



CONTINUING EDUCATION INFORMATION

Kansas State Board of Mortuary Arts (KSBMA)
700 S.W. Jackson Street, Suite 904
Topeka, Kansas 66603-3733
Phone: (785) 296-3980
Fax: (785) 296-0891
Email: boma1@ks.gov
Web site: <http://ksbma.ks.gov/>

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CONTINUING EDUCATION (CE)

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K.S.A. 65-1702. EMBALMER'S LICENSE; EVIDENCE OF CONTINUING EDUCATION REQUIRED FOR LICENSE RENEWAL; EXEMPTION... (e) "Every licensed embalmer who desires to be actively engaged in the practice of embalming in Kansas shall submit with the renewal application evidence of satisfactory completion of a program of continuing education required by the board. The board by duly adopted rules and regulations shall establish the requirements for such programs of continuing education as soon as possible after the effective date of this act.

(f) Every licensed embalmer who is not actively engaged in the practice of embalming in the state shall be exempt from the continuing education requirements set forth in subsection (e) of this section. If the person becomes engaged in the active practice of embalming, such person shall within the first full year after becoming engaged in active practice meet the continuing education requirements specified by the board . . .

K.S.A. 65-1716. FUNERAL DIRECTOR'S LICENSE; EVIDENCE OF CONTINUING EDUCATION REQUIRED FOR LICENSE RENEWAL; EXEMPTION... (e) "Every licensed funeral director who desires to be actively engaged in the practice of funeral directing in Kansas shall submit with the renewal application evidence of satisfactory completion of a program of continuing education required by the board. The board by duly adopted rules and regulations shall establish the requirements for such programs of continuing education as soon as possible after the effective date of this act.

(f) Every licensed funeral director who is not actively engaged in the practice of funeral directing in the state shall be exempt from the continuing education requirements set forth in subsection (e) of this section. If the person becomes engaged in the active practice of funeral directing, such person shall within the first full year after becoming engaged in active practice meet the continuing education requirements specified by the board . . .

K.A.R. 63-6-1. CONTINUING EDUCATION REQUIREMENTS. *(for embalmers and funeral directors)*

(a) Except as provided in subsection (d), each licensed embalmer or funeral director in this state shall submit with the license renewal application satisfactory proof of completion of a minimum of six clock-hours per year of continuing education credit approved by the board. Each licensee filing proof of completion of continuing education credit with the board on forms approved by the board shall file separately the verification of attendance at each continuing education activity. Compliance with this required continuing education requirement shall be a prerequisite for each embalmer or funeral director license renewal.

(b) Continuing education credit may be obtained by attending and participating in continuing education courses or workshops approved by the executive secretary, continuing education committee, or the board if the program meets the requirements stated in K.A.R. 63-6-2.

(c) Any licensee desiring to obtain credit for completing more than 12 hours of approved continuing education credit during any two licensure years shall report this carry-over credit to the board on or before the expiration of the licensee's current license. The carry-over credit shall be limited to no more than six clock-hours.

(d) The continuing education requirements for each individual newly licensed shall be waived for the first-time renewal of that individual's license.

(e) No more than six hours shall be granted for any one approved continuing education topic.

(f) One hour of continuing education shall consist of at least 50 minutes of actual approved program time. (Authorized by and implementing K.S.A. 65-1702, 65-1716; effective May 1, 1988; amended Jan. 6, 1992; amended April 3, 1995; amended Jan. 12, 2001; amended Nov. 12, 2004.)

K.A.R. 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, that contributes directly to the professional competency of the licensee;

(2) is related to the profession 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, a manual or written outline that substantially describes the subject matter and the 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 that are related to the profession of mortuary science, funeral directing, or embalming.

(c) Continuing education credit for service as a lecturer, presenter, 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 the total required hours may be satisfied in this manner.

(d) The maximum number of credit hours that 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.)

K.A.R. 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.)

K.A.R. 63-6-5. REPORT OF LICENSEE. Each licensee shall file with the board a signed report of continuing education credit hours completed and of any time when the licensee was exempted by K.S.A. 65-1702(f) and 65-1716(f) during the continuing education compliance period. The licensee shall file the report with the application for renewal of license. (Authorized by and implementing K.S.A. 65-1702; 65-1716; effective May 1, 1988; amended Nov. 13, 1995.)

K.A.R. 63-6-6. INACTIVE STATUS. (a) Disability or illness shall be a sufficient cause for exemption under K.S.A. 65-1702 and 65-1716, and amendments thereto.

(b) Any licensee who is not engaged in practice in the state of Kansas may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. Each application shall contain a statement that the applicant will not engage in the practice of embalming or funeral directing in Kansas without first complying with all regulations governing reinstatement after exemption. Each application for a certificate of exemption shall be submitted on the form provided by the board.

