



# ALABAMA BOARD OF FUNERAL SERVICE

## APPLICATION FOR INSTRUCTOR APPROVAL

Full Name:

Address:

City/State/Zip:

Email:

Phone:

Business Name:

Fax:

Business Address:

Method of Instruction (check all that apply):

In Person

Online

Live Webinar/Teleconference

Has your professional/occupational license (whether insurance, funeral service, funeral director, embalmer or etc.) ever been suspended, revoked, or surrendered in Alabama or another state? \_\_\_\_\_  
If yes attach a statement providing complete details.

Indicate type of instruction for continuing education course seeking approval:

<input type="checkbox"/>	Funeral Directing/Embalming	<input type="checkbox"/>	Legislative	<input type="checkbox"/>	Crematory Operations
<input type="checkbox"/>	Cemetery Operations	<input type="checkbox"/>	Grief/Death/Dying	<input type="checkbox"/>	Other(specify)

\*ABFS Law & Rules shall only be taught by the Executive Secretary, Associate Executive Secretary, Board Members of the Alabama Board of Funeral Service, Attorneys or Judges.

\*Preneed Law shall only be taught by the Department of Insurance Preneed Division

Do you have at least five years of experience in the area you are seeking instruction approval for? (Provide bio/resume to support your request for instructor approval)

**I certify that the information provided on this application and all attachments is true and correct to the best of my knowledge. I understand that any omission, inaccuracy, or failure to make full disclosure constitutes grounds for denial of approval or for suspension/revocation of approval if granted.**

Name of person completing the application: (Please print)

Address: (if different from above)

City/State/Zip:

Phone/Fax:

Email:

Signature:

Date:

### For Board Use Only

Approval Date:

Disapproved-Reason

Checklist:

Signed:

Completed Application

(Signature of Authorized (reviewer)

(Date)

Credentials/ Bio



# ALABAMA BOARD OF FUNERAL SERVICE

[www.fsb.alabama.gov](http://www.fsb.alabama.gov)

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Montgomery, Alabama 36106 | (334) 353-7988 FAX

Email: [info@fsb.alabama.gov](mailto:info@fsb.alabama.gov)

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## **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.