

4.3 CONTINUING EDUCATION

- A. All applicants for renewal or reinstatement of licenses shall successfully complete 10 hours of continuing education per license during the two year period ending on the license expiration date. Continuing education topics shall be directly related to maintaining competence in essential issues of public protection and welfare.
1. Essential issues of public protection are:
 - a. chemical handling
 - b. handling of blood-borne pathogens
 - c. state and federal statutes related to the funeral industry
 - d. management of funds
 - e. fraudulent practices
 - f. grief management and understanding multicultural beliefs about death and dying
 - g. other topics approved by the Board
- B. Individuals initially licensed for less than one year will not be required to submit evidence of continuing education until conclusion of the first full, two-year renewal period following initial licensure.
- C. Applicants for renewal of licenses shall file with their applications a signed Continuing Education Form, provided by the Office, listing continuing education programs for which they claim credit and showing the sponsoring organization, location of program, title of program and description of content, dates attended, and hours claimed.
- D. Any person or organization may seek approval of a planned course offering by petitioning the Board 90 days before the educational activity will commence. Advance approval requests shall include the name of the sponsoring organization, location of program, title of program, description of content, dates of the program, and continuing education hours requested. A resume of all instructors shall also accompany the request for approval of a continuing education program.
- E. Continuing professional education credit will be given for whole hours only, with a minimum of fifty minutes constituting one hour. Contact hours may not include travel time, lunch or breaks.
- F. Credit may be granted for time spent in activities as an instructor, presenter, or supervisor, for up to one-half of the hours (5) of continuing education required.
- G. Responsibility for documenting the acceptability of the program and the verification of the hours claimed rests with the applicant. An applicant shall retain documentation for a period of 5 years after the completion of the program. Such documentation may consist of certificates of attendance, receipt of registration, or signature of facilitator provided the signature is accompanied by a pamphlet, program announcement, or brief summary of the program content. Those records are subject to inspection and verification by the Board upon request.
- H. Continuing education credits for embalmers may be obtained in any of the categories of essential issues to public protection listed above.
- I. The Board may set additional standards for continuing education at its discretion.

4.4 COMPLAINTS OF UNPROFESSIONAL CONDUCT

The Board follows Office procedure for receiving, investigating and acting on complaints of unprofessional conduct. Copies of the procedure, complaint forms and more information about the complaint process may be obtained from the