(c) Any inactive practitioner who has been granted a waiver of compliance with article six of these regulations, and who obtains a certificate of exemption, may give notice to the board of the termination of inactive status and request reinstatement of the license.

(1) Upon receipt by the board of a request for reinstatement to active license status and payment of the reinstatement fee, the person's license shall be reinstated.

(2) Within one year of reinstatement, each licensee shall make up all past continuing education hours for all the years of inactive licensure.

(3) Failure to comply with paragraph (c)(2) shall result in automatic termination of active status. (Authorized by and implementing K.S.A. 65-1702, 65-1716; effective May 1, 1988; amended June 26, 1989; amended Jan. 12, 2001.)

K.S.A. 65-1772. CREMATORY OPERATOR LICENSE; EVIDENCE OF CONTINUING EDUCATION REQUIRED FOR LICENSE RENEWAL... (e) Every licensed crematory operator in Kansas shall submit with the renewal application and renewal fee evidence of satisfactory completion of a program of continuing education required and approved by the board. The board by duly adopted rules and regulations shall establish the requirements for such program of continuing education . . .

History: L. 2010, ch. 131, § 4, effective July 1, 2011.

K.A.R. 63-7-11. CONTINUING EDUCATION (*for crematory operators.*) (a) Each crematory operator shall submit with the license renewal application satisfactory proof of completion of at least two board-approved clock-hours of continuing education related to cremation per biennial licensure period. Each crematory operator shall file proof of completion of continuing education credit with the board on forms approved by the board.

(b) Any licensee may obtain continuing education credit by attending and participating in continuing education courses or workshops that meet the requirements of K.A.R. 63-6-2.

(c) The continuing education requirements for each individual newly licensed shall be waived for the first-time renewal of that individual's license.

(d) Compliance with this regulation shall be a requirement for each crematory operator that is separate from the continuing education requirements for embalmers and funeral directors . . .

ADDITIONAL INFORMATION: Licensees should submit individual approval cards/proof of attendance along with their license renewal every two years. Licensees requesting credit for programs not appearing on the approved list are encouraged to apply for credit **prior** to actual program date. Their request should include appropriate information such as an outline, subject documentation, credentials of presenters and any other necessary material needed for the Board's review. Licensees should not send the Board approval cards or proof of attendance prior to submitting their license renewal.

Correspondence courses, video presentations, programs that you are a lecturer or presenter have a 3 hour maximum per program with a total maximum of 6 hours per renewal. CPR and EMT courses can constitute no more than 4 hours towards any renewal.

A maximum of 18 hours can be submitted for any one renewal period of 2 years. A maximum of 6 hours can be carried over to the next renewal period.

Requests for programs not yet submitted for credit should take place prior to renewal date, so you don't come up short of necessary hours. Extensions on due dates cannot be considered. Failure to submit a minimum of 12 hours of continuing education or an inactive practitioner/disability application will result in your renewal not being processed by the board!!!!

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: _____

Check one: () On Site Program () Online (Webinar/Teleconference) Program () Home Study/Correspondence () Other: _____

Do you want this program listed on the KSBMA Continuing Education web page? (check one) : () Yes () No

Program Date (s): _____ Program Title: _____

Program Location: _____ City, St: _____ Hours Requested: _____

Program Starts: ____:____ AM/PM Program Ends: ____:____ AM/PM Length of Break/Meals: _____ (hrs/mins)

Instructor (s): _____ Title(s): _____

Instructor's Credentials (attach documentation as needed): _____

Program Coordinator: _____ Title: _____

Sponsor Address: _____

Phone: _____ Fax: _____ Sponsor E-mail: _____

Estimate the number 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: _____ Online Registration Web page: _____

Please explain how, by attending this program, the Licensee will learn 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. (Over)

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

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, that contributes directly to the professional competency of the licensee;
- (2) is related to the profession of mortuary science, funeral directing, cremation or embalming with content intended to enhance the licensee's knowledge, skill, values, ethics, or ability to practice as an embalmer, crematory operator 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, a manual or written outline that substantially describes the subject matter and the length of the program.

(b) Continuing education credit not exceeding three credit hours of the annual total required hours for embalmers and funeral directors and one credit hour for crematory operators 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 that are related to the profession of mortuary science, funeral directing, or embalming.

(c) Continuing education credit for service as a lecturer, presenter, 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 the total required hours for embalmers and funeral directors may be satisfied in this manner.

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

(e) Lists of approved continuing education programs shall be available on the board's web site.

(f) A person, licensed embalmer, licensed funeral director, crematory operator, 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, and K.S.A. 2010 Supp. 65-1772; effective May 1, 1988; amended April 3, 1995; amended Jan. 12, 2001; amended September 16, 2011.)

