and the licensee, and with your assistance we will all benefit. All programs **must** be approved by the Board **prior** to program date.

Approval

Board approves programs for two-year compliance period, and sponsors must submit new applications for compliance period beginning January 1, 2009 and ending December 31, 2010.

Sponsors and individual licensees must submit complete application that includes:

- CE#2 – application for approval of continuing education activity
- Outline
- Comprehensive description of topics
- Bibliography of instructors/presenters
- Copy of **Certificate of completion**

Board must approve programs presented in Ohio before date of activity. [see calendar on website for deadlines]. EXAMPLE: Program date is Thursday, May 18, 2009

Application arrives at Board office April 20, 2009

Board Meeting was April 16-17, 2009, next meeting is May 21-22, 2009

Although application arrived before program date, it did not arrive in time to be considered for approval at a Board meeting prior to the program.

Therefore this application would be denied.

Application needed to arrive before 4:00 p.m. Thursday, April 12, 2009.

Activities must be open to all Ohio licensees.

Manufacturer or plant tours may be approved for maximum of one (1) hour of credit, and licensee may earn no more than two (2) hours of CE credit for tours in one compliance period.

No more than half of total hours required for compliance period may be correspondence and/or online courses.

Board members and/or Board inspectors are permitted to observe programs without cost of registration, and will pay the cost of their meals, but not receive continuing education credit.

Complete one application for each program. If you conduct one program per month, you must submit one application for each month.

Convention/seminar with more than one session must submit one application for each session of convention/seminar because licensees may elect to attend one or more.

Blanket approval

- Any program with no date or location, submitted for **original** approval, when content and presenters remain the same, and which will be offered on various dates to groups of licensees.
 1. During compliance period, sponsor selects specific date and location, sponsor must submit copy of **original** CE#2 on which sponsor enters specific date and location, and original approval date.
 2. Sponsor **must** submit CE#2 **before** date of activity.
 3. Board office will verify, and send approval notice for specific date and location.
- Any program approved by the Board is valid through the current compliance period provided there are no changes made in the program or those presenting it. (see Rule 4717-1-23(2) OAC)
 1. When sponsor decides to offer a previously approved program, sponsor must submit CE#2 on which sponsor enters new date and location, and original approval date.
 2. Sponsor must submit and Board must approve CE#2 **before** date of activity.
 3. Board office will verify, and send approval notice for specific date and location.

Individual approval

Individual licensees may submit individual applications for prior approval provided they follow the procedure described on page 2. Individual licensees must retain written proof [i.e. certified transcript, etc.]

Out of state activity

Only individual licensees may submit applications for post approval of an out-of-state activity. The individual must submit the application for approval within 30 days of completion of the activity.

College Course

Individual licensees may request approval of college courses by submitting CE#2 before course begins, and if approved, will receive same number of credit hours that appears on individual licensee's certified college transcript. The licensee must retain the certified college transcript as proof of attendance.

Insurance

Board allows three (3) hours of credit to licensees who complete the CE requirement for their insurance license. Licensee retains "Licensee Continuing Education Transcript" from Ohio Department of Insurance evidencing satisfactory completion of continuing education requirements for issuance or renewal of insurance license. Contact Department of Insurance.

Proof of Attendance

- Sponsor will no longer send attendance records to Board office
- Sponsor must provide licensee with a **certificate of completion**.
- Sponsor must retain all CE documentation, including attendance records, for a minimum of four years.
- Sponsor must make documentation and attendance records available to Board upon request.

Individual licensees are responsible for retaining proof of attendance.

Note the following items:

No CE credit for introductions, breaks, meals, announcements, business meetings, or other noninstructional activities.

No CE credit for individual insurance programs [see Insurance above.]

No CE credit for applications submitted late.

No CE credit for applications submitted after date of activity. [see individual approval above]

If application is not submitted in accordance with the deadlines, the application will be returned

**Board must receive complete application before 4:00 p.m.
on the last Thursday before Board Meeting
[see Board's website for monthly deadline]**

**All Continuing Education Programs must
Be approved by the Board before the program date.**

Sample Outline

District 00 monthly meeting, Jai Lai Restaurant, Columbus, Ohio

February 29, 2010

.25 hour	8:00 am	8:15 am	introductions/business
1.5 hours	8:15 am	9:45 am	Funerals and the FTC Chuck Wisby
.25 hour	9:45 am	10:00 am	break
1.5 hours	10:00 am	11:30 am	Cremation Abby Long, attorney
1.5 hours	11:30 am	1:00 pm	lunch
1.5 hours	1:00 pm	2:30 pm	Probate Court – lecture Judge Frank Savage
.25 hour	2:30 pm	2:45 pm	break
1.5 hours	2:45 pm	4:15 pm	Vital Statistics Mark Kassouf, Deputy Registrar
8.25 hours total			
6 hours of instructions			

Bd mtg	Approved	Denied	Course #	Received
--------	----------	--------	----------	----------

Application for Approval of Continuing Education Activity
Compliance Period January 1, 2009 through December 31, 2010

<u>Sponsor requesting approval</u>		Bd use only
Sponsor:		
Contact person:		
Address:		
Address:		
City & state:	Telephone:	
Zip Code:	Facsimile:	
Email:	<u>http://www</u>	
<input type="checkbox"/> prior submitted for Board consideration prior to date of activity		
<input type="checkbox"/> blanket submitted for Board consideration prior to activity, with no date or location		
<input type="checkbox"/> blanket with date & location, originally approved on:		

<u>Individual licensee requesting approval</u>		Bd use only
Licensee:		
Address	Licensee ID #:	
Address:	Telephone:	
City & State:	Facsimile:	
Zip Code::	Email:	
<input type="checkbox"/> prior submitted for Board consideration prior to date of activity		
<input type="checkbox"/> post individual license only - submitted within 30 days after completion of out-of-state activity		

To be completed by all applicants (sponsor or individual licensee)

Date(s) of program	Total hours requested (no half/quarter hours)
Course title	
Location	
City & state	
<input type="checkbox"/> Yes <input type="checkbox"/> No Open to all licensees?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Costs/registration fee? If yes, amount \$	
<input type="checkbox"/> Yes <input type="checkbox"/> No Approved for CE credit by another agency/organization?	
Name of agency/organization:	
<input type="checkbox"/> Classroom: includes single/multiple sessions, seminars, conferences, conventions <input type="checkbox"/> lecture <input type="checkbox"/> panel discussion <input type="checkbox"/> interactive video/teleconference <input type="checkbox"/> workshop	
Attach comprehensive description of topics, bibliography, and outline. Annotate outline, for each section indicate the number of hours of instruction offered, and method of presentation.	
<input type="checkbox"/> Correspondence <input type="checkbox"/> audio <input type="checkbox"/> audio/video <input type="checkbox"/> exam <input type="checkbox"/> book/printed material <input type="checkbox"/> online	
Attach study materials, exam procedures and sample exams	
<input type="checkbox"/> College Course: submit course description from catalogue	
Must be approved before class begins. Retain certified college transcript as proof.	

[*Sponsor Name*]
Certificate of Completion

is hereby granted to:

[*licensee name & license #*]

to certify that they have completed [*# of hours*] of continuing
education by attending



[***Course Name***]

[***Date of course***]

[***location***]

Sponsor Representative

Date