



Virginia Department of
Health Professions
Board of Funeral Directors and Embalmers

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CONTINUING EDUCATION PROVIDER RENEWAL APPLICATION

Application fee is **\$400.00** check or money order made payable to the Treasurer of Virginia.
ALL FEES ARE NON-REFUNDABLE.

CE Providers shall expire on July 1 of each year and may be renewed with renewal fee, if the courses and instructors offered for the upcoming year will not change from the previous year. If there are any changes to the courses and instructors offered, such as the title, etc., prior approval is required in addition to the provider fee for each course and resubmission of documentation on courses and instructors. (Regulation approved providers are not required to submit a fee for new courses.)

1. INFORMATION (Please Print or Type) Provide Legal Full Name

CONTINUING EDUCATION PROVIDER NAME			
MAILING ADDRESS: STREET	CITY	STATE	ZIP CODE
LOCATION ADDRESS: STREET(WHERE RECORDS WILL BE MAINTAINED FOR 3 YEARS)	CITY	STATE	ZIP CODE
BUSINESS PHONE NO.	ALTERNATE PHONE NO.	FAX PHONE NO.	
NAME AND TITLE OF PERSON RESPONSIBLE FOR CE PROGRAMS			
CONTACT E-MAIL ADDRESS:			
COURSE TITLE			

Submit address changes in writing immediately. Applications will not be processed and will be returned without the required fee. Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, a license/certification is not issued, the application file is **destroyed**. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure/certification in effect at the time of the new application.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

Date sent to Committee	CE Provider No.	Applicant No.	FEE Receipt No.
Approved <input type="checkbox"/> YES <input type="checkbox"/> NO		Approval Signature and Date	

Checklist for Application Package

- Application Fee

THESE ITEMS MUST BE BOOKMARKED ON THE CD IN THE ORDER BELOW

- Title of course, objective, and number of continuing education hours- Courses must be directly related to the scope of practice of funeral services. Courses for which the principal purpose is to promote, sell, or offer goods, products or services to funeral homes are not acceptable for the purpose of the credit toward renewal. 18 VAC 65-20-151.B.
- Syllabus of Course – Include title, outline/syllabus of the program.
- Instructional Plan
- Course Instructor Credentials – Information must include presenter’s funeral service license, license number, state of licensure and date of license expiration, etc.
- Evaluation Forms to be Used with Program – to include consumer satisfaction forms, test forms, etc.
- Sample Certificate of Completion for CE Program
- Advertising Brochure for Program
- Three (3) compact discs (CDs) enclosed with the above information

4. AFFIDAVIT OF APPLICANT

As a Board approved Continuing Education Provider, an authorized agent of the Board/Department may conduct onsite monitoring of the program(s) without payment of registration fees. It is further agreed to provide the Board/Department, upon request anytime within four years of the program date, documentation of program content, names of participants, and hours awarded. Authorization is hereby given to all organizations, references, business and professional associates (past and present), and all governmental agencies and instrumentalities (local, state, federal, or foreign) to release to the Virginia Board of Funeral Directors and Embalmers, files, or records requested by the Board in connection with the processing of this application. I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial of registration to provide continuing education. **Further, I have read and understand the Virginia Board of Funeral Directors and Embalmers statutes and regulations.**

Print Name of Person Responsible for CE Program

Title

Signature

Date