

250-6-.03 Continuing Education Requirements. Amended.

(1) Effective for the 1998 license renewal, a total of ten hours of continuing education are required biennially (every two years) to renew an embalmer or funeral director license. Each licensee shall report in writing, under oath, the number of hours of continuing education he/she completed. Such report will be due at the time of renewal and shall accompany the Application for License Renewal. These continuing education hours shall have been obtained during the last two years preceding the renewal.

(2) All licensees must obtain 10 hours whether they hold one or two licenses.

(3) Funeral directors or embalmers who are licensed by the Board within the second year of the renewal cycle (after April 1 of the odd numbered year) will not be required to submit any continuing education hours for the first time they renew their license.

(4) Hardship, Disability and Age Requirement. The continuing education requirement shall be waived for persons who hold an inactive license or for licensed individuals over the age of 65.

(a) The Board shall waive the continuing education requirement in cases of hardship, disability, illness, or under such circumstances as the Board deems appropriate. Such waiver must be requested in writing to the Board and must be accompanied by acceptable documentation.

(5) The Board shall be authorized to approve courses offered by educational institutions, specialty societies, professional or other organizations, and government agencies upon submission of an application and non-refundable fee. For the purpose of this rule, government agencies mean federal, state or local government agencies, public school systems and licensed hospitals. The board may, in its discretion, accept continuing education hours that are approved for continuing education hours in another state. The Board may require the licensee to submit various information concerning the course(s), and proof of successful completion.

(6) Board Approved Providers. Continuing education hours may be obtained by participating in activities sponsored by Board-Approved Providers. Board-Approved Providers may only offer programs in the topic areas for which they have been approved. The provider shall certify the number of clock hours of educational content in each continuing education activity.

(a) In order to qualify for initial Board approval, to renew Board approval or to qualify for approval in additional topic areas, a provider must submit to the Board:

1. a Funeral Service Board Approved Continuing Education Provider Application and non-refundable fee (See fee schedule);
2. a description of the topic areas in which the provider plans to sponsor continuing education activities;
3. the names of all instructors currently offering continuing education activities, a description of the topic areas in which the instructor is qualified to teach along with a resume or other evidence demonstrating that each instructor is qualified in the identified topic area; and
4. program outlines, including instructors, objectives, schedules and instructional material.

(b) Board-Approved Provider status shall expire March 31 of even numbered years. The Provider must submit a new application and non-refundable application fee for the next

renewal cycle. The Board retains the right to monitor continuing education programs sponsored by Board-Approved Providers and will withdraw approval from providers who do not maintain Board standards.

(7) Reporting and Documentation. Each licensee shall maintain documentation of their continuing education activities.

(a) Each licensee shall attest, on his/her biennial license renewal application, that he/she has satisfied the continuing education requirements. Documentation of these activities shall be retained for three years by the licensee and not sent to the Board unless requested by the Board. False attestation of satisfaction of the continuing education requirements on a renewal application may subject the licensee to disciplinary action, including revocation.

(b) The Board will audit a fixed percentage of the renewal applications. Licensees whose applications are audited will be required to provide documentation of his/her continuing education requirements.

(c) An audited licensee who fails to provide the Board with acceptable documentation of the hours attested to in their application shall not have their license renewed. In the event the person seeks a new license, the Board may in its discretion review and take into consideration any and all files, including investigative files and/or reports, related to the person and/or establishment.

Authority O.C.G.A. Sec. 43-18-73. **History.** Original Rule entitled "Reciprocal License: Funeral Director, Embalmer" adopted. F. Jan. 21, 1977; eff. Feb. 10, 1977. **Repealed:** New Rule entitled "Reciprocal License: Embalmer, Funeral Director" adopted. F. July 18, 1986; eff. Aug. 7, 1986. **Repealed:** New Rule entitled "Renewal" adopted. F. Dec. 18, 1991; eff. Jan. 7, 1992. **Amended:** F. Oct. 20, 1995; eff. Nov. 9, 1995. **Repealed:** New Rule entitled "Continuing Education Requirements" adopted. F. Jan. 30, 1996; eff. Feb. 19, 1996. **Amended:** F. May 13, 1997; eff. June 2, 1997.