



# ALABAMA BOARD OF FUNERAL SERVICE

## APPLICATION FOR PROVIDER/PROGRAM APPROVAL

(2016-2018)

### Section I

Program Provider:

Provider Address:	City/State/Zip:
Email:	Phone:
Program Title:	Fax:
Program Date(s)	

### Section II

Method of Instruction *(check all that apply)*:

<input type="checkbox"/> Audio/Video/CD/ DVD	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Live Webinar/Teleconference
<input type="checkbox"/> Online/Home Study	<input type="checkbox"/> Lecture/ Seminar	<input type="checkbox"/> Workshop/Conference
<input type="checkbox"/> Book/Printed Material	<input type="checkbox"/> Seminar	<input type="checkbox"/> Other (specify)

Program Objectives:

Program Facilitator/Instructor(s) *(Attach Bio including education and qualifications)*:

Attendance certified by	Method of monitoring	Is course approved by another entity?
<input type="checkbox"/> Facilitator/Instructor	<input type="checkbox"/> Sign-in roster	<input type="checkbox"/> Yes, Attach documentation
<input type="checkbox"/> Provider	<input type="checkbox"/> Electronic Scan	<input type="checkbox"/> No
Will program be open to all licensees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Charged?

To register Contact:

### Section III

***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.***

*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 certify the information contained in this form including the attached documentation is complete and correct and I have included the \$200.00 Administrative Fee.***

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)	Roster Received
(Date)	Administrative Fee Received



# ALABAMA BOARD OF FUNERAL SERVICE

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

11 South Union Street, Suite 106 | (334)242-4049 PHONE  
Montgomery, Alabama 36104 | (334) 353-7988 FAX

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

## INSTRUCTIONS: CONTINUING EDUCATION

A. **Only approved 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. **All licensees must receive verification of completion.**

H. Course registration forms (sign-in sheets) shall be forwarded to the board's office within ten (10) days of 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.**

### ABFS CE-1: APPLICATION FOR PROVIDER APPROVAL:

Anyone or group desiring to offer Continuing Education must complete the application for provider approval on form ABFS CE1 "Application for Provider Approval". This form must be submitted ninety (**90**) days prior to course offerings. **Complete sections 1 and 3 of this form.** This form must be re-submitted by the provider prior to the beginning of each audit period.

### ABFS CE-1: 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 form ABFS CE1 "Application for Course Approval". **Complete sections 1, 2, and 3 of this form.** In addition to form ABFS CE1 "Application for Course Approval", an outline of the course content, instructor's bio, and copies of course content must be submitted prior to approval to the Alabama Board of Funeral Service for consideration for review.

**ABFS CE-2: 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,

dealing specifically and entirely on Alabama Law and Rules shall be taught by members of the Alabama Board of Funeral Service, the Executive Secretary 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.

**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.