

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

Continuing Education January 2009

Tel/ 614.466.4252 Fax/ 614.728.6825

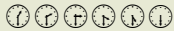
Email/ oh.emb.bd@funeral.ohio.gov

Licensee:

Current CE Compliance

January 1, 2009
CE compliance
began

December 31, 2010
CE compliance ends



Current Renewal License

January 1, 2009
two-year license
in effect

December 31, 2010
two-year license
expires

See Board's website for
dates of CE deadlines &
monthly meetings

Form CE#2, application
for approval of a CE
activity, is available on
the Board's website,
along with instructions
and samples

Licensee

The current two-year CE compliance period began January 1, 2009 and ends December 31, 2010.

Active licensees have two years to earn eighteen hours of approved CE credit.

Sponsors of approved CE programs must provide participating licensees with a "certificate of completion" at the end of each program.

Licensees must retain proof of their own CE hours for a minimum of 4 years or until licensees submit such as proof during a random audit.

Lists of approved CE programs are available on the Board's website, along with forms/applications you may download and submit to the Board office by mail.

You may download applications for a waiver, an exemption or a 50-year exemption from the Board's website.

CE Audit

Remember, licensees must retain proof of their own CE hours for a minimum of 4 years or until licensees submit such as proof during a random audit.

CE hours are not posted on individual licensee files in the Board Office

During the renewal process, the Board will audit randomly-selected licensees and request proof that the licensee attended 18 hours of approved credit.

The selected licensees will send copies of certificates of completion to the Board office for auditing.

If a licensee is selected for an audit, but fails to comply with the audit, the Board will commence with disciplinary action.

Do not send proof to Board office. You will be notified individually if you are selected for an audit, and then you will send proof of attendance.

New Licensee

If you received your first license before January 1, 2009

Your first CE compliance period began January 1, 2009, and ends December 31, 2010.

If you received your first license after January 1, 2009

Your first CE Compliance Period begins January 1, 2011, and ends December 31, 2012.

You may attend CE activities between January 1, 2009 and December 31, 2010, but you will not receive CE credit.

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WEBSITE:
www.funeral.ohio.gov

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Discover license verification on the Board's website. This feature allows consumers and licensees to "lookup" embalmers, funeral directors, DUAL licensees, crematory and embalming facilities and funeral homes.

Sponsor

Sponsors submit a CE#2, application for approval of CE activity, to the Board.

Each CE activity must be approved before the date of the activity.

See Board's website for deadlines to submit CE#2 for consideration at the Board's monthly meetings.

Approved CE programs must be open to all Ohio licensees.

On the CE#2, sponsors must state the date, subjects offered, total hours, names and qualifications of speakers, and a sample of the sponsor's "certificate of completion."

A "certificate of completion" must be awarded to licensees upon the successful completion of approved CE courses and must include the following information:

- sponsor's name
- licensee's name and license no.
- title of approved course
- date of course completion
- course location
- number of CE hours completed
- signature of sponsor

Sponsors of approved CE programs are required to retain attendance records for all of their CE programs approved by the Board.

These attendance records must be made available to the Board upon request.

Sponsors may offer approved programs throughout the compliance period if the sponsor submits a new CE#2 before the date of the program with new date and location along with a copy of the original approval letter.

Administrative Rule 4717-1-23 states that each person licensed to practice as an embalmer or funeral director in this state shall attend a minimum of eighteen hours of continuing education programs approved by the Board for the two year compliance period in which the rules are adopted and every two years thereafter.

Compliance shall be required on or before the end of each two-year period following December 31, 2006.

The two-year compliance period shall commence on January first of the next two-year compliance period following receipt of the applicant's initial license.

Compliance with the requirements of continuing education is a prerequisite for license renewal.

All licensees are subject to an audit, in which the Board will request proof of attendance.

It is imperative that sponsors submit the CE#2 by the deadline listed on the Board's website.