

## **IMPORTANT NOTICE**

To: Illinois Funeral Director and Embalmer Continuing Education Sponsor

From: Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation

Date: June 2013

Re: Funeral Director and Embalmer Continuing Education Sponsor Licensure

On April 1, 2013, changes were made to Section 1250.220 of the Funeral Director and Embalmer Administrative Rules. The new language requires licensure of continuing education sponsors within six months after adoption of the amendment.

Beginning October 1, 2013, all CE programs must be provided by a sponsor who has been approved by the Division to provide continuing education. After this date, no credit will be given for courses offered by unlicensed CE sponsors. All sponsors seeking licensure must submit an application and the required fee and meet the current requirements set forth in Section 1250.220 and the Act in order to continue providing continuing education.

**Application for licensure of a Funeral Director and Embalmer Continuing Education Sponsor must be submitted to the Department of Financial and Professional Regulation by October 1, 2013.**

An entity seeking approval as a CE sponsor must submit the Continuing Education Sponsor application ([click here for application](#)); the fee of \$500 in the form of a check or money order made payable to the Department of Financial and Professional Regulation; a copy of a sample program including course materials, outline and presenter qualifications; and a sample Certificate of Attendance.

Forward the application, fee and supporting documentation to:

Department of Financial and Professional Regulation  
Attn: Division of Professional Regulation  
320 West Washington Street, 3<sup>rd</sup> floor  
Springfield, IL 62786