



# ALABAMA BOARD OF FUNERAL SERVICE

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

400 South Union Street, Suite 395 | (334)242-4049 PHONE  
Montgomery, Alabama 36104 | (334) 353-7988 FAX

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

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## INSTRUCTIONS: CONTINUING EDUCATION

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

B. All forms shall be typed or printed legibly.

C. Read all instructions.

D. Applications and supporting documents shall be mailed to the Board's office or uploaded to the provider portal.

E. Board meetings for course approval are scheduled in January, April, July and October. All applications shall be submitted ninety (90) days prior to the intended date of presentation. Please submit applications to coincide with a board meeting to ensure timely approval.

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

G. All licensees must receive verification of completion from the provider.

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

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 must be submitted ninety (**90**) days prior to course offerings.

## 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 on the Provider/Course Application. 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 to be considered for Instructor approval. In addition, 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 additional applications 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.