

# ARTICLE 4. CONTINUING EDUCATION; LICENSE RESTORATION AND RENEWAL

## Rule 1. Continuing Education

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

Authority: IC 25-1-4; IC 25-15-9-8

Affected: IC 23-14-31; IC 25-15-2-22; IC 25-15-6-3; IC 30-2-13

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 that are given by board approved sponsors. Courses must meet 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 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 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 period within which funeral directors and embalmers must obtain a minimum of ten (10) hours of continuing education under subsection (a) extends 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 is entitled to continuing education credit for that course.

(d) Of the minimum of ten (10) hours of instruction each funeral director and embalmer must complete within each two (2) year period, at least four (4) hours must be in one (1) or more of the following areas:

(1) Preneed burial services or merchandise under IC 30-2-13.

(2) The practice of funeral service under IC 25-15-2-22.

(3) The cremation act under IC 23-14-31.

(4) The cemetery act under IC 23-14.

(e) A funeral director or embalmer can complete not more than five (5) hours of continuing education requirements for the two (2) year period through distance learning methods. (*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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

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

Authority: IC 25-1-4; 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 formally organized, primarily instructional, and contribute directly to professional competence in the practice of funeral service. The following criteria must be met:

(1) The course and its sponsor must be approved by the board prior to the time it is conducted.

(2) An outline of the course shall be 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) Funeral service counseling.
- (H) Funeral service merchandising.
- (I) Funeral customs.
- (J) Communicable diseases including transmission, sterilization techniques, and risk education methods in the practice of professional services.

(7) The course is not given during meals.

(8) Mandatory annual courses or programs that are taken for the purpose of complying with applicable federal and state laws and regulations of the United States Occupational Safety and Health Administration (OSHA) and the Indiana occupational and safety standards commission are in addition to the continuing education requirements required under this article.

*(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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA)*

#### **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; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA)*

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

Authority: IC 25-1-4; IC 25-15-9-8

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

Sec. 3. (a) All sponsors of continuing education courses shall submit an application for approval by the board. Approved sponsors must do the following:

- (1) Maintain an accurate record of course attendance showing date, place, and name and state board license number of attendee.
- (2) Maintain a copy of the course outline and the attendance records for four (4) years following presentation of the course.
- (3) Provide upon request by an attendee, verification of attendance stating the date and subject of the course, and the number of continuing education hours.

(b) Notwithstanding subsection (a), continuing education programs sponsored by the following organizations shall be deemed approved and no approval by the board shall be required:

- (1) The Indiana Funeral Directors Association.
- (2) The Independent Funeral Directors of Indiana.
- (3) The National Funeral Directors Association.
- (4) The National Funeral Directors & Morticians Association, Inc.
- (5) The International Cemetery, Cremation, and Funeral Association.

(c) 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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

#### **832 IAC 4-1-4 Sponsor appeal rights (Repealed)**

Sec. 4. (*Repealed by State Board of Funeral and Cemetery Service; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA*)

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

#### **832 IAC 4-2-1 License restoration (Repealed)**

Sec. 1. (*Repealed by State Board of Funeral and Cemetery Service; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA*)

#### **832 IAC 4-2-2 Continuing education requirements for license reinstatement**

Authority: IC 25-15-9-8

Affected: IC 25-1-8-6; IC 25-15-6-4

Sec. 2. (a) In addition to the requirements under IC 25-15-6-4 and IC 25-1-8-6, in order to reinstate an expired funeral director or embalmer license under IC 25-15-6-4, the licensee must complete 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 for each year following expiration. These continuing education hours are in addition to the requirements under subsection (a).

(c) Five (5) hours of continuing education obtained to reinstate an expired license under the requirements of subsection (b) may count toward the licensee's continuing education requirement for the first renewal of the reinstated license if they were obtained during the two (2) calendar years immediately prior to the next renewal date following reinstatement. (*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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

#### **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; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

**832 IAC 4-2-4 Application of renewal for license**

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 on the renewal form verifying that all continuing education requirements according to 832 IAC 4-1 will have been met by the time of license renewal.

(c) A funeral director or embalmer shall maintain his or her continuing education records for a period of three (3) years following the end of the biennium.

(d) It is the responsibility of the funeral director or embalmer to verify that courses attended have been approved by the board. Without approval, as provided under 832 IAC 4-1, credit will not be given. (*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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

**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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