

## **Texas Funeral Service Commission Continuing Education**

Thank you for your interest in being a Continuing Education Provider 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.

An Application for Continuing Education Approval must be submitted for each course you wish to offer. You must specify the course objectives, course content and teaching methods used. Indicate the number of credit hours requested and how the course time will be determined. Please include a copy of the course certificate, evaluation and instructor qualifications. Please include copies of all handouts, workbooks, videos, PowerPoint presentations, etc.

All Continuing Education Provider numbers and Course numbers expire December 31<sup>st</sup> of each year, regardless of when granted. All Provider and Course fees are payable in full regardless of when you apply. Upon approval, a current Provider number and course numbers will be issued to you by the Commission.

- The annual Continuing Education Provider fee is \$250.
- There is a \$50 per course fee.

It is the responsibility of the Provider to ensure that all courses meet Commission criteria for continuing education in accordance with Texas Administrative Code 203.8. The Commission may evaluate, audit or monitor any course provided. The provider shall provide a mechanism for evaluation of the program by the participants, to be completed on-site or at the time the program concludes. A copy of the evaluation will be provided to the Commission following the presentation of each course.

Any questions or concerns you have regarding continuing education should be directed to the Texas Funeral Service Commission.

# TEXAS FUNERAL SERVICE COMMISSION

## APPLICATION FOR CONTINUING EDUCATION APPROVAL

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|---|--|---|--|
| Program Provider:   |  | Phone:  |  |
| Email:  |  | Fax:  |  |
| Program Provider's Address:   |  | City/State/Zip:   |  |
| Program Title:  |  | Number of CE Hours Requested: _____<br>1 credit hour = 50 minutes<br>*Instructional hours exclude registration time, breaks & meals<br>*Online courses have a maximum 3 hour approval limit regardless of length of course. |  |
| Program Date(s):  |  | Program Location:   |  |
| Program Description: (A program outline, including times for all portions of the program and any breaks must be attached)   |  |   |  |
| Method of Instruction - Indicate hours provided and include all materials:<br><u>Self Study:</u> audio ____ audio/video ____ exam ____ book/printed material ____ online ____<br><u>Classroom:</u> lecture ____ panel discussion ____ video/teleconference ____ workshop ____   |  |   |  |
| Method of determining the number of continuing education hours requested:   |  |   |  |
| Program Instructor(s):  |  | Instructor(s) Company, City, State, Phone #:  |  |
| <input type="checkbox"/> Attach Faculty/Instructor's Credentials (bio or vitae for each)  |  |   |  |
| Describe method of attendance monitoring: <i>(Attach sample certificate of attendance and course evaluation)</i>  |  |   |  |
| Will this program be open to all TFSC licensees? <input type="checkbox"/> Yes <input type="checkbox"/> No    Fee Amount Charged: \$ _____<br>Course Registration contact: _____<br>Phone #: _____ Address: _____<br>Website: _____  |  |   |  |
| <b><i>This form and all applicable fees must be filed with the TFSC not less than sixty (60) days prior to the date of the program. Any changes in a program require a new course application. Failure to do so may be grounds for revocation of approval.</i></b>  |  |   |  |
| <b><i>I certify that I have read Texas Administrative Code 203.8 concerning continuing education and agree to comply with all Commission rules therein. I further certify that the information contained in this form including the attached documentation is complete and correct.</i></b><br>Name of person completing the application: (Please Print) _____<br>Phone: _____ Fax: _____ Email _____<br>Signature: _____ Date: _____ |  |   |  |