

## ARTICLE 4. CONTINUING EDUCATION; LICENSE RESTORATION AND RENEWAL

### Rule 1. Continuing Education

#### 832 IAC 4-1-1 Continuing education requirements

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3

Sec. 1. (a) Funeral directors and embalmers must complete a minimum of ten (10) hours of instruction in each two (2) year period (as defined by subsection (b)) in courses which are given by board recognized sponsors and which are individually approved by the board with all courses meeting the following criteria:

(1) Measurements and reports must be in full hours excluding preparation time with a fifty (50) minute instruction period being equivalent to one (1) hour.

(2) The number of hours for a specific course will be determined and announced by the sponsor.

(3) A funeral director or embalmer who attends the same approved continuing education course more than once in the same two (2) year period is entitled to continuing education credit for that course only once.

(4) A funeral director or embalmer shall not be entitled to any continuing education credit for a course unless he or she attends the entire course.

(b) The two (2) year periods within which funeral directors and embalmers must obtain a minimum of ten (10) hours of continuing education under subsection (a) extend from January 1 of each odd-numbered year to December 31 of each even-numbered year.

(c) Subject to the provisions of subsection (a)(3), a funeral director or embalmer who attends an approved continuing education course as an instructor in that course is entitled to continuing education credit for that course. (*State Board of Funeral and Cemetery Service; 832 IAC 4-1-1; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1369; filed Aug 27, 1987, 2:30 p.m.: 11 IR 93; filed Oct 12, 1988, 3:55 p.m.: 12 IR 590; filed Jun 18, 1990, 3:39 p.m.: 13 IR 2000; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

#### 832 IAC 4-1-2 Continuing education course requirements

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3; IC 25-15-6-5

Sec. 2. To qualify and be included in the continuing education minimum hour requirement, the course must be one which is formally organized, is primarily instructional, and contributes directly to professional competence in the practice of funeral service. The following criteria must be met for course qualifications:

(1) The course is given by *[sic.]* a board recognized sponsor and is individually approved by the board. A course will not qualify unless it and its sponsor both have been approved by the board prior to the time it is conducted.

(2) An outline of the course is prepared and distributed to attendees. The outline shall state the number of applicable continuing education hours.

(3) The course is at least one (1) instructional hour of fifty (50) minutes in length.

(4) The course is conducted by a qualified instructor.

(5) A continuing education hour rating is determined by the sponsor.

(6) The course must cover one (1) or more of the following subjects:

(A) Business administration.

(B) Religion.

(C) Natural sciences.

(D) Management services-systems, cost, budget, merger and acquisition, data processing, etc.

(E) Preneed services.

(F) Restorative art/embalming.

(G) Indiana law pertaining to funeral service.

(H) Funeral service counseling.

(I) Funeral service merchandising.

(J) Funeral customs.

(K) Sanitation and health control.

(7) The course is not given during meals.

*(State Board of Funeral and Cemetery Service; 832 IAC 4-1-2; filed Jan 30, 1986, 2:22 p.m.: 9 IR 1373; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1902; filed Jun 18, 1990, 3:39 p.m.: 13 IR 2000; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA)*

#### **832 IAC 4-1-2.1 Continuing education credit sponsored by the board**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3; IC 25-15-6-5

Sec. 2.1. Continuing education credit may be given for courses sponsored by the board where the recordkeeping requirements of 832 IAC 4-1-3 are assigned to a previously approved sponsor. *(State Board of Funeral and Cemetery Service; 832 IAC 4-1-2.1; filed Mar 13, 1987, 8:30 am: 10 IR 1701; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA)*

#### **832 IAC 4-1-3 Sponsors**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3; IC 25-15-6-5

Sec. 3. (a) A sponsor of continuing education courses shall be recognized by the board upon the sponsor's application for approval, provided the sponsor meets the following requirements on a continuing basis:

(1) An accurate record of course attendance showing date, place, name of attendee, and their state board license numbers is kept.

(2) A copy of the course outline and the attendance records pertaining thereto is maintained for four (4) years following presentation of the courses by the sponsor.

(3) The sponsor shall provide, upon request, to each funeral director and embalmer who attends a course, a verification of attendance which shall state the date of the course, the subject of the course, and the number of continuing education hours.

