

**ALABAMA BOARD OF FUNERAL SERVICE
ADMINISTRATIVE CODE**

**CHAPTER 395-X-2
LICENSE**

395-X-2-.07 Continuing Education.

(1) Beginning October 1, 2014, each cremationist, funeral director and embalmer, licensed by the Board, shall complete a minimum of eight hours of Board approved continuing education within a two year period ending September 30, 2016 and then continuing each two year period thereafter. Included in the required eight hours, all licensees must complete a board approved continuing education course in ethics and blood-borne pathogens/universal precautions.

(2) An approved program of activity shall:

(a) Constitute an organized program or course of learning dealing with matters directly related to the practice of funeral directing, embalming, or funeral service.

(b) Be in the format of a lecture, workshop, seminar, conference, or internet based program or course.

(c) It permits attendance by all funeral directors and embalmers in the State of Alabama.

(3) A provider, organization or person which desires to obtain approval of a course, program or other continuing education activity shall obtain approval prior to the activity. A provider, organization or person shall make application on a form provided by the Board at least 90 days prior to the activity. The applicant shall state the dates, subjects offered, total hours of instruction, names and qualifications of speakers, and other pertinent information.

Commencing with the continuing education period for fiscal year 2019-2020 and continuing each two-year period thereafter, a provider, organization, or person applying to be a continuing education provider in this state shall pay an administrative fee of \$200.00.

(4) Certification of completion must be awarded upon the successful completion of all approved continuing education courses and must include the following information:

(a) Provider's name;

(b) Licensee's name and license number;

- (c) Approved course title;
 - (d) Date of course completion;
 - (e) Number of approved continuing education credit hours awarded; and
- (5) The board shall approve one hour of continuing education credit time for every one hour of instruction completed by the licensee at an approved program of activity.
- (6) The licensee shall retain all certifications of completion for three years after the course.
- (7) Failure to comply with the continuing education requirements shall result in:
- (a) The Board shall not renew the license of an individual who fails to obtain the continuing education requirements of this section, except as provide by statute, until the Board receives documentation that the licensee has obtained the required continuing education.
 - (b) A licensee who fails to obtain the required number of continuing education hours prior to the expiration date appearing on the license shall not have their license renewed until the licensee has obtained the required continuing education hours for that period and paid all applicable fees and penalties.
- (8) A license shall not be renewed unless the licensee certifies on the renewal application that the individual completed the required number of continuing education hours specified in paragraph (a) of this rule.
- (9) The Board shall not allow continuing education credit for courses where the principal purpose of the course is to promote, sell or offer goods, products or services to funeral homes or crematories.
- (10) A licensee who has more than 8 hours of continuing educations in one renewal period, may carry over a maximum of 4 hours to the next renewal period.
- (11) All course providers shall retain records of all licensees attending and those satisfactorily completing such continuing education courses for a period of three years following each course. The Board may require course providers to submit copies of such records or certifications, as it deems necessary, to ensure compliance with continuing education requirements.

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Statutory Authority: Code of Ala. 1975, §§34-13-26, 34-13-53.

Funeral

Rule 395-X-2-.07

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