



STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
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**CERTIFIED CONTINUING EDUCATION PROVIDER
 APPLICATION RENEWAL CALENDAR YEAR 2025**

For Funeral Service Licensees and Funeral Director Licensees

Provider Name:	Phone:
Address:	Fax:
City, State, Zip:	Email:
Contact Person:	Title:

PLEASE READ COMPLETELY
GENERAL QUALIFICATIONS FOR CERTIFIED PROVIDERSHIP

The purpose of a certified provider is to make available an alternative to individual program applications, by recognizing those organizations which offer numerous, quality programs throughout the calendar year. If approved and the provider submits all courses with the application for the year with the application, a certified provider is given approval to present these continuing education event for one calendar year, without submitting any additional applications for that year. If the provider submits a new event during the year and is forty-five (45) days or less from the presentation date, there is an additional fifty dollar (\$50.00) charge, to be submitted with the event application. The certification must be renewed annually each January at a cost of \$150.00.

If you have received this application, you have already been approved as a certified provider for the current calendar year 2023 and are due for renewal by January 1, 2025.

WVBFSE has the authority to approve certification based on a variety of qualifications and has the right to revoke certification of a certified provider immediately if it is determined that the provider is no longer capable of delivering quality programs. WVBFSE may consider reinstatement if the provider can show good cause. Reinstatement of certification is \$150.00 plus the renewal fee.

The application may take up to two (2) weeks to process. Renewal of your approval status will be based on information submitted and the organization's history with WV BFSE. Enclosed is a renewal application and agreement we ask that you sign and return to our office as soon as possible.

West Virginia licensees must obtain three (3) hours of General Funeral Service Education, of which one (1) hour of the three (3) General hours must be in Ethics, and four (4) hours of OSHA or health/safety education every two (2) years. Licensees are limited to 1.75 hours credit of audio/video events. Licensees were required to satisfy their continuing education when they renew their licenses **LEGISLATION PENDING TO REDUCE THE HOURS FROM 7 TO 6 HOURS PER RENEWAL CYCLE. IF PASSED, THE GENERAL HOURS WOULD BE 4, WITH ONE OF THE 4 IN ETHICS AND 2 HOURS OF OSHA. ALSO, THE LICENSEE WOULD BE ALLOWED 2 HOURS BY AUDIO/VIDEO- THE REMAINING 4 WOULD BE IN-PERSON.**

APPLICATION PROCEDURES

Submit the following information, along with this form no later than December 28, 2023. Submission by this date will ensure that your renewal can be processed by January 1, 2024:

1. \$150.00 **non-refundable** application fee, made payable to "WVBFSE."
2. Any changes to your organization's mission statement or list of services available to your membership or the public.
3. A current list of continuing education programs available to funeral service professionals, as well as future courses.
4. Enclosed agreement.



Name: _____

CERTIFIED CONTINUING EDUCATION PROVIDER AGREEMENT, CALENDAR YEAR 2024

I, _____, having authority to enter into this agreement on behalf of
(Authorized person)

(Provider organization)

agree to following conditions of certification:

(1) My organization will submit attendance records for all West Virginia-licensed attendees for all continuing education events within two (2) months of the event **to CE Broker**. The attendance records will contain:

- | | |
|-----------------------------|---|
| (A) Event title | (E) Attendee(s)' license number(s) |
| (B) Date /location of event | (F) Total number of General Funeral Service Education Hours awarded |
| (C) Type of event* | (G) Total number of OSHA Hours awarded |
| (D) Name of attendee | (H) One (1) of the seven (7) hours must be in Ethics |

(2) My organization agrees to award credit based on the following, [one (1) hour credit being based on fifty (50) minutes instruction and a ten (10) minute break]:

- (A) *General Funeral Service Education*: the program must be relevant to issues facing the funeral industry.**
- (B) *OSHA Education*: the program must involve OSHA-related or other health or safety issues.***
- (C) One of the seven(7) credits must be in Ethics during the renewal cycle.
- (D) *Audio or video programs*: the program may be either General Funeral Service Education or OSHA Education, but **will be limited to a total of 1.75 credit hours earned.**

(3) My organization agrees to maintain a record of events for a period of at least three (3) years for purposes of verifying a licensee's attendance at a later date or for purposes of making available to WVBFSE for inspection.

By affixing my signature below, I and my organization agree to abide by the conditions set forth above. I and my organization understand that **this certification must be renewed annually**. I and my organization understand that if my organization fails to provide quality events or has other serious problems that interfere with the events, WVBFSE has the right to cancel my organization's certification immediately. I and my organization understand that WVBFSE may reinstate such certification if my organization can show cause for reinstatement. I and my organization understand that there is a fee, set by legislative rule, for reinstatement.

Name

Signature

Date

*Type of event means the manner in which the material was presented. Events include: (1) live event with presenter in person, (2) live event with presenter via satellite transmission, (3) live event with taped presentation only, (4) audio tape, (5) video tape, (6) book study, (7) Internet. Events can be a combination of these methods. If you are unsure about the appropriate designation, please contact WVBFSE for assistance.

**Examples of General Funeral Service Education: managing a funeral home, grief, funeral arrangement choices, meeting family needs, casket manufacturing, funeral services, personnel issues in the funeral home, commemoration, funeral home profits, pre-planning, FTC, the future of the industry, body preparation or embalming procedures (that do not directly involve safety issues), waxing, cosmetics, post mortem reconstructive surgery, merchandising, cpr training, law/legal updates.

***Examples of OSHA or health/safety-related Education: OSHA-specific courses, hazard communication, formaldehyde safety, bloodborne pathogens, working with chemicals, employee exposure to pathogens/chemicals, EPA practices, preparation or embalming procedures (directly involving safety issues), medical waste handling.