

# CFSB Continuing Education Activity Report - 2018 Certification Renewal

10/2017

Name of CFSB Certified Professional \_\_\_\_\_

Certificate Type & Number \_\_\_\_\_

Six (6) CE hours per year are required to maintain Active status. Credits earned after October 1, 2016 may be applied toward 2018 CFSB certification renewal if those credits were not applied to your last renewal. Documentation (such as a certificate of attendance, letter from public service organization, statement from educational institution, etc.) must be attached with this report as evidence for the corresponding credit. (3 hours required for Retired Status, age 65+. No hours required for Emeritus Status, age 70+)

Your certification may be renewed at Inactive status if: a) no CE evidence is submitted; b) insufficient number of hours are submitted; or c) non-qualifying activities are submitted. If your current status is Inactive, you will need evidence of twelve (12) CE hours to return to Active status.

## EDUCATION CATEGORY GUIDELINES

\*For a list of APFSP approved education programs, go online to <http://apfsp.org/ceuprograms.php>

### CATEGORY A: PROFESSIONAL ACTIVITIES

- Attendance at qualified funeral service education programs presented by CFDA, NFDA, CANA, ICCFA, or APFSP\* approved classes. Provide certificate of attendance as evidence for contact hours.
- Attendance at exhibits or other non-CE functions sponsored by recognized organization such as CFDA, NFDA, CANA, ICCFA. (1 hour)
- One year active service as officer, board or committee member of CFDA or other funeral service organization (1 hour)

### CATEGORY B: ACADEMIC ACTIVITY

- Completion of approved online courses and/or home study programs by CFSB, NFDA or APFSP\* recognized providers. Provide certificate of attendance.
- Instruction of funeral service education courses. Provide statement from academic institution.
- Scholarly article published in professional journals. Attach a copy for evaluation of content.
- Published book, college and other academic courses (evaluated on a case by case basis)

### CATEGORY C: PUBLIC EDUCATION/SERVICE MAXIMUM OF 2 HOURS PER YEAR ACCEPTED

- Presentation about funeral service and/or tour to community or civic group. Provide summary and a letter from group as evidence. (1 hour per function)
- Active service as officer or board member for civic, church or fraternal organization. Provide reference letter as evidence. (1 hour per year)
- One year of training as an intern or apprentice. Provide Intern Activity Report as evidence. (1 hour)

Date		Signature	
<b>LAWS: MANDATORY TRAINING ON COLORADO FUNERAL SERVICE LAWS (2.0)</b> <i>I participated in a CFDA-approved Laws class and earned at least 2.0 contact hours of CE credit:</i>			
<input type="checkbox"/> September 7, 2016 - Online Class	<input type="checkbox"/> April 6, 2017 - Pueblo	<input type="checkbox"/> June 15, 2017 - Wheat Ridge	
<input type="checkbox"/> September 14, 2016 - Online Class	<input type="checkbox"/> April 7, 2017 - Greeley	<input type="checkbox"/> August 29, 2017 - Online Class	
	<input type="checkbox"/> June 15, 2017 - Online (Grand Jct.)	<input type="checkbox"/> November 8, 2017 - Denver	
Activity Date(s)		Number of Contact Hours	
Presented to / Provided by		Education Category (check one)	
Event Topic, Title, Theme		<input type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C	
Activity Date(s)		Number of Contact Hours	
Presented to / Provided by		Education Category (check one)	
Event Topic, Title, Theme		<input type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C	
Activity Date(s)		Number of Contact Hours	
Presented to / Provided by		Education Category (check one)	
Event Topic, Title, Theme		<input type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C	

BE SURE TO ATTACH DOCUMENTATION FOR ALL ACTIVITIES LISTED ABOVE  
(certificate of attendance, transcript from educational institution, letter from organization, Intern Activity Report, etc.)

**Return this form with annual renewal form to:**  
Colorado Funeral Service Board, P. O. Box 631664, Highlands Ranch, CO 80163-1664