

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

Continuing Education

Fall 2006

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Licensee:

July 1, 2006
CE compliance
begins

January 1, 2007
two-year license
in effect

December 31, 2008
two-year license
expires &
CE compliance ends

Sponsor:

July 1, 2006
CE compliance
begins

December 31, 2008
CE compliance ends

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

Licensee

To update the CE process, the Board extended the current compliance period 6 months to coincide with the biennial renewal period. The current CE compliance period began July 1, 2006 and ends December 31, 2008.

When licensees receive renewal applications for calendar years 2007-2008, they will sign their signature on the renewal application to certify completion of the required 18 hours of CE credit.

Misrepresentation on the renewal application will result in disciplinary action in accordance with Sec. 4717.04(A)(9) RC

Effective immediately, 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.

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

Sponsor

Sponsors will continue to 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.

Sponsors may download the CE#2,

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.

CE hours will not be posted on individual licensee files.

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.

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.

Remember - **Effective immediately**, 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.

application for approval of CE activity, and instructions from the Board's website.

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."**

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WEBSITE:
www.funeral.ohio.gov

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

Sponsor (continued)

Effective immediately, sponsors will 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

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

All CE programs approved after July 1, 2006 will be extended to December 31, 2008.

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.

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

If you have questions, please contact the Board office.

Master Training

Currently, a master is an Ohio licensed embalmer and/or funeral director with at least five years of experience in the state of Ohio. In addition, the master must be employed or self-employed full time at a funeral home or embalming facility, and whose principal occupation is that of embalming and/or funeral directing.

Coming soon, sponsors will offer Master Training for embalmers and funeral directors planning to serve as masters for apprentices.

A licensee must successfully complete training for master, approved by the Board, of at least six hours within the past five years.

The master training must be a classroom or teleconference setting with interaction between instructors and licensees, not correspondence. The master training class must be open to all Ohio licensees. The Board will not approve master training that is restricted by company, association, etc.

Master Training Outline

One hour
FTC Funeral Rule

Thirty minutes
Liturgical & nonliturgical & VA

One hour
OSHA

One hour
Preneed law & rule [not sales]

thirty minutes
ODH-Vital Statistics

one hour
Cremation law & rule

one hour
Ohio law & rule