

Course# \_\_\_\_\_  
For agency use ONLY



5135  
3020  
F# \_\_\_\_\_  
For agency use ONLY

## ADD A COURSE Application for Continuing Education

**\$50.00/per course; non-refundable fee**

**All information is required. Incomplete applications will not be processed and WILL be returned.**

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 for each course your are requesting 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:**

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**Course Date(s)** \_\_\_\_\_

**Location:**

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

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**Course Instructor(s):** \_\_\_\_\_ Instructor(s) Company, City, State, Phone # \_\_\_\_\_

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

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**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.

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**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.

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

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Course register contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

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

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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:

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Mail Completed Application and Fee to:**

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