63-6-3. Post approval and review. (a) Each licensed embalmer, crematory operator or funeral director and each organization 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) 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, K.S.A. 65-1716, and K.S.A. 2010 Supp. 65-1772; effective May 1, 1988; amended June 26, 1989; amended April 3, 1995; amended Jan. 12, 2001; amended September 16, 2011.)

| Last Name | First Name | Mid Int | City | EMB # | FD # | CO# | HRS |
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AFFIDAVIT OF ACCREDITED SPONSOR

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

Signature of sponsor: _____

PRINT name: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Date Signed: _____

INACTIVE PRACTITIONER INFORMATION

To Become an Inactive Practitioner:

1. Request an inactive practitioner form from the Topeka office.
2. Fill out the Inactive Practitioner Request form and return it to Topeka office.
3. Submit payment for any fees that have not been paid.

NOTE: putting your license in an inactive status does not eliminate or reduce the renewal fees but simply drops the continuing education requirements.

RESTRICTIONS AS AN INACTIVE PRACTITIONER: As an inactive practitioner you are unable to use your license(s) on an active basis, therefore prohibiting any embalming or funeral directing.

To Become Reinstated:

1. Request for a reinstatement form from the Topeka office.
2. Fill out the reinstatement form and return it to our Topeka office.
3. Once you have filed the reinstatement application with the Board, you will have one year to acquire the number of continuing education hours lacking.
4. Failure to acquire the hours within the one year time frame will result in your license(s) being automatically returned to inactive status.

DISABILITY OR ILLNESS INFORMATION

Disability or Illness Exemptions:

1. Request disability or illness form from the Topeka office.
2. Fill out the form and return it to the Topeka office.
3. Request must be signed by a Physician.
4. Upon approval, the board may waive the continuing education requirements until fit to work again.

RESTRICTIONS FOR DISABILITY OR ILLNESS EXEMPTIONS: Exemptions for Disability or Illness will prohibit the use of all licenses (same as the inactive practitioner).

Maximum time to be on disability or illness status--24 months. After 24 months, you automatically become an inactive practitioner.

****Please note that with both the Inactive Practitioner or the Disability/Illness Applications--renewal fees will remain the same as if active.**

Request Of Exemption For Inactive Practitioner
for the
The Kansas State Board of Mortuary Arts

NAME: _____

ADDRESS: _____

Funeral Director License Number _____ Embalmer License Number _____

Crematory Operator License Number _____

The applicant agrees not to engage in the practice of embalming and/or funeral directing in the State of Kansas without first complying with all regulations governing reinstatement after exemption.

Affidavit of Inactive Practitioner

State Of _____, County Of _____, ss

I hereby agree not to engage in the practice of embalming, funeral directing and/or cremation in the State of Kansas without first complying with all regulations governing reinstatement after exemption pursuant to K.A.R. 63-6-6. Reinstatement of inactive status must be applied on forms provided by the Kansas State Board of Mortuary Arts.

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

(Signed) _____

(Address) _____

(City, State, Zip) _____

(County) _____

**EXEMPTIONS FOR DISABILITY OR ILLNESS
for the
THE KANSAS STATE BOARD OF MORTUARY ARTS**

NAME _____

ADDRESS _____

FUNERAL DIRECTOR # _____ EMBALMER # _____ CREMATORY OPERATOR # _____

Due to illness and/or disability, I am requesting that the Board of Mortuary Arts grant waivers of the minimum education requirements or extensions of time within which to fulfill the same or make the required reports.

Applicant's Signature _____

Physician's Signature _____

Waivers of the minimum educational requirements may be granted by the Board for a period of time not to exceed twenty-four (24) months. In the event that the disability or illness upon which a waiver has been granted continues beyond the period of this waiver, the licensee shall apply for an extension of the waiver.

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

STATE OF _____, COUNTY OF _____, SS

(Signed) _____

(Address) _____

(City, State, Zip) _____

(County) _____

**Reinstatement of Inactive Practitioners
for the
The Kansas State Board of Mortuary Arts**

DATE: _____

NAME: _____

ADDRESS: _____

Funeral Director License Number _____ Embalmer License Number _____

Crematory Operator License Number _____

Having been granted a waiver of compliance and a certificate of exemption as an Inactive Practitioner, I am applying for reinstatement of the above named license(s).

- (1) Within one year of reinstatement, I agree to make-up all past continuing education hours for all the years in inactive licensure. Hours due are figured at six (6) hours per year or twelve (12) hours every licensing period for embalmers and/or funeral directors. Hours due are figured at one (1) hour per year or two (2) hours every licensure period for crematory operators.
- (2) Failure to comply with section 1 will result in automatic termination of active status.

The Board will notify you of the number of continuing education hours due within one-year of the filing of this application.

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

State of _____, County Of _____, ss.

(Signed) _____

(Address) _____

(City, State, Zip) _____

(County) _____