

A continuing education course or workshop shall be qualified for approval if the Director determines that it:

1. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee;
 2. Is related to the profession of funeral directing or embalming;
 3. Is conducted by individuals considered experts in the subject matter of the program by reason of education, training or experience, and
 4. Is accompanied by a paper, manual or written outline which substantially describes the subject matter and the length of the program.
- The maximum number of credit hours that shall be granted for any single continuing education course or workshop single topic is six. Each clock hour is equivalent to one (1) continuing education unit (C.E.U.)
- A person or organization requesting approval for a continuing education course or a workshop shall make application **at least thirty days** prior to the date of each proposed course or workshop.
- All requests for approval of accreditation of continuing education shall be submitted on the approved form. A complete written outline describing the subject matter or activity and time and location of the program shall accompany all requests.
- **Eligible program providers or sponsors include professional or trade associations, educational institutions, and government agencies.**
- The program provider is responsible for monitoring attendance and furnishing each participant with evidence of attendance so they may receive credit for the program.

Specific areas of study for Funeral Director Continuing Education Units may include:

- a. grief psychology;
- b. professional conduct, business ethics or legal aspects relating to practice in the profession;
- c. business management concepts relating to delivery of service to the consumer;
- d. communication and interpersonal skills;
- e. public health.

Specific areas of study for Embalmer Continuing Education Units may include:

- a. embalming technology;
- b. sanitation and hygiene;
- c. anatomy and physiology;
- d. restorative art;
- e. professional conduct, business ethics or legal aspects relating to the embalmer;
- f. public health.

Interprovincial acceptance of Continuing Education Units - As with licensing agreements between provinces, inter-provincial CEU's will be accepted upon approval of the Director.

The following will not be considered eligible:

1. training and upgrading courses mandated by other federal and provincial ministries, departments or agencies and are delivered prior to issuance of a certificate or ticket (e.g. WHMIS, first aid, courses related to management and supervisory skills, Superhost training, ESL, or salesperson training)
2. non-tuition costs, such as examination or test costs, textbooks, material;
3. training provided by the employer directly;
4. non-technical courses and courses not related to the applicants trade;
5. Courses which are part of the standard apprenticeship technical training curriculum.