
INSTRUCTION SHEET

FOR MAKING APPLICATION FOR APPROVAL AS A SPONSOR OF CONTINUING EDUCATION FOR FUNERAL DIRECTORS AND EMBALMERS

Sponsors may include a school, college or university, State agency, or any other person, firm, or association approved by the Division.

All courses and programs must comply with the criteria set forth in 68 Ill. Adm. Code, Section 1250.220--Continuing Education.

1. Submit a properly completed Illinois Funeral Director and Embalmer Continuing Education Sponsor application.
2. Submit a sample outline of a continuing education course. You must specify the course objectives, course content and teaching methods to be used. You must specify the number of CE hours that will be granted for completion of the course.
3. Submit a brief biography or vitae of the developer. The course must be developed by someone with education and/or experience in the subject matter of the course.
4. Submit a brief biography or vitae of the presenter. The course must be presented by someone with education and/or experience in the subject matter of the course.
5. Submit a sample Certificate of Attendance that must include:
 - a. The name and address of the sponsor;
 - b. The name, address and license number of the participant;
 - c. A brief statement of the subject matter;
 - d. The number of CE hours awarded in each program;
 - e. The date and place of the program; and
 - f. The signature of the sponsor.
6. Submit a sample evaluation form or some mechanism whereby participants may evaluate the overall quality and content of the program.
7. Mail the application and supporting documentation to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

NOTE: Read the enclosed Rules (68 Ill. Adm. Code 1250.220) in their entirety. Questions regarding the rules may be directed to the Division at 217/782-8556.

68 Ill. Adm. Code 1250. 220

(Source: Amended at 29 Ill. Reg. 13999, effective August 30, 2005)

Section 1250.220 Continuing Education

- a) Continuing Education Hour Requirements
- 1) Every funeral director and embalmer renewal applicant shall complete 24 hours of continuing education (CE) relevant to the practice of funeral directing and embalming during each prerenewal period.
 - 2) Every funeral director renewal applicant shall complete 12 hours of CE relevant to the practice of funeral directing or embalming during each prerenewal period.
 - 3) The Division shall conduct random audits to verify compliance with this Section. The prerenewal period is the 24 months preceeding the expiration date of the license
 - 4) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.
 - 5) A licensee who has been actively licensed as a funeral director or embalmer for at least 40 years shall be exempt from the CE requirements of this Section.
 - 6) Funeral directors and embalmers licensed in Illinois but residing and practicing in other states must comply with the CE requirements set forth in this Section.
- b) Activities for which CE credit may be earned are as follows:
- 1) Verified attendance at or participation in a program given by a sponsor as set forth in subsection (c)(1) of this Section.
 - 2) A maximum of 6 hours for funeral directors or 12 hours for funeral directors and embalmers per prerenewal period for:
 - A) Personal preparation of an educational presentation pertaining to funeral directing and/or embalming that is orally delivered before recognized funeral directing and embalming organizations;
 - B) Writing of articles pertaining to funeral directing or embalming and having them published in nationally recognized funeral directing and embalming journals;
 - C) Writing a chapter in a book pertaining to funeral directing or embalming; and
 - D) Completion of self-study courses taken through an accredited college or university or an approved sponsor. The self-study courses shall meet the following requirements:
 - i) Credit for each self-study course cannot exceed 6 hours.
 - ii) A licensee cannot accumulate more than 12 hours from self-study courses in a renewal period.
 - iii) Self-study courses designed for CE credit must include an examination that tests the skills of the licensee and is of sufficient depth that answers are not readily apparent and have not been provided to the licensee by the sponsor or anyone else.
 - iv) Sponsors have the obligation to craft examinations in ways to prevent candidates from obtaining unearned credit.

Section 1250.220 Continuing Education (*cont'd*)

- 3) A licensee who serves as an instructor, speaker or discussion leader of an approved course will be allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Preparation time shall not be allowed for repetitious presentations of the same course and will only be allowed for additional study or research. In no case shall credit for actual time of presentation and preparation be given for more than 6 hours for funeral directors or 12 hours for funeral directors and embalmers during any renewal period.
 - 4) The CE hours used to satisfy the CE requirements for renewal of a funeral director or funeral director and embalmer license held in another jurisdiction shall be applied to fulfillment of the CE requirements for renewal of their Illinois funeral director or funeral director and embalmer license.
 - 5) A maximum of 24 hours of CE credit shall be given for courses completed at an accredited college or university. One semester hour shall equal 8 CE hours. One quarter hour shall equal 6 CE hours.
 - 6) A CE hour means a minimum of 50 minutes of actual continuing education spent by a licensee in actual attendance at and completion of an approved CE activity. A CE program shall not be presented during a dinner or social function. The dinner or social function must be concluded before the CE program commences or be held after the CE program is completed. If the program involves one or more hours of education, credit may be issued in one-half hour increments.
 - 7) Credit will not be given for activities that are not included in subsection (b).
- c) CE Sponsors and Programs
- 1) Sponsor, as used in this Section, pursuant to Section 10-35 of the Code, shall mean the following:
 - A) An accredited college or university;
 - B) Illinois Funeral Directors Association;
 - C) Funeral Directors Services Association of Greater Chicago;
 - D) Cook County Association of Funeral Home Owners, Inc.;
 - E) Illinois Selected Morticians Association;
 - F) National Funeral Directors Association;
 - G) Illinois Cemetery and Funeral Home Association;
 - H) Selected Independent Funeral Homes;
 - I) An Illinois school of mortuary science;
 - J) International Order of the Golden Rule;
 - K) National Funeral Directors and Morticians Association; or
 - L) Any other school, college or university, State agency, or any other person, firm, or association that has been approved and authorized by the Division to coordinate and present CE courses and programs in conjunction with this Section.
 - 2) A sponsor shall file a sponsor application which certifies the following:
 - A) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (c)(3) and all other criteria in this Section;
 - B) That the sponsor will be responsible for verifying attendance at each course or program and provide a certificate of completion as set forth in subsection (c)(5); and

Section 1250.220 Continuing Education (*cont'd*)

- C) That, upon request by the Division, the sponsor will submit evidence necessary to establish compliance with this Section. The evidence shall be required when the Division has reason to believe that there is not full compliance with the Code and this Part and that this information is necessary to ensure compliance.
- 3) All courses and programs shall:
 - A) Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of funeral directing or embalming. The course content shall be designed to focus on such advancement and enhancement of professional skills and knowledge;
 - B) Specify the course objectives, course content and teaching methods to be used;
 - C) Be developed and presented by persons with education and/or experience in the subject matter of the program;
 - D) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal; and
 - E) Include some mechanism whereby participants evaluate the overall quality and content of the program.
- 4) All programs given by sponsors should be open to all licensed funeral directors and funeral directors and embalmers and not be limited to the members of a single organization or group.
- 5) Certificate of Attendance or Participation. It shall be the responsibility of the sponsor to provide each participant in an approved program or course with a certificate of attendance or participation which shall contain the following information:
 - A) The name and address of the sponsor;
 - B) The name and license number of the participant;
 - C) A brief statement of the subject matter;
 - D) The number of CE hours awarded in each program;
 - E) The date and place of the program; and
 - F) The signature of the sponsor.
- 6) The certificate of attendance shall be distributed following the educational program or otherwise be provided to the attendee by the sponsor, by such means as mailing the certificate or summary of attendance.
- 7) The sponsor shall maintain course materials and attendance records containing all information in subsection (c)(5) for not less than 5 years, except for the signature of the sponsor.
- 8) The sponsor shall be responsible for assuring that no participant shall receive CE credit for time not actually spent attending the program.
- 9) If it is determined after a hearing before the Board that a sponsor has failed to comply with the foregoing requirements, the Division shall thereafter refuse to accept for CE credit attendance at any of such sponsor's CE activities until such time as the Division receives assurances of compliance with this Section.
- 10) Notwithstanding any other provision of this Section, the Division or Board may evaluate any sponsor of any continuing education program at any time.
- 11) The Division shall maintain a list of all approved continuing education sponsors in addition to those identified under subsection (c)(1).

Section 1250.220 Continuing Education (*cont'd*)

d) Certification of Compliance with CE Requirements

- 1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements set forth in subsection (a).
- 2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance. The additional evidence will be required in the context of the Division's random audit.
- 3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may be required to interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act (5 ILCS 100/10-65).

e) Waiver of CE Requirements

- 1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal application, the required renewal fee, a statement setting forth the facts concerning the non-compliance, and a request for waiver of the CE requirements on the basis of the facts. If the Division, upon the written recommendation of the Board, finds from the affidavit or any evidence submitted that extreme hardship has been shown, the Division shall waive enforcement of CE requirements for that renewal period.
- 2) If an interview with the Board is requested at the time the request for waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.
- 3) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:
 - A) Full-time service in the armed forces of the United States of America during a substantial part of such period;
 - B) An incapacitating illness, documented by a currently licensed physician;
 - C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician; or
 - D) Other similar extenuating circumstances (i. e., family illness, prolonged hospitalization or advanced age).
- 4) Any renewal applicant who, prior to the expiration date of the license, submits a request for a waiver, pursuant to the provisions of this Section shall be deemed to be in good standing until the Division's final decision on the application has been made.
- 5) Any applicant who submits a request for waiver that is denied may then request his or her license be placed on inactive status. The applicant shall comply with the continuing education requirements prior to restoration of the license from inactive status in accordance with Section 1250.160 of this Part.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:
STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL REGULATION
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

ILLINOIS FUNERAL DIRECTOR AND EMBALMER CONTINUING EDUCATION SPONSOR APPLICATION

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION AS IT WILL APPEAR ON THE REGISTRATION AND CERTIFICATE OF ATTENDANCE.

2. TELEPHONE NUMBER (Include Area Code)
(_____) _____ - _____

3. ADDRESS (Include Street, City, State, ZIP Code, and County)

4. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)

5. TITLE

6. ADDRESS (Include Street, City, State, and ZIP Code)

7. TELEPHONE NUMBER (Include Area Code)
(_____) _____ - _____

8. SPONSOR IS:

- Firm
- An accredited College or University
- Individual
- A trade or professional association
- School of Mortuary Science

Other _____ Describe: _____

9. SPONSOR'S EDUCATION/EXPERIENCE IN FUNERAL DIRECTOR AND EMBALMER CONTINUING EDUCATION

10. Does your organization agree to periodic monitoring of your programs by the Department of Financial and Professional Regulation? Yes No

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Signature of Person Submitting Application

Title

Type or Print Name of Person Submitting Application

Date

AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing education courses and/or program(s) offered by this sponsor and:

1. That all courses and programs offered by this sponsor for continuing education credit under the Illinois Funeral Directors and Embalmers Licensing Code will comply with the criteria in 68 Ill. Adm. Code, Section 1250.220 - Continuing Education; and
2. That this sponsor will be responsible for verifying attendance at each course or program and will maintain such records for not less than five years; and
3. That, upon request by the Department of Financial and Professional Regulation, this sponsor will submit such evidence as is necessary to establish compliance with the requirements of 68 Ill. Adm. Code, Section 1250.220; and
4. That this sponsor is aware that failure to comply with the Rules as set forth in 68 Ill. Adm. Code, Section 1250.220, may result in disapproval of this sponsor by the Department; and
5. That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation provided by this sponsor subsequent to such disapproval.

Signature _____
Person Responsible for Continuing Education Program

Date _____

FOR OFFICIAL USE ONLY

You have been approved as a sponsor of continuing education for funeral directors and embalmers. The effective date of this approval is _____. Courses and programs which are offered in compliance with 68 Ill. Adm. Code 1250.220 on or after _____ are approved for purposes of continuing education in conjunction with license renewal for Illinois Funeral Directors and Embalmers or Illinois Funeral Directors as appropriate. Any change in the name, address or persons responsible for C.E. courses should be immediately reported to: Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, 320 W. Washington, Springfield, Illinois 62786. ATTENTION: Professional Services Section.

Processor's Initials: _____