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## ALABAMA BOARD OF FUNERAL SERVICE

### **CONTINUING EDUCATION COURSES, TOPICS AND SUBJECTS IN COMPLIANCE WITH THE STANDARDS SET FORTH IN THE CODE OF ALABAMA, 1975, 34-13-26, 34-13-53; 395-X-2-.07**

*The following outline is to serve as a guide to more clearly demonstrate the areas that are allowable for continuing education as prescribed by the Code of Alabama. In order to provide the most clear and specific guide, every reasonable attempt has been made to clarify any areas not transparently relevant to funeral service. In addition to the areas listed below, any relevant subject required by an accredited mortuary science college or school, other than those specifically prohibited later in this guideline, may be considered a feasible subject for continuing education. It is the intent of the Alabama Board of Funeral Service to make a most clear and precise guideline for continuing education, its providers, instructors, and sponsors with the information listed below.*

#### **Funeral Service/Funeral Home Management (to include)**

- Subjects related to meeting the needs of families and the community as related to funeral service
- Management functions and concepts as related to funeral service
- Management of human resources that include personnel management as relevant to funeral service operations
- Financial management

#### **Marketing management (to include)**

- Merchandising
- Casket types and materials (not brand specific)
- Vault types and materials (not brand specific)
- Selection room guidelines (not brand specific)
- Display (not brand specific)
- Product
- Price
- Pricing methods (not brand specific)
- Distribution
- Promotion of funeral service to include advertising, public relations and customer relations

#### **Management of facilities (to include)**

- Requirements of facilities and equipment
- Requirements for State licensure
- American with Disabilities Act as related to funeral service

-OSHA standards and requirements as relevant to funeral service

**Office systems and records (to include)**

- Client service records such as case reports, first call methods arrangement forms, sales contracts, and disclaimers
- Records required by government agencies
- Required personnel records

**Funeral service operational procedures (to include)**

- Notification of death
- Transfer of remains / removal of remains from place of death
- Arrangement conference / statistical information recovery
- Dressing, casketing and preparing the deceased for viewing by family or public
- Preparing and directing of funeral
- Post need services / aftercare / Estate Procedures

**Disaster procedures (to include)**

- Role of funeral professionals and other personnel
- Disasters, both natural and man-made or human responsible
- General consequences and concerns that occur due to disasters
- Investigational procedures and concerns as related to funeral personnel
- Federal, state and local concerns and roles in disasters

**Psychology**

- Grief related
- Post Traumatic Stress
- Grief processes
- Effects of grief on family, caregivers, funeral professionals

**Sociology**

- Grief related
- Cultural and ethnic
- Society

**Cremation**

- Trends
- Statistics
- Laws and rules
- Crematory operations
- Training programs required for certification as a Crematory Technician

**Veteran Administration**

- Laws
- Benefits
- Procedures
- VA and National Cemetery requirements and procedures

**Military**

- Mortuary affairs
- Benefits as related to funeral service

- National Cemetery requirements and procedures
- Military Burials

## **Organ Procurement**

- Trends
- Clinical harvesting of organs

- Trends and changes in funeral service and areas related to funeral service.
- Population and death projections as related to funeral service
- The place of death and its changes as a result of medical technology
- Family unit changes
- Religion and the clergy
- Alternative forms of disposition
- Regulatory issues
- Recruitment and retention of personnel in funeral service
- Diversity in funeral service employment
- Role of computers and their effects in funeral service
- Preneed service and pre-financing of funerals and its growth in the industry
- Immigration as related to funeral service
- Changing attitudes of consumers' as relative to funeral service

## **Funeral Service Law**

### **Alabama Funeral Service Laws and Rules**

### **Laws and Rules as related to registering vital statistics**

### **Religion as relevant to funeral service**

### **History of funeral service**

### **Accounting**

### **Business Law**

### **Restorative Art**

### **Embalming and Embalming Theory**

### **Chemistry**

### **Pathology**

### **Microbiology**

### **Anatomy and Physiology**

### **Preneed laws and rules**

### **Federal Trade Commission Funeral Rule**

**Courses that cross academic lines, such as insurance seminars, may be considered for approval by the Board; however, the Board must be satisfied that the content of the activity is directly related to preneed or would otherwise enhance funeral directing and funeral service skills.**

**Courses that are for academic credit by a Mortuary Science College approved by the American Board of Funeral Service Education shall be approved unless the course is taken to obtain licensure as a Funeral Director or Embalmer.**

**CONTINUING EDUCATION COURSES, TOPICS AND SUBJECTS THAT DO NOT MEET THE CRITERIA SET FORTH IN THE CODE OF ALABAMA, 1975, 34-13-26, 34-13-53; 395-X-2-.07**

Courses within the normal college curriculum such as English, History and Social Studies.

Courses that deal with sales and advertising only and would not further educate a licensee as to his or her product knowledge and development of funeral procedures and management models designed to increase the level of service provided to the consumer. This is not to be construed to prohibit merchandising in general, advertising of funeral establishments in a productive manner or any other criteria specifically mentioned as allowable.

Courses that deal with marketing and merchandising of funeral goods that are brand specific such as vaults, caskets, embalming fluids and supplies, etc.

Courses in psychology and sociology that are not grief specific to families, care-givers and funeral professionals. This is not to be construed to prohibit courses dealing with personality styles and traits that are directly related to the funeral profession or public interaction.

Courses that are for academic credit by a Mortuary Science College approved by the American Board of Funeral Service Education taken to obtain licensure as a Funeral Director and Embalmer shall not be approved.

Courses involving cemetery operations and procedures are not to be construed as allowable topics under the Funeral Service Management Curriculum in that regulation of cemeteries is not in the scope of regulation and authority of the Alabama Board of Funeral Service.

**CLINICALLY ORIENTED PROGRAMS:**

If a program is clinical in nature and embalming oriented it shall only be open to licensees who are licensed as a Funeral Director or Embalmer. This shall apply to any program whether it is a live demonstration, pre-recorded video, or any other means of media.