(b) The board shall approve sponsors and their individual continuing education courses. The board reserves the right to withdraw such approval for good cause. *(State Board of Funeral and Cemetery Service; 832 IAC 4-1-3; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1369; filed Oct 12, 1988, 3:55 p.m.: 12 IR 591; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA)*

#### **832 IAC 4-1-4 Sponsor appeal rights**

Authority: IC 25-15-9-8

Affected: IC 4-21.5-3-7; IC 25-15-6-3; IC 25-15-6-5

Sec. 4. In case an application for approval of a specific course or for approval as a sponsor of continuing education programs is denied by the board, the applicant has the right to review of that decision by filing a petition for review pursuant to IC 4-21.5-3-7. *(State Board of Funeral and Cemetery Service; 832 IAC 4-1-4; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1370; filed Oct 12, 1988, 3:55 p.m.: 12 IR 591; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA)*

### **Rule 2. License Restoration and Renewal; Reentry into Practice**

#### **832 IAC 4-2-1 License restoration**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-4

Sec. 1. Licenses of embalmers and funeral directors may only be restored under IC 25-15-6-4 within four (4) years of expiration. *(State Board of Funeral and Cemetery Service; 832 IAC 4-2-1; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1370; filed May 20, 1993, 5:00 p.m.: 16 IR 2423; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA)*

**832 IAC 4-2-2 Continuing education requirements for license restoration**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-4

Sec. 2. (a) In order to restore an expired funeral director or embalmer license under IC 25-15-6-4, the licensee must have completed the continuing education hours required for renewal of the license at the time it expired.

(b) If more than one (1) year has passed since the expiration of the funeral director or embalmer license, the licensee shall be required to obtain five (5) additional hours of continuing education.

(c) The five (5) hours of continuing education obtained to restore an expired license under the requirements of subsection (b) may count toward the licensee's continuing education requirement for the first renewal of the restored license if they were obtained during the two (2) calendar years immediately prior to the next renewal date following restoration. (*State Board of Funeral and Cemetery Service; 832 IAC 4-2-2; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1370; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1389; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 4-2-3 Continuing education requirements for new licensees**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3

Sec. 3. (a) Notwithstanding 832 IAC 4-1-1, an individual who is issued a new funeral director license in an odd-numbered year shall be required to obtain a minimum of only five (5) hours of continuing education credit during the two (2) year period then in progress.

(b) Notwithstanding 832 IAC 4-1-1, an individual who is issued a new funeral director license in an even-numbered year shall not be required to obtain any continuing education during the two (2) year period then in progress. (*State Board of Funeral and Cemetery Service; 832 IAC 4-2-3; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1370; filed Oct 12, 1988, 3:55 p.m.: 12 IR 591; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 4-2-4 Application of renewal of permit**

Authority: IC 25-15-9-8

Affected: IC 25-15-6-3; IC 25-15-6-5

Sec. 4. (a) Funeral directors intending to engage in the practice of funeral directing and embalmers intending to engage in the practice of embalming must biennially renew their licenses by December 31 of each even numbered year using the form provided by the board.

(b) Each funeral director and embalmer must sign a statement in the renewal form under penalty of perjury:

(1) that the continuing education course information is substantially correct;

(2) that he attended and completed the courses listed; and

(3) that to his knowledge and belief, the courses meet the requirements of 832 IAC 4-1.

(c) The board may verify any information submitted by a funeral director or embalmer and may request the applicant submit evidence supporting the course information.

(d) It is the responsibility of each funeral director and embalmer to retain evidence to support a continuing education course taken by him until:

(1) December 31 of the first even numbered year after the completion of the two (2) year period (as defined in 832 IAC 4-1-1(b)) for which the course was taken; or

(2) until two (2) years after the course was taken;

whichever is later. The burden is on the funeral director or embalmer to prove that he has obtained hours during the period of time evidence of the same must be retained.

(e) The failure of a funeral director or embalmer to provide proof of his timely completion of the required continuing education courses results in expiration of his license. (*State Board of Funeral and Cemetery Service; 832 IAC 4-2-4; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1370; filed Oct 12, 1988, 3:55 p.m.: 12 IR 592; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1903; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 4-2-5 Reentry following expiration of license (Repealed)**

Sec. 5. *(Repealed by State Board of Funeral and Cemetery Service; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1389)*

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