



# ALABAMA BOARD OF FUNERAL SERVICES

## **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 Services, the Executive Director or the Associate Executive Director of the Alabama Board of Funeral Services, or the general counsel for the Board of Funeral Services.

Anyone other than members of the Alabama Board of Funeral Services, the Executive or Associate Executive Director of the Alabama Board of Funeral Services, an attorney in the employment of the Alabama Board of Funeral Services or a member of the Approved Provider List, shall make application to the Alabama Board of Funeral Services using form "Application for Instructor Approval" to be considered for Instructor approval. In addition to the Application for Instructor Approval, such applicant shall also provide to the Board of Funeral Services 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 Services may be required to submit the 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 Services periodically when seeking course approval or notification of course submission.

**Alabama approved continuing education providers and courses are for the purpose of offering continuing education hours to funeral directors, embalmers, and/or cremationists licensed in this state. Approvals do not qualify any person to engage in any business, profession, or practice regulated and defined in §34-13-1 unless licensed in accordance with Title 34 Chapter 13 Code of Alabama 1975 and Administrative Code 395.**