

# Mortuary Science

## APPLICATION FOR CONTINUING EDUCATION

### Instructions

The Minnesota Department of Health, Mortuary Science section reviews and assigns continuing education (CE) credits to educational activities for Minnesota Morticians.

#### A funeral service educational activity must:

- Focus on a topic or topics that improve and/or promote the quality of funeral service.
- Informs the industry of changes (e.g., new insurance products, new embalming techniques, new fluids, and merchandise changes, changes in cemetery requirements, etc.).
- 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. If you have any questions relating to the application, please contact 651-201-3829 or at [health.mortsci@state.mn.us](mailto:health.mortsci@state.mn.us). 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.
- **Couse evaluation methods** – Quality providers learn as they instruct, always looking to improve the quality of their programs. Please describe how you will provide participants 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. Please retain attendance records for three years.

**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 resumes 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 preapproval or that are conducted by organizations accredited for funeral service education may be used to meet the continuing education requirement. Continuing education courses offered and accepted by other states must be preapproved by the Minnesota Department of Health, Mortuary Science section. To view CE courses approved by the Minnesota Department of Health, view the [Mortuary Science's Continuing Education web page](#). If you have any questions about the pre-approval of CE courses, please contact the Mortuary Science section at 651-201-3829.

#### As of July 1, 2015, Minnesota Statute 149A.40, subd. 11 now reads:

Subd. 11. Continuing education. The Commissioner shall require 15 continuing education hours for renewal of a license to practice mortuary science. Nine of the hours must be in the following areas body preparation, care, or handling, 3 CE hours; professional practices, 3 CE hours; regulation and ethics, 3 CE hours. Continuing education hours shall be reported to the Commissioner every other year based on the licensee's license number. Licensees whose license ends in an off number must report CE hours at renewal time every off year. If a licensee's license ends in an even number, the licensee must report the licensee's CE hours at renewal time every even year.

# Application for Continuing Education

To obtain continuing education approval, complete this application, provide any supportive documentation and email to the below address.

## Provider Information

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Sponsoring Organization or Individual

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Contact Person

Phone Number

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Mailing Address

City

State

Zip

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Email Address

Fax Number

## Program Information

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Number of CE Hours Requested

Program Title

This course is being submitted for credit in the following categories and credits as follows; provide the number of requested credits for each.

\_\_\_\_ Body Preparation,  
Care or Handling

\_\_\_\_ Professional  
Practices

\_\_\_\_ Regulation and  
Ethics

\_\_\_\_ General

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Program Date(s) and Times (Start to End)

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Program Title

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Program Location(s)

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Course Description

Measurable 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...”

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Learning Methods to be used - 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.

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Minnesota Department of Health  
PO Box 64882  
St. Paul, MN 55164-0882  
651-201-3829  
health.mortsci@state.mn.us

09/20/2018

*To obtain this information in a different format, call: 651-201-3829. Printed on recycled paper.*