

A continuing education course or workshop will be eligible for approval if the Director determines it meets the following criteria:

- Constitutes an organized program of learning that directly enhances the licensee's professional knowledge and skills.
- Is relevant to the profession of funeral directing or embalming.
- Is conducted by experts in the subject matter as demonstrated by their education, training or experience.
- Is accompanied by a written outline which substantially describes the subject matter, delivery method and the length of the program.

The maximum number of credit hours that shall be granted for any single continuing education course or workshop single topic is six. Each clock hour is equivalent to one (1) continuing education unit (C.E.U.)

Applications for a course or workshop approval must be submitted at least thirty (30) days prior to the proposed course date. Requests must be submitted on the approval form, accompanied by a complete written outline that includes the subject matter, delivery method and time and location details.

Eligible program providers include professional or trade associations, educational institutions, and government agencies.

Program providers are responsible for monitoring attendance and providing evidence of participation to attendees, enabling them to receive credit for the program.

Self-paced asynchronous online programs may be accredited if they include a test or quiz component and meet the above criteria, granting one (1) C.E.U. hour for each completed unit.

Specific areas of study for Continuing Education Units

For Funeral Directors:

- Grief psychology
- Business management concepts (e.g., professional conduct, ethics, legal aspects, marketing, personal management, technology, environmental sustainability, inclusion, diversity, equity and accessibility)
- Communication and interpersonal skills
- Emergency planning, public health, and occupational health and safety
- Personal well-being, self-motivation and mental health.

For Embalmers:

- Embalming technology and restorative art
- Sanitation, hygiene, anatomy and physiology
- Business management concepts (e.g., professional conduct, ethics, legal aspects, marketing, personal management, technology, environmental sustainability, inclusion, diversity, equity and accessibility)
- Emergency planning, public health, and occupational health and safety
- Personal well-being, self-motivation and mental health.

Ineligible Programs

The following will not be considered eligible:

- Training and upgrading courses mandated by other federal or provincial ministries, departments or agencies and are delivered prior to issuance of a certificate or ticket (e.g. WHMIS, first aid, Superhost

training, ESL, or salesperson training)

- Non-tuition costs, (e.g., examination fees, textbooks, materials)
- Training provided by the employer directly
- Non-technical courses or courses unrelated to the funeral directing or embalming profession
- Courses which are part of the standard apprenticeship technical training curricula, unless specifically designed for continuing education purposes.

