

MORTUARY SCIENCE

P.O. Box 64882, St. Paul, Minnesota 55164-0882

Telephone: (651) 201-3829

Fax: (651) 201-3839

Email: health.mortsci@state.mn.us

Application Instructions for Continuing Education Approval

The Minnesota Department of Health, Mortuary Science section reviews and assigns continuing education (CE) credits to educational activities for Minnesota Morticians.

A funeral service educational activity must:

- Focus on a topic or topics that improve and/or promote the quality of funeral service
- Informs the industry of changes (e.g., new insurance products, new embalming techniques, new fluids, merchandise changes, changes in cemetery requirements, etc.).
- Have measurable educational objectives
- Use instructional methods that promote the synthesis and long-term retention for improved skills, increased knowledge, and other educational goals
- Employ faculty that has demonstrated and documented expertise in the program's topic area(s)
- Use registration and attendance monitoring systems that ensure participants' attendance for the entire program
- Provide opportunity for, and requested feedback from, participants about the quality of the program

Application form. Fill out the application form entirely. If you have any questions relating to the application, please contact Laurie Studer at (651) 201-3861 or at health.mortsci@state.mn.us. Note the following instructions for key sections:

- **Measurable program objectives** - each measurable objective should identify acquired skills, knowledge, and/or ability that can complete the following sentence: "At the end of this program, the participant will be able to.
- **Instructional methods** - The methods should match the activity's educational objectives. For example, if the objectives involve a gain in knowledge, the most appropriate techniques are lecture, debate, panel, colloquy, films/television, slides, or reading. Other techniques include symposium, forum, reaction panel, case discussion, problem solving, and simulation techniques.
- **Course evaluation methods** - Quality providers learn as they instruct, always looking to improve the quality of their programs. Please describe how you will provide participant the opportunity to provide you with feedback about your program.
- **Attendance-keeping method** - Please describe the method you will use to ensure that registrants attend the program for the number of hours for which you are applying. Please retain attendance records for three years.

Materials needed. Please include a copy of each of the following materials with your application form:

- **Promotional materials** - Please include any collateral material that will be used to promote the program. Draft copies are acceptable, provided that the information is not substantially different from the final materials. If the program has been offered previously and has not substantially changed, promotional materials from a previous program are acceptable.
- **Faculty Credentials** - Please provide credentials or résumés for program faculty that clearly indicates the background, experience, and expertise that qualify the faculty to speak about the topic(s).
- **Pre-approval of programs** - Only continuing education programs which have received preapproval or that are conducted by organizations accredited for funeral service education may be used to meet the continuing education requirement. Continuing education courses offered and accepted by other states must be preapproved by the Minnesota Department of Health, Mortuary Science section. To view CE courses approved by the Minnesota Department of Health, visit Mortuary Science's Continuing Education web page at: <http://www.health.state.mn.us/divs/hpsc/mortsci/conted.htm>. If you have any questions about the pre-approval of CE courses, please contact the Mortuary Science section at (651) 201-3829.

As of July 1, 2015, Minnesota Statute 149A.40, Subd. 11 now reads:

Subd. 11. Continuing education. The commissioner shall require 15 continuing education hours for renewal of a license to practice mortuary science. Nine of the hours must be in the following areas body preparation, care, or handling, 3 CE hours; professional practices, 3 CE hours; regulation and ethics, 3 CE hours. Continuing education hours shall be reported to the commissioner every other year based on the licensee's license number. Licensees whose license ends in an odd number must report CE hours at renewal time every odd year. If a licensee's license ends in an even number, the licensee must report the licensee's CE hours at renewal time every even year.

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Application for Continuing Education

To obtain continuing education approval, complete this application, provide any supportive documentation and mail to the address above.

PROVIDER INFORMATION			
The contact information provided in this section is for Mortuary Science staff to use during the application approval process.			
Sponsoring Organization or Individual			
Contact Person	Email Address		
Mailing Address	City	State	Zip Code
Phone Number	Fax Number		

PROGRAM INFORMATION	
Number of CE Hours Being Requested	Program Title
This course is being submitted for credit in the following categories and credits as follows; provide the number of requested credits for each. <input type="checkbox"/> Body Preparation, Care, or Handling <input type="checkbox"/> Professional Practices _____ <input type="checkbox"/> Regulation and Ethics _____ <input type="checkbox"/> General _____	
Program Date(s) and Times (Start to End)	Location(s)
Course Description	
Measurable Objectives - Each measurable objective should identify acquired skills, knowledge, and/or ability that can complete the following sentence: "At the end of this program, the participant will be able to..."	
Learning Methods to be Used - The methods should match the activity's educational objectives. For example, if the objectives involve a gain in knowledge, the most appropriate techniques are lecture, debate, panel, colloquy, films/television, slides, or reading. Other techniques include symposium, forum, reaction panel, case discussion, problem solving, and simulation techniques.	

APPLICATION FOR CONTINUING EDUCATION

PROGRAM INFORMATION
Evaluation Methods to be Used - Quality providers learn as they instruct, always looking to improve the quality of their programs. Please describe how you will provide participant the opportunity to provide you with feedback about your program.
Attendance - Keeping Method to be Used - Please describe the method you will use to ensure that registrants attend the program for the number of hours for which you are applying.
Faculty Names - Please attach credentials or resume of each instructor.

COURSE CONTACT INFORMATION			
In this section, provide the best way for attendees to request more information about the course(s) and to register for the course.			
Contact Person			
Registration Mailing Address	City	State	Zip Code
Registration Email Address or URL	Inquiry Email Address or URL		
Phone Number	Fax		

FOR MDH USE ONLY	
This course has been approved under the following category/categories and credits:	
<input type="checkbox"/> Body Preparation, Care, or Handling _____ <input type="checkbox"/> Professional Practices _____ <input type="checkbox"/> Regulation and Ethics _____ <input type="checkbox"/> General _____	
Program Date(s)	Location(s)
Notes:	
Date CE course posted online:	Posted by:

If you require an alternate format (i.e., large print), please call (651) 201-3829.