



State of Ohio
Board of Embalmers and Funeral Directors

77 South High Street, 16th Floor, Columbus, Ohio 43215-6108 ♦ Phone (614) 466-4252 ♦ Fax (614) 728-6825
E-Mail: ce@funeral.ohio.gov ♦ Website: www.funeral.ohio.gov

Continuing Education Program Application Form

Provider Name

Provider Contact Name

Provider Contact Address

Provider Contact E-mail Address

Provider Telephone Number

Program Title

Program Date

Number of Contact Hours

Program Address
(On-Site Program)

Program Website Address / Link
(On-Line or Webinar Program)

Please indicate the type of continuing education program.

| In person | Online | Webinar |
|-----------|--------|---------|
| | | |

In the section below, if applicable, please designate which type of hours will be covered during the program. You may select more than one of the required topics (Ethics, Pre-need, Laws & Rules); however, in the materials provided to the Board (agenda, certificate) you must clearly distinguish when the topic is covered during the program and specify the time/number of hours per topic.

| Title / Section | Ethics | Preneed | Laws & Rules |
|-----------------|--------|---------|--------------|
| | | | |

Please indicate whether the program is public or private.

| Public (open to all licensees) | Private |
|--------------------------------|---------|
| | |

Continuing Education Procedures

1. All required documents regarding program approval must be sent via e-mail at ce@funeral.ohio.gov.
Please provide the following in the body of the email - Number of applications, program(s) name and date, number of hours being requested for each.
 2. Any provider seeking **initial** approval for an on-site / in-person program, must submit this application and all of the required documents listed below to the board no later than **10 days** prior to the board meeting.
 1. **CERTIFICATE OF COMPLETION** - [Click here](#) for a sample of the Program Provider's Certificate of Completion. Click here for the required content for a certificate of completion. (4717-9-01(K) 1 through 10
 2. **TIMED AGENDA** - start / end time & the amount of time spent on each section, click here for a sample. [Click Here for Board Meeting Dates](#)
 3. **INSTRUCTORS QUALIFICATIONS** - relationship to the industry, background, credentials.....
 4. **COURSE OBJECTIVES** - Course description - an overview with objectives.
 3. Any provider seeking approval for an on-line or webinar program, must submit this application and all of the required documents listed in ORC of the OAC 4717-9 to the board no later than **30 days** prior to offering the program.
 1. **LOGIN ACCESS FOR BOARD STAFF** - To view the course and final exam.
 2. **PROGRAM DESCRIPTION** - Provide wording which states, to receive credit, each section must be completed along with a total test score of 75% or better.
 3. **COURSE AGENDA** - The individual must complete each section prior to advancing to the next or proceeding to the test.
 4. **QUESTION SETS & ANSWERS** - Maintain a question bank with at least eight questions for each thirty minutes of continuing education.
[Click here for additional requirements as these are just a few for the On-Line / Webinar programs.](#)
 4. Date change? - A provider must notify the board **15 days** prior to offering the program (ce@funeral.ohio.gov) if the program was previously approved by the board and there were no changes to its content.
 5. **Approval notifications** can be found within the following week, under the "Continuing Education" tab on the board's website at funeral.ohio.gov
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Continuing Education Provider Program Acknowledgements

Certificate of Completion must include: provider's name, licensee's name and license number, approved course title, date of course completion, course location, number of approved hours awarded, signature of provider or representative, approved course number, required topic category, and list whether the program is a webinar, online, private, or open to all licensees.

Any program that is offered in-state or online prior to approval by the board will not be awarded continuing education credit or approval. All continuing education programs must obtain board approval before it can be offered.

Pursuant to OAC 4717-9-01(E)(3), providers approved to offer continuing education must comply with all local, state, and federal law prohibiting discrimination based on race, color, national origin, sex, sexual orientation, religion, gender, disability, and age.

Pursuant to OAC 4717-9-03, you acknowledge that you have reviewed the required standards for program audit and will adhere to these standards.

Pursuant to OAC 4717-9-04 and 4717-9-05, you acknowledge that you have reviewed the required standards for online or webinar program approval and will adhere to these standards when seeking approval for a current or future program.

Please submit this form and any communication regarding continuing education and program approval to ce@funeral.ohio.gov

I acknowledge that I have reviewed the submission requirements and will adhere to the standards identified above and throughout ORC 4717.09 and OAC 4717-9.

Signature (Electronic)

Email