

North Carolina Board of Funeral Service

INSTRUCTIONS: CONTINUING EDUCATION

- A. **Only NC Board of Funeral Service forms will be accepted.**
 - B. All forms must be typed or printed legibly.
 - C. Read all instructions on the individual CE forms.
 - D. All correct and properly completed forms are due at least thirty days prior to the intended date of presentation. Application submissions that do not include correct and properly completed forms will not be considered and will be returned to the applicant for correction.
 - E. All programs are subject to being audited and **must be accessible on equal terms to all licensees** for which the courses associated with the program are designed.
 - F. **Pocket cards are required for admission and CE credit. Provider/sponsors should notify attendees in any publication or printed materials.**
 - G. Courses are the instructional content of the CE activity.
 - H. Programs are the date/time/place at which an approved course or courses will be presented.
1. Include a cover letter with separate paragraphs for the following:
 - a. For whom course is designed
 - b. Course objectives
 - c. Names and duties of all persons who will be affiliated in an official capacity with the course

Outline of Documents Enclosed

BFS CE-1: APPLICATION FOR PROVIDER APPROVAL: This form must be submitted if providers have not received previous approval. Complete all portions of this form. .

BFS CE-2: APPLICATION FOR COURSE APPROVAL: This form must be submitted for **each** course. Complete all portions of this form. **Course approvals are valid for one year from the date of initial approval.**

BFS CE-3: APPLICATION FOR INSTRUCTOR APPROVAL: Persons desiring to instruct in NC Board of Funeral Service continuing education programs may submit application at any time. Course providers need only submit the names of preapproved instructors with the other forms requesting course approval. If an instructor is not preapproved in the area of CE instruction, then the Instructor approval form and documentation must be submitted with the other forms requesting course approval.

BFS CE-4: CONTINUING EDUCATION CLASS REPORT: Each provider shall submit this form within ten (10) business days of course completion. This form must be accompanied by the CE cards and copies of the sign in/sign out sheets.

BFS CE-5 & 5A: CONTINUING EDUCATION PROGRAM SCHEDULE SUBMISSION FORMS: These forms are required for **each** program in which CE courses are presented.

GUIDELINES FOR APPROVAL OF CONTINUING EDUCATION COURSES: Please read this information carefully. If you have any questions you may call the NC Board of Funeral Service at (919) 733-9380.