

# Application instructions for Continuing Education Approval

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The Commission on Funeral Service Education Accreditation reviews and assigns continuing education (CE) credits to educational activities for Minnesota Morticians. The following criteria form the basis for the Commission's review:

A funeral service educational activity must:

- Focus on a topic or topics that improve and/or promote the quality of funeral service
- Have measurable educational objectives
- Use instructional methods that promote the synthesis and long-term retention for improved skills, increased knowledge, and other educational goals
- Employ faculty that has demonstrated and documented expertise in the program's topic area(s)
- Use registration and attendance monitoring systems that ensure participants' attendance for the entire program
- Provide opportunity for, and requested feedback from, participants about the quality of the program

**Application form.** Fill out the application form entirely. Note the following instructions for key sections:

***Measurable program objectives*** - each measurable objective should identify acquired skills, knowledge, and/or ability that can complete the following sentence: "At the end of this program, the participant will be able to.

***Instructional methods*** - The methods should match the activity's educational objectives. For example, if the objectives involve a gain in knowledge, the most appropriate techniques are lecture, debate, panel, colloquy, films/television, slides, or reading. Other techniques include symposium, forum, reaction panel, case discussion, problem solving, and simulation techniques.

***Course evaluation methods*** - Quality providers learn as they instruct, always looking to improve the quality of their programs. Please describe how you will provide participant the opportunity to provide you with feedback about your program.

*Attendance-keeping method* - Please describe the method you will use to ensure that registrants attend the program for the number of hours for which you are applying.

**Materials needed.** Please include a copy of each of the following materials with your application form:

*Promotional materials* - Please include any collateral material that will be used to promote the program. Draft copies are acceptable, provided that the information is not substantially different from the final materials. If the program has been offered previously and has not substantially changed, promotional materials from a previous program are acceptable.

*Faculty Credentials* - Please provide credentials or résumés for program faculty that clearly indicates the background, experience, and expertise that qualify the faculty to speak about the topic(s).

**Pre-approval of programs** - Only continuing education programs which have received pre-approval or that are conducted by organizations accredited for funeral service education may be used to meet the continuing education requirement. To apply for program approval, to obtain a list of the approved providers and programs, or for questions on continuing education, you may contact the **Commission of Funeral Service Accreditation** by mail, phone, fax, or email.

**Mail:** Mortuary Science Section  
P.O. Box 64882  
St. Paul, Minnesota 55164-0882

**Phone:** 651 201-3829

**Fax:** 651 201-3839

**Website:** [www.health.state.mn.us/divs/hpsc/mortsci/mortsci.htm](http://www.health.state.mn.us/divs/hpsc/mortsci/mortsci.htm)

**E-mail:** [david.benke@health.state.mn.us](mailto:david.benke@health.state.mn.us)

# APPLICATION FOR CONTINUING EDUCATION

## Provider Information:

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SPONSORING ORGANIZATION OR INDIVIDUAL

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CONTACT PERSON

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TELEPHONE

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MAILING ADDRESS

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STREET ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)

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CITY

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STATE

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ZIP CODE

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E-MAIL

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FAX

## Program Information:

NUMBER OF CE HOURS BEING REQUESTED \_\_\_\_\_

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PROGRAM TITLE

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PROGRAM DATES

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LOCATION(S)

COURSE DESCRIPTION

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MEASURABLE OBJECTIVES

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APPLICATION FOR CONTINUING EDUCATION

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**LEARNING METHODS TO BE USED**

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**FACULTY NAMES (Please attach credentials or résumé of each instructor)**

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**EVALUATION METHODS TO BE USED**

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**ATTENDANCE-KEEPING METHOD TO BE USED**

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