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**FUNERAL DIRECTORS EXAMINING BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**November 18, 2014**

*The following agenda describes the issues that the Funeral Directors Examining Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Funeral Directors Examining Board.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of August 5, 2014 (4-5)**

**C. Administrative Updates**

- 1) Staff Updates
- 2) 2015 Meeting Dates
  - a) Tuesday, February 24, 2015
  - b) Tuesday, May 19, 2015
  - c) Tuesday, August 4, 2015
  - d) Tuesday, November 17, 2015

**D. Legislative and Administrative Rule Matters (6-10)**

- 1) Proposals for Amending FD 1, 4, Wis. Admin. Code, Relating to Applications, Exams, Renewals and Approved Continuing Education
- 2) Update on Pending and Possible Rulemaking Projects

**E. Credentialing Matters**

- 1) Review and Update of a Consumer's Guide to Preplanning a Funeral Booklet

**F. Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Election of Board Officers
- 4) Appointment of Board Liaisons
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislation/Administrative Rule Matters
- 9) Liaison Reports

- 10) Informational Items
- 11) Disciplinary Matters
- 12) Presentations of Petitions for Summary Suspension
- 13) Presentation of Proposed Stipulations, Final Decisions and Orders
- 14) Presentation of Proposed Decisions
- 15) Presentation of Interim Orders
- 16) Petitions to Vacate Orders
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Speaking Engagement(s), Travel, or Public Relation Request(s)

G. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**H. Credentialing Matters**

- 1) Applicant Conviction/Discipline Review – G.G. **(11-52)**
  - a) **9:50 A.M. – APPEARANCE:** G.G. Applicant

**I. Deliberation on Proposed Stipulations, Final Decisions and Orders**

- 1) 13 FDR 009 (M.J.W.) **(53-61)**
- 2) 13 FDR 010 (P.F.S.) **(62-67)**

**J. Case Status Report (68)**

**K. Case Closings**

- 1) 12 FDR 004 **(69-79)**
- 2) 13 FDR 009 **(80-84)**
- 3) 13 FDR 010 **(85-89)**

L. Consultation with Legal Counsel

M. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Order
- 8) Administrative Warnings

- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Case Closings
- 12) Petitions for Extension of Time
- 13) Proposed Interim Orders
- 14) Petitions for Assessments and Evaluations
- 15) Petitions to Vacate Orders
- 16) Remedial Education Cases
- 17) Motions
- 18) Petitions for Re-Hearing
- 19) Appearances from Requests Received or Renewed

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

Vote on Items Deliberated Upon in Closed Session if Voting is Appropriate

**ADJOURNMENT**

**FUNERAL DIRECTORS EXAMINING BOARD  
MEETING MINUTES  
AUGUST 5, 2014**

**PRESENT:** Thomas Bradley, Marc Eernisse, Eric Lengell, Kristen Piehl (joined via GoToMeeting at 9:38 a.m., excused at 11:00 a.m.), Dean Stensberg

**EXCUSED:** Marla Michaelis

**STAFF:** Brittany Lewin, Executive Director; Pamela Stach, Legal Counsel; Karen Rude-Evans, Bureau Assistant

Thomas Bradley, Chair, called the meeting to order at 9:31 a.m. A quorum of four (4) was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Marc Eernisse moved, seconded by Eric Lengell, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Eric Lengell moved, seconded by Marc Eernisse, to approve the minutes of February 25, 2014 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Recognition of Board Member**

**MOTION:** Marc Eernisse moved, seconded by Eric Lengell, to thank Brian Langendorf for his years of service and dedication to the Board and the State of Wisconsin. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE MATTERS**

**Scope Statement Amending FD 1 and 4, Wis. Admin. Code, Relating to Applications, Examinations, Renewal and Approved Continuing Education**

**MOTION:** Dean Stensberg moved, seconded by Eric Lengell, to approve the Scope Statement on FD 1 and 4 Wis. Admin. Code relating to applications, examinations, renewal and approved continuing education for submission to the Governor's Office and publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

## **ALKALINE HYDROLYSIS AND RESOMATION SUBCOMMITTEE REPORT**

**MOTION:** Dean Stensberg moved, seconded by Marc Eernisse, to go on record to support a statutory creation addressing the definition, regulation and practice of alkaline hydrolysis. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Marc Eernisse moved, seconded by Eric Lengell, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Thomas Bradley read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Marc Eernisse – yes; Eric Lengell – yes; Dean Stensberg - yes. Motion carried unanimously.

The Board convened into closed session at 11:17 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Eric Lengell moved, seconded by Dean Stensberg, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 11:46 a.m.

### **APPLICATION REVIEW(S)**

**MOTION:** Dean Stensberg moved, seconded by Eric Lengell, to table consideration of the application for an apprentice certification of **G.T.G.** until the next meeting on November 18, 2014 due to the failure of the applicant to appear as requested. DSPS staff will advise applicant to appear at the November meeting. Motion carried unanimously.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Marc Eernisse moved, seconded by Eric Lengell, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Dean Stensberg moved, seconded by Eric Lengell, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:47 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes</b> <b>Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>5 November 2014</b> Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Funeral Directors Examining Board</b>			
4) Meeting Date:  <b>18 November 2014</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. Proposals for amending FD 1, 4 relating to applications, exams, renewals and approved continuing education.</b> <b>2. Update on pending and possible rulemaking projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i><b>Sharon Henes</b></i>		<i><b>5 November 2014</b></i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Chapter FD 1

### LICENSES AND PERMITS

FD 1.01	Authority and intent.
FD 1.02	Examination applications.
FD 1.03	Examination grade.
FD 1.035	Examination review.
FD 1.04	Two academic years of instruction.
FD 1.05	Mortuary school.

FD 1.06	Proof of academic training.
FD 1.07	Apprenticeship credit.
FD 1.08	Permits.
FD 1.09	Preparation rooms.
FD 1.10	Requirements for renewal; restoration of licenses.
FD 1.11	Renewal of Wisconsin licenses of out-of-state funeral directors.

**Note:** Chapter FDE 1 was renumbered chapter FD 1 under s. 13.93 (2m) (b) 1., Stats., Register, September, 1993, No. 453.

**FD 1.01 Authority and intent.** This chapter is adopted pursuant to authority of ss. 15.08 (5) (b), 227.11 and 445.03, Stats., to clarify and establish licensure criteria for funeral directors and funeral establishments.

**History:** Cr. Register, July, 1988, No. 391, eff. 8-1-88.

**FD 1.02 Examination applications.** Applications for taking the examination for a funeral director must be on file at least 30 days before the date of the examination. The board may accept applications after the 30-day limit if the circumstances warrant such procedure.

**Note:** Application forms are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**Note:** An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

**History:** Cr. Register, June, 1978, No. 270, eff. 7-1-78; renum. from FDE 2.01, Register, July, 1988, No. 391, eff. 8-1-88; am., Register, November, 1998, No. 515, eff. 12-1-98.

**FD 1.03 Examination grade. (1)** To pass the initial licensure examination each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board shall determine the passing grade after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, and shall set the passing grade for the examination at that point which represents minimum acceptable competence in the profession.

**(2)** The release of grades or the issuance of a funeral director license may be denied if the board determines that an applicant violated the rules of conduct of the examination or otherwise acted dishonestly.

**History:** Cr. Register, July, 1988, No. 391, eff. 8-1-88; r. and recr., Register, November, 1998, No. 515, eff. 12-1-98.

**FD 1.035 Examination review. (1)** An applicant who fails the state board examination may request a review of that examination by filing a written request with the board within 30 days of the date on which the examination results were mailed.

**(2)** Examination reviews are by appointment only.

**(3)** The time for review shall be limited to 4 hours.

**(