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ALABAMA BOARD OF FUNERAL SERVICE

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INSTRUCTIONS: CONTINUING EDUCATION

- A. **Only Alabama Board of Funeral Service forms will be accepted.**
- B. All forms must be typed or printed legibly.
- C. Read all instructions on the individual CE forms.
- D. All correct and properly completed course forms are due at least ninety (90) days prior to the intended date of presentation. Application submissions that do not include correct and properly completed forms will not be considered.
- E. All programs are subject to being audited and **must be accessible to all licensees.**
- F. **Wallet licenses are required for admission and CE credit. Provider/Sponsors shall notify attendees in any publication or printed materials prior to scheduled program date.**
- G. Course registration forms shall be mailed to the board office within ten (10) days from the conclusion of the offered date.
- H. Include a cover letter with separate paragraphs for the following:
 - a. For whom course is designed
 - b. Course objectives
 - c. Names of all persons who will be affiliated in an official capacity with the course

ABFS CE-1: APPLICATION FOR PROVIDER/COURSE APPROVAL:

This form must be submitted ninety (90) days prior to provider offerings. Complete all portions of this form. A confirmation email will be sent to the email listed stating the provider number. This form will be submitted **once** for each provider. **Provider numbers are valid for two years from the date of initial approval.**

ABFS CE-2: APPLICATION FOR INSTRUCTOR APPROVAL:

Persons desiring to instruct in continuing education programs may submit application at any time. Authorized providers need only submit the names of preapproved instructors when requesting course approval. If an instructor is not preapproved in the area of CE instruction, then the Instructor approval form and documentation must be submitted with the other forms requesting course approval.

INSTRUCTORS:

Alabama Law and Rules Programs should only be taught by a person with an intricate knowledge and competency of the laws, their interpretation, regulation and enforcement. Therefore, courses dealing specifically and entirely on Alabama Law and Rules should be taught by members of the Alabama Board of Funeral Service, the Executive Secretary or the Associate Executive Secretary of the Alabama Board of Funeral Service, or the general counsel for the Board of Funeral Service.

Anyone other than members of the Alabama Board of Funeral Service, the Executive or Associate Executive Secretary of the Alabama Board of Funeral Service, an attorney in the employment of the Alabama Board of Funeral Service or a member of the Approved Provider List, shall make application to the Alabama Board of Funeral Service using form ABFS CE2 “Application for Instructor Approval” to be considered for Instructor approval. In addition to form ABFS CE2 “Application for Instructor Approval”, such applicant shall also provide to the Board of Funeral Service a resume outlining educational, professional and other accomplishments they feel would demonstrate their knowledge and competency in the area of continuing education to which they are seeking approval for instruction. This paragraph is not to be construed to assume that once a person is approved as an Instructor that they are able to teach continuing education in all areas, proof of competency must be provided in the area to which relevant subject matter is being taught. Therefore, Instructors previously approved by the Alabama Board of Funeral Service may be required to submit form ABFS CE2 “Application for Instructor Approval” repeatedly if the subject area is not clearly demonstrated in previous or initial application for instructor approval.

In order to provide the most accurate information in assessing instructor approval it is recommended that all instructors provide updated information to the Alabama Board of Funeral Service periodically when seeking course approval or notification of course submission.

APPLICATION FOR COURSE APPROVAL:

Anyone or group desiring to offer Continuing Education and seek credit by the Alabama Board of Funeral Service must make Application for Course Approval on form ABFS CE1 “Application for Course Approval”. In addition to form ABFS CE1 “Application for Course Approval”, an outline of the course content and copies of any handouts to be used must be submitted to the Alabama Board of Funeral Service for consideration for approval. A course shall be considered approved for a period of two years from the date of approval of that continuing education course.

APPEALS OF STAFF DECISIONS ON CONTINUING EDUCATION:

An applicant for general course approval of a Continuing Education Course may appeal the decision to the Alabama Board of Funeral Service by written letter within 15 days of receipt of the notice of disapproval. The decision by the Board on appeal is final.