

PLEASE COMPLETE THIS APPLICATION IN FULL!!!!

Request For Approval Of Accreditation For Continuing Education For The Kansas State Board of Mortuary Arts

700 SW Jackson St., Suite 904, Topeka, Kansas 66603-3733 (785) 296-3980 Fax: (785) 296-0891

Email: boma1@ksbma.ks.gov and Web site: <http://www.kansas.gov/ksbma/>

A list of approved programs can be found on our web site.

TODAY'S DATE: _____ ON SITE: _____ ON-LINE: _____ HOME STUDY/CORRESPONDENCE: _____

(Circle One) REQUESTING INDIVIDUAL OR ORGANIZATION: _____

COORDINATOR: _____ TITLE: _____

ADDRESS: _____

TELEPHONE: () _____ FAX: () _____ EMAIL: _____

NAME OF PROGRAM: _____

LOCATION OF PROGRAM: _____ CITY/STATE _____

DATE OF PROGRAM: _____ **START TIME OF PROGRAM:** _____

LENGTH (hrs/mins) OF ALL BREAKS/MEALS: _____ **END TIME OF PROGRAM:** _____

LENGTH (hrs/mins) OF ACTUAL PROGRAM (do not include the breaks/lunch): _____

INSTRUCTOR(S): _____ TITLE: _____

INSTRUCTOR'S CREDENTIALS: _____

DESCRIPTION OF MATERIAL TO BE COVERED: **(A PROGRAM OUTLINE--INCLUDING TIMES FOR ALL PORTIONS OF THE PROGRAM AND ANY BREAKS MUST BE ATTACHED)** _____

HOW TO REGISTER: CALL MR./MRS./MS. _____ AT () _____

OR WRITE: _____

ANTICIPATED NUMBER OF KANSAS LICENSEES TO ATTEND: _____

IF APPROVED, DO YOU WANT THIS PROGRAM TO APPEAR ON OUR CE LIST THAT IS MADE AVAILABLE TO KANSAS FUNERAL HOMES? (Circle one) YES or NO

PERSON TO CERTIFY ATTENDANCE AT THE PROGRAM: _____

IF THIS IS A HOME STUDY/CORRESPONDENCE PROGRAM, PROVIDE DOCUMENTATION AS TO HOW PROGRAM COMPLETION BY THE LICENSEE WILL BE VERIFIED!

IF APPROVAL IS GRANTED, HOW DO YOU FEEL ATTENDING WILL AID THE LICENSEE IN SERVING THE PUBLIC?

Please attach any additional information that would be helpful to the Board in deciding approval (program brochures, other agencies approving the program for continuing education credit...) **WITHOUT ADEQUATE INFORMATION, THE BOARD CANNOT GRANT APPROVAL.** Additional information may also be attached to this application. 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 the back 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 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.)