

# Application for Approval of Continuing Education for Kansas Licensees

Submit Application by Mail, E-mail or Fax  
700 SW Jackson Street, Ste. 904 Topeka, KS 66603-3733  
Phone: (785) 296-3980 Fax: (785) 296-0891 E-mail: boma1@ksbma.ks.gov

Date: \_\_\_\_\_ Requesting Individual or Organization: \_\_\_\_\_

Select One:  Would you like this program listed on the KSBMA Continuing Education webpage?:  Yes  No

Program Date(s): \_\_\_\_\_ Program Title: \_\_\_\_\_

Program Location: \_\_\_\_\_ City/State: \_\_\_\_\_

Program Begins: \_\_\_\_\_ Program Ends: \_\_\_\_\_ Length of Breaks/Meals(hrs/mins): \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Instructor(s): \_\_\_\_\_ Title(s): \_\_\_\_\_

Instructor's  
Credentials (attach  
documentation as  
needed)

Program Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_ City, St Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Sponsor E-Mail: \_\_\_\_\_

Estimate the number of Kansas licensees who will attend the program: \_\_\_\_\_

**\*\* Attach a description of the material to be covered. Submission of a program outline or course syllabus is highly recommended as it will expedite the approval process\*\***

Individual certifying program attendance: \_\_\_\_\_

Participation will be verified by (check one):  Certificate  KSBMA Approval Card  Other: \_\_\_\_\_

*Please attach a example of the certification you plan on using if you choose not to utilize the KSBMA Approval Card. For **Home Study or Correspondence** programs documentation on how you plan to verify program completion must be submitted.*

Licensees Register by (check all that apply):  Phone  Fax  E-Mail  Online  Other: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Registration Webpage: \_\_\_\_\_

Please explain how this  
program will teach  
Licensees to better serve  
the public:

**Please attach any additional information that would be helpful to the Board, without adequate information the Board cannot grant approval.**

**The Standards for Approval (K.A.R. 63-6-2) and Post Approval and Review (K.A. R. 63-6-3) regulations can be found on page 2 of this application.**

**PLEASE NOTE that blanket approval is NOT granted for any organization. Only programs scheduled for specific dates, times and locations are considered for approval by the board. The burden of proof is on the organization and/or individual making application. Approval is based on the material submitted (this application, program outline.....)**

**63-6-2. STANDARDS FOR APPROVAL.** (a) A continuing education course or workshop shall be qualified for approval if the board determines that the course or workshop meets the following conditions:

- (1) Constitutes an organized program of learning, including a symposium, which contributes directly to the professional competency of the licensee;
- (2) is related to the professional practice of mortuary science, funeral directing or embalming with content intended to enhance the licensee's knowledge, skill, values, ethics, or ability to practice as an embalmer or funeral director;
- (3) is conducted by individuals considered experts in the subject matter of the program by reason of education, training or experience; and
- (4) is accompanied by a paper, manual or written outline which substantially describes the subject matter and length of the program.

(b) Continuing education credit not exceeding three credit-hours of the annual total required hours may be approved by the board for any of the following:

- (1) correspondence work;
- (2) video, sound-recorded, or television programs;
- (3) information transmitted by other similar means as authorized by the board; or
- (4) community service programs which are directly related to the profession of mortuary science, funeral directing or embalming.

(c) Continuing education credit for service as a lecturer or discussion leader may be approved by the board if this activity contributes to the professional competence of the applicant. Repetitions of an initial presentation shall not be counted. Not more than 50 percent of total required hours may be satisfied in this manner.

(d) The maximum number of credit hours which shall be granted for any single continuing education course or workshop single topic is six.

(e) Lists of approved continuing education programs shall be furnished periodically by the board to licensed funeral establishments and to requesting licensees not employed by a licensed Kansas funeral establishment or branch establishment.

(f) A person, licensed embalmer, licensed funeral director, or organization requesting approval for a continuing education course or a workshop shall make application at least 30 days before the date of each proposed course or workshop. Applications filed but not meeting this deadline shall be reviewed by the board or the continuing education committee at its next regularly scheduled meeting. (Authorized by and implementing K.S.A. 65-1702, K.S.A. 65-1716; effective May 1, 1988; amended April 3, 1995; amended Jan. 12, 2001.)

**63-6-3. Post approval and review.** (a) Each licensed embalmer or funeral director seeking continuing education credit for prior attendance or participation in a program or activity that has not already been approved shall submit, on forms provided by the board, the following information to the board:

- (1) The dates;
- (2) the subject matter;
- (3) the names of the instructors and their qualifications, if applicable;
- (4) a description of the program or activity; and
- (5) the number of credit hours requested.

A complete written outline describing the subject matter or activity and the time of the program shall accompany all requests. Within 90 days after receipt of the application, the licensee seeking credit shall be advised by the board, in writing and by mail, whether the activity is approved and the number of credit hours allowed. Any licensee may be denied credit if the licensee fails to comply with the requirements of this subsection.

(b) Review of programs. Any continuing education program already approved by the board may be monitored or reviewed by the board. Upon evidence of variation in the program presented from the program approved, all or any part of the program may be disapproved. (Authorized by and implementing K.S.A. 65-1702, 65-1716; effective May 1, 1988; amended June 26, 1989; amended April 3, 1995; amended Jan. 12, 2001.)