



CE credits must be submitted every year with your CFSB certification renewal. Credits earned after October 1, 2015 may be applied toward 2017 CFSB certification renewal if those credits were not applied to your last renewal. If you earned at least 15 credits from Category A and B activities, you may qualify for the Honor Roll.

CATEGORY A: PROFESSIONAL ACTIVITY

Programs that are designed to improve your practical skills, refresh your knowledge, or enhance your acumen related to funeral service business may be considered within this category.

- **Professional Development:** Qualified education programs such as seminars, teleconferences, webinars, approved online learning modules, or home study programs. You must provide certificate of attendance or transcript with earned contact hours.
- **Leadership:** 12-months of active service as Officer, Board or Committee Member of CFDA, NFDA, or other recognized organization (1 contact hour per organization. A maximum of 2 hours per calendar year is allowed from qualified leadership activities.)
- **Internship:** 12-months training under the supervision of a CFSB-approved CMSP as an Intern. (1 contact hour with completed Intern Activity Report.)
- **Mentorship:** 12-months of supervised training for a CFSB-certified Intern. (1 contact hour with completed Intern Activity Report. A maximum of 2 hours per calendar year is allowed for qualified mentorship activities.)
- **Networking:** Social interaction at non-CE approved functions, such as luncheons, receptions, trade shows, and other business-related functions. You must provide program/agenda and evidence of attendance. (A maximum of 2 contact hours per calendar year is allowed from qualified networking activities).

CATEGORY B: ACADEMIC ACTIVITY

Higher learning activity contributes to increased civic engagement and demonstrates your commitment as a career professional. A maximum of 4 contact hours per calendar year may be accepted for academic activities.

- If you are a student enrolled in an ABFSE-accredited mortuary science program, provide a statement from the academic institution with earned credit hours during the past 12 months. (1 contact hour per semester/class).
- If you are an academic instructor at a university or college, provide detail from the course catalog and documentation from the educational institution about your role during the past 12 months. (1 contact hour per semester/class).
- If you have published a scholarly article in a professional journal, attach a copy of the article with publication date(s) within the past 12 months. (1 contact hour per article)

CATEGORY C: COMMUNITY SERVICE

Public outreach is essential to demonstrate the important role of funeral service in your community. A maximum of 2 hours per calendar year is allowed for qualified Community Service activities, such as:

- A presentation at a school or civic group about a career in funeral service.
- A forum with community members about the role of funeral service in senior care.
- Hosting a public open house and tour of your facility.
- Hosting a public memorial service during holidays, such as Memorial Day, Veterans Day, Easter or Christmas.
- 12-months of service as an officer or board member for a local civic group, church or fraternal organization.

Document your participation in these activities by an acknowledgement letter from the organization, a program or agenda from the function, or a roster of officers/board members.

QUALIFIED PROGRAMS

Education programs offered or approved by the following organizations are recommended sources for CE credit:

Colorado Funeral Directors Association (CFDA)

<http://www.cofda.org/calendar>

National Funeral Directors Association (NFDA)

<http://www.nfda.org/education/ce-information>

Academy for Professional Funeral Service Practice (APFSP)

<http://apfsp.org/ceuprograms.php>

CONTINUING EDUCATION STATUS

If your current CE Status is . . .

- **ACTIVE** – You will need to provide evidence for at least 6 contact hours of approved CE credit to maintain Active status.
- **INACTIVE** – You will need at least 12 contact hours of approved CE credit to restore Active status, OR you may renew at Inactive status with 0 contact hours of CE credit. *Certificates are not issued for Inactive status.*
- **RETIRED (age 65+)** – You will need at least 3 contact hours of approved CE credit to maintain Retired status.
- **EMERITUS (age 70+)** – No CE hours are necessary.
- **HONOR ROLL** – You must provide evidence of at least 15 contact hours of approved CE credit earned since October 1, 2015. Credits applied to last year's renewal are not applicable.