

NAVIGATION GUIDE FOR COMPLETING A CONTINUING EDUCATION AUDIT.

Step 1) To begin you will navigate to eLicense by clicking on the link below.

Step 2) Enter your email and password JUST AS YOU DID WHEN YOU RENEWED YOUR LICENSE. If you do not know your email or your password, click Forgot.

Existing Users

Login

* Email

* Password

LOGIN

Forgot Password?
Forgot Login Email?

[CLICK HERE TO LOG IN AND COMPLETE YOUR AUDIT](#)

Step 3) After entering your email and password correctly you will then be navigated to your “Dash Board” which is a page that displays your license(s). Depending which license is being audited, this is where you will find the option to complete your audit. Click on options next to the license which is being audited. There you will see the option “CONTINUING EDUCATION AUDIT”, if you do not see the words “CONTINUING EDUCATION AUDIT” then you have clicked options next to the wrong license. If You discover an audit for each of your license you may complete just one.

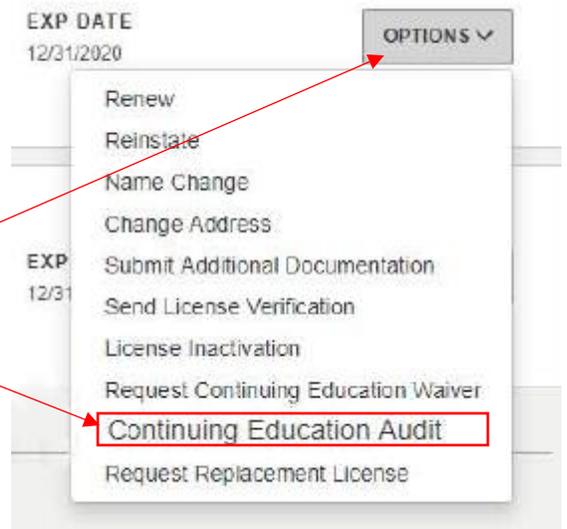
Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

SORT BY ▾

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|---|--|--------|------------------------|-----------|
|  | Board of Embalmers and Funeral Directors Funeral Director [Redacted] Board of Embalmers and Funeral Directors | ACTIVE | EXP DATE 12/31/2020 | OPTIONS ▾ |
|  | Board of Embalmers and Funeral Directors Embalmer [Redacted] Board of Embalmers and Funeral Directors | ACTIVE | EXP DATE 12/31/2020 | OPTIONS ▾ |

If you are audited, the words “Continuing Education Audit” will appear in your options menu next to your license.



Step 4) After clicking on “CONTINUING EDUCATION AUDIT” from the options button within your license, you will then be directed to the inputting / uploading stage of your audit. Here you will enter each of your certificate titles / course one at a time, along with the date of the course. After entering the certificate title and date you will then upload the certificate for that title. You will complete each entry one at a time by clicking submit for each certificate title.

A screenshot of the 'Continuing Education' form. The form includes a 'Category' dropdown menu set to 'Funeral Director and/or Embalmer License'. Below this are input fields for 'Name of Class or Course', 'Applicable Hours', and 'Completion Date'. A 'Proof of Completion' section contains a 'Choose File' button and the text 'No file chosen'. At the bottom right are 'CANCEL' and 'SUBMIT' buttons. Red arrows from the text above point to the 'Name of Class or Course' field, the 'Applicable Hours' field, the 'Completion Date' field, and the 'SUBMIT' button.

Step 5) Click ADD A COURSE TO UPLOAD THE NEXT CERTIFICATE. After uploading and recording all of your certificates for the 2017-2018 compliance period, click FINISH to complete your portion of the audit. The board will not receive your audit, if the FINISH button is not clicked.

A screenshot of the 'Continuing Education' form showing a table of entries. The table has columns for 'Category', 'Course Name', 'Hours', and 'Completion Date'. One entry is visible: 'Funeral Dire...' with 'Donnies Co...' as the course name, '2' hours, and 'Hour(s)' as the completion date. Below the table are two buttons: 'ADD A COURSE OR A CLASS' and 'FINISH'. A red arrow from the text above points to the 'FINISH' button.