CONTINUING EDUCATION FACT SHEET
FUNERAL DIRECTOR AND EMBALMER

DO NOT SUBMIT PROOF OF CE UNLESS SPECIFICALLY REQUESTED BY THE DEPARTMENT.
YOU NEED NOT COMPLY WITH CE FOR THE FIRST RENEWAL OF LICENSE.
YOU NEED NOT COMPLY WITH CE IF YOU HAVE BEEN ACTIVELY LICENSED FOR AT LEAST 40 YEARS AS OF JANUARY 1, 2016. (225 ILCS 41/5-15)

Continuing Education (CE) Hour Requirements

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. The 24 hours shall include a minimum of 6 hours related to the practice of funeral directing and a minimum of 6 hours related to the practice of embalming. No more than 6 hours may consist of insurance courses.

Every funeral director renewal applicant shall complete 12 hours of CE relevant to the practice of funeral directing during each prerenewal period. No more than 3 hours may consist of insurance courses.

A prerenewal period is 24 months preceding May 31 in the year of the renewal.

A CE hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.

A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Illinois license.

A person licensed in Illinois but residing in other states shall comply with the CE requirements set forth in Section 1250.220 of the Rules.

Activities For Which CE Credit May Be Earned

CE hours must have been earned in the following manner:
1. Attendance at programs given by Funeral Director/Embalmer CE sponsors approved by the Department of Financial and Professional Regulation (see list below.)
2. A maximum of 12 hours per renewal for Funeral Directors and Embalmers and a maximum of 6 hours per renewal for Funeral Directors may be obtained by:
   • personal preparation and presentation of an educational subject before a recognized Funeral Director/Embalmer organization;
   • writing articles pertaining to the profession and publishing them in nationally recognized professional journals;
   • writing a chapter for publication in a book pertaining to the profession;
   • completion of self-study courses taken through an accredited college or university or an approved sponsor; and
   • serving as an instructor, speaker or discussion leader of an approved course with parameters established in the Rules.
3. Applying CE hours used to satisfy CE requirements for licensure in another jurisdiction.
4. Completion of appropriate college courses.

Approved CE Programs

1. An accredited college or university; or state agency
2. Illinois Funeral Directors Association;
3. Funeral Directors Services Association of Greater Chicago;
4. Cook County Association of Funeral Home Owners, Inc.;
5. Illinois Selected Morticians Association;
6. National Funeral Directors Association;
7. Selected Independent Funeral Homes;
8. IL Cemetery and Funeral Home Association;
9. An Illinois school of mortuary science;
11. National Funeral Directors and Morticians Association; or

12. Any other person, firm, or association that has been approved and authorized by the Department to coordinate and present CE courses and programs. A list of these sponsors is available on the Department's website at www.idfpr.com.

**Certification of Compliance with Continuing Education Requirements**

1) Each renewal applicant shall certify, on the renewal application, to full compliance with the CE requirements.

2) The Department may require additional evidence demonstrating compliance of the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance.

**Procedures for Requesting a Waiver of the Continuing Education Requirement**

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

A) Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal period;

B) An incapacitating illness documented by a statement from a currently licensed physician;

C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician; OR

D) Any other similar extenuating circumstances.

Requests for a waiver of the Continuing Education requirement must be submitted prior to the expiration date of your current license. To request a CE waiver, you must submit the following to the Department:

- Completed renewal application along with the current renewal fee (fees are non-refundable); AND

- A statement setting forth the facts upon which the request for a waiver is based; AND

- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; OR

- A signed statement from your attending physician verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

**How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education Requirements**

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

**THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.**

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.

**NOTE:** If you are requesting a waiver of the Continuing Education requirement, you are not eligible to renew on the Internet.