

316.132 Continuing education courses -- Sponsors -- Board approval -- Certification of attendance.

- (1) Continuing education hours for credit may be compiled in the following areas:
 - (a) Cassette and audiovisual presentations;
 - (b) Professional seminars;
 - (c) Accredited schools participating in continuing education programs;
 - (d) Professional association-sponsored programs;
 - (e) Correspondence courses;
 - (f) Continuing education television series; or
 - (g) Other programs as approved by the board.
- (2) Sponsors of continuing education programs shall be responsible for obtaining from the board accreditation for their respective continuing education programs.
- (3) Sponsor means any person, school, association, company, corporation, or group who wishes to develop and present a continuing education program.
- (4) Sponsors of continuing education programs shall submit a program schedule and outline to the board not less than thirty (30) days prior to the date of the program, including the following information:
 - (a) The name of the course;
 - (b) The name of the sponsoring organization;
 - (c) The objectives of the program;
 - (d) The number of hours over which the educational program will be presented and the dates presented;
 - (e) The names of the instructors and speakers and their educational background and other relevant qualifications;
 - (f) The location at which the program will be presented; and
 - (g) The name and address of the person authorized to certify attendance at the program.
- (5) Board approval of continuing education programs shall be determined on the following basis:
 - (a) If the program is likely to contribute to the advancement and extension of professional knowledge and skill in the practice of funeral service;
 - (b) If the speakers, lecturers, and others participating in the program are recognized by the board as being qualified in the field;
 - (c) If the program is available to all embalmers and funeral directors licensed in this state; and
 - (d) If any fees charged for the program are the same for nonmembers of any organization sponsoring the program. Any difference in fees charged to nonmembers, as opposed to members of the sponsoring organization, shall be reasonably and directly related to the sponsoring organization's expense in operating the program.

- (6) The board shall give written notification of the approval or disapproval of a program to the sponsor within forty-five (45) days after receipt of the proposed educational program schedule and outline. Any program approved by the board shall be awarded an approval period by the board, during which the sponsor may offer the program as many times as desired as long as the board's standards are maintained. The board shall state the number of hours credit recognized for completion of the program.
- (7) Any change in a program after approval is granted by the board shall be approved by the board. Failure to do so shall be grounds for revocation of approval.
- (8) The educational program may be monitored by a member of the board or a person designated by the board for the purpose.
- (9) Sponsors shall provide for the maintenance of the program schedule and outline and attendance records of educational programs for at least two (2) years following completion of any program.
- (10) Any continuing education program conducted by a sponsor in another state that is approved for continuing education credit by a governmental agency of that state with licensure authority over embalmers and funeral directors in that state, similar to the licensure authority of the board, shall be exempt from the requirements of subsections (2) through (8) of this section. The board shall recognize attendance by licensees at the continuing education programs, and credit therefor, as recognized and approved by the governmental agency of that state. Licensees claiming credit for the continuing education programs conducted in other states shall comply with the requirements of subsection (11) of this section.
- (11) Attendance at any continuing education program shall be certified to the board upon a form provided by the board and shall be submitted by each licensee at the time he makes application to the board for the renewal of his license. Each licensee shall be responsible for having the forms signed by the sponsor of any continuing education program for which credit is claimed, certifying that the licensee did attend the continuing education program for which credit is claimed. The board shall not approve any claim for credit for attendance at a continuing education program unless the licensee provides the signed certification of the sponsor stating that the licensee did attend the continuing education program for which credit is claimed.
- (12) The board may maintain a list of sponsors providing programs to satisfy the continuing education requirement for licensees. This information may be made available to any licensee.

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