



ALABAMA BOARD OF FUNERAL SERVICE

APPLICATION FOR PROVIDER/COURSE APPROVAL

Program Provider:			
Provider Address:		City/State/Zip:	
Email:		Phone:	
Program Title:		Fax:	
Program location and Date(s)			No. CE's requested:
Program Facilitator/Instructor(s) (Attach Bio):			
Method of Instruction <i>(check all that apply)</i> :			
<input type="checkbox"/>	In Person	<input type="checkbox"/>	Online
<input type="checkbox"/>		<input type="checkbox"/>	Live Webinar
Program Objectives:			
Attendance certified by		Method of monitoring	
<input type="checkbox"/>	Facilitator/Instructor	<input type="checkbox"/>	Sign-in roster
<input type="checkbox"/>	Provider	<input type="checkbox"/>	Electronic Scan
Will program be open to all licensees?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
		Fee Charged?	
To register Contact:			
<p><i>Code of Alabama, 1975, Title 34 Chapter 13 Section 53(c)(4) Continuing education providers shall pay a biennial administrative fee established by Board rule. This fee shall be \$200.00 and made payable to the Alabama Board of Funeral Service. This fee must be received prior to any program or provider being granted approval.</i></p> <p><i>This form must be filed with the Board not less than ninety (90) days prior to the date of the program. Without adequate information, the Board cannot grant approval. Attach additional information that would be helpful to the Board in determining approval. Any change in program format or content shall be approved by the Board. Failure to do so shall be grounds for revocation of approval.</i></p>			
<p><i>I certify the information contained in this form including the attached documentation is complete and correct and I have paid the biennially \$200.00 Administrative Fee.</i></p>			
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		Checklist:	
Provider Number		Completed Application	
Course Number		Instructor Bio	
Board Meeting		Agenda/Outline	
Hours Approved		Sample Certificate	
(Signature of Authorized (reviewer) (Date)		Administrative Fee Received	



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

Email: info@fsb.alabama.gov

INSTRUCTIONS: CONTINUING EDUCATION

A. **Separate applications are required for providers and courses.**

B. All forms must be typed or printed legibly.

C. Read all instructions on the individual CE forms.

D. Original applications and supporting documents must be mailed or emailed to the Board's office.

E. Board meetings for course approval are scheduled in January, April, July and October. All correct and properly completed course forms are due at least ninety (90) days prior to the intended date of presentation. Please submit your applications to coincide with a board meeting to ensure timely approval.

F. All programs are subject to being audited and **must be accessible to all licensees.**

G. All licensees must receive verification of completion.

H. Course completions shall be uploaded to the online portal on the board's website **by the provider** within ten (10) days from the conclusion of the offered date.

I. Pursuant to Alabama Code 34-13-53(c)(4) provider shall pay a biennial administrative fee of \$200.00. This fee shall be paid prior to any provider or program approval is given.

APPLICATION FOR PROVIDER APPROVAL:

Anyone or group desiring to offer Continuing Education must complete the application for provider approval. This form shall be submitted ninety (**90**) days prior to course offerings. This form must be re-submitted by the provider prior to the beginning of each audit period.

APPLICATION FOR COURSE APPROVAL:

Approved providers desiring to offer courses and seek credit from the Alabama Board of Funeral Service must make application for course approval **Complete all sections of this form.** In addition to the application, an outline of the course content, instructor's bio, and copies of course materials must be submitted prior to approval by the Alabama Board of Funeral Service for consideration for review.

APPLICATION FOR INDEPENDENT INSTRUCTOR APPROVAL:

Persons desiring to facilitate continuing education programs outside of an approved provider may submit application for instructor approval. Approved providers need only submit the names of facilitators when requesting course approval.

INSTRUCTORS:

Alabama Law and Rules courses shall 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 shall be taught by members of the Alabama Board of Funeral Service, the Executive Director the Associate Executive Director 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 Director or Associate Executive Director 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 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.

Approved providers and instructors shall update their information with the Alabama Board of Funeral Service through the online portal.

APPEALS OF STAFF DECISIONS ON CONTINUING EDUCATION:

An applicant for 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.