



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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Continuing Education FAQ's

Q: Who is required to obtain continuing education?

A: All licensed Funeral Directors and Embalmers.

Q: How many hours of continuing education are required for renewal of a license?

A: Licensed Funeral Directors and Embalmers must obtain 12 hours every two years.

Q: If I am licensed as both an Embalmer and Funeral Director, do I need more hours of continuing education?

A: No. Even if a licensee holds both license types, only 12 hours every two years are required.

Q: Where can I obtain continuing education and how will I know if it is approved by the Board?

A: Continuing education may be obtained from taking any course approved by the Academy of Professional Funeral Service Practice or sponsored by a national or state organization or association that administers training relating to the funeral industry. If the course meets those requirements, no further approval by the Board is needed and the courses are automatically approved.

Q: How do I know whether a course or provider is approved by the Academy of Professional Funeral Service Practice?

A: For a listing of continuing education providers and courses approved by the Academy of Professional Funeral Service Practice, visit the following link: <http://www.apfsp.org/ContinuingEducation.php>

Q: What if the course I want to take is not approved by the Academy of Professional Funeral Service Practice or sponsored by a national or state organization or association that administers training relating to the funeral industry? Is there a way for me to submit the continuing education courses for approval?

A: Any continuing education that is not approved by the Academy of Professional Funeral Service Practice or sponsored by a national or state organization or association that administers training relating to the funeral industry must be approved by the Board. Such approval may be obtained by filling out a continuing education approval request form found on the Board website.

Q: Can I use the crematory certification program training as part of my continuing education requirement?

A: Yes. A licensee may obtain credit toward the required hours of continuing education by completing a crematory certification program approved by the Board. The Board has approved the following crematory operator trainings:

CANA ICCFA NFDA Thermtec Matthews ACC

Q: Can I obtain continuing education on-line?

A: Yes. As long as the training is approved by the Academy of Professional Funeral Service Practice or sponsored by a national or state organization or association that administers training relating to the funeral industry.

Some online options that meet those standards include but are not limited to:

www.funeralcontinuingeducation.com

www.nfda.org

www.funeralce.com

Q: Can I attend a board meeting and receive Continuing Education credit?

A: Yes! A licensee may complete not more than 4 hours of continuing education per each period of renewal by attending, in person, a meeting of the Board if the Executive Director or a member of the Board provides the licensee at the conclusion of the meeting signed documentation of the licensee's attendance at that meeting.

Q: Can I utilize on-line courses taken through the Nevada Division of Insurance?

A: Yes. The Board approved use of any ethics training approved by the Nevada Division of Insurance.

Q: How are continuing education hours calculated?

A: "Hour of continuing education" means 50 minutes of participation in continuing education.

Q: When must I have the required number of continuing education hours completed in order to renew my license?

A: Continuing education must be completed prior to renewal of the license. Licenses expire December 31 of every odd year and must be renewed prior to February 1st in order to avoid late fees.

Q: Am I required to send in evidence of my continuing education hours at the time I renew?

A: No. The Board will randomly audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education. If selected, you would be notified by mail that documentation is required and given a time frame within which to comply.

Q: Who maintains the required documents for verification of continuing education?

A: It is the licensee's responsibility to maintain certificates and any other continuing education records for five years following the renewal of the license. Do not send any forms or documents to the Board unless requested to do so.

Q: How do I track my continuing education credits?

A: Each licensee shall obtain from the continuing education provider proof of attendance at the approved continuing education program (including name of attendee, provider name and provider number, event number, event date, program title and contact hours attended). The licensee shall also maintain such documentation for a period of not less than 5 years.

Q: What if I am newly licensed during the renewal year? Do I still have to obtain the full 12 hours of continuing education?

A: Yes.

Q: What if I become ill or incapacitated and unable to complete my continuing education requirements prior to renewal?

A: There are currently no exemptions to the continuing education requirement other than placing the license on "inactive status". Any license on inactive status is exempt from continuing education until the license is reactivated.

Q: What if I am now retired and do not want to obtain continuing education hours but don't want to give up my license?

A: You may request that your license be placed on inactive status by filling out the appropriate forms found on the Board website. It is important to note that holding an inactive license does not authorize anyone to engage in the practice of funeral service in the State of Nevada. If you intend to practice at all in Nevada, even on a part-time or non-compensatory basis, you must retain your active license.

Q: What happens if I request inactive licensure status and later decide to reactivate?

A: A licensee seeking to reactivate a license must file a reactivation application and pay reactivation fees accordingly. Any licensee whose license is placed on inactive status is exempt from the requirements of continuing education while the license is placed on inactive status. If such a licensee subsequently wishes to reactivate his or her license pursuant to NRS 642.115 or 642.455, the licensee must provide proof to the Board of completion of 12 hours of continuing education within the 2 years immediately preceding the date of application for reactivation of the license.

Q: I know there are some licensees who are exempt from Continuing Education. What are the exemptions?

A: Funeral arrangers and apprentice embalmers, and any licensees having inactive license are exempt from the requirements.

Q: I still have questions. Who can I contact?

A: Please contact the Nevada Funeral and Cemetery Services Board at 775-825-5535. We are happy to answer any of your questions.