



Texas Funeral Service Commission Application for Continuing Education Course

Thank you for your interest in offering an approved Continuing Education (CE) course for the Texas Funeral Service Commission. Our objective is to enable the funeral directors and embalmers licensed in Texas access to the best continuing education resources.

Each continuing education course must be submitted **at least 60 days prior** to the start date for approval. Please complete the required information along with any additional supporting documentation that has been requested in each section.

Prior to receiving any course approval, the CE provider number must be active and in good standing with the Commission. The approval for all continuing education courses expires on December 31st of the approval year. There is a **\$50 registration fee** for each course. Please see the section that defines what a course is. If the course is part of a larger program, you may use a separate sheet to indicate all of the individual courses that will be offered.

Please complete this form and return it to the address listed below along with the check or money order. Once this form has been processed, you will receive notification from the Continuing Education Coordinator.

CEU Year: _____

CE Provider: _____ Provider # _____

Course Title:

Course # _____

Course Date (s) and Location:

Course Objective and Description: (A detailed course syllabus and outline including times for all portions of the program and any breaks must be attached):

Course Instructor(s):

Instructor(s) Company, City, State, Phone #

Instructor's Credentials: (attach bio or Curriculum Vitae for each)

Method of Instruction:**Self-Study:** online___ audio/video___ exam___ book/printed material___ audio only___**Classroom:** lecture___ panel discussion___ video/teleconference___ workshop___ (indicate the number of hours for each section on outline)

Number of CE hours requested: _____

Rubric: 1 credit hour = 50 minutes (instructional hours excluding registration time, breaks & meals)
Exhibit hall = 1 CE hour maximum

A course is defined as a specific time allotment with specific presenters who focus on a specific topic. Presenters may consist of an individual person, a panel of individuals, a tour, a digital presentation, etc.

Method of Instruction:**Self-Study:** online___ audio/video___ exam___ book/printed material___ audio only___**Classroom:** lecture___ panel discussion___ video/teleconference___ workshop___ (indicate the number of hours for each section on outline)

Please include all presentation materials including but not limited to: handouts, workbooks, video, slide show, etc.

Describe method of monitoring (attach sample certificate of attendance and course evaluation)

Course register contact: _____

Address: _____ Phone: _____

Website: _____

Any changes in a course requires a new course application. Failure to do so may be grounds for revocation of approval.

Texas Funeral Service Commission
333 Guadalupe Street, 2-110
Austin, TX 78701

I certify that I have read 22 Texas Administrative Code 203.8 concerning continuing education and agree to comply with all TFSC rules therein. I further certify that the provided information is complete and correct.

Name of person submitting the application:

(Please Print) _____ Date: _____

Signature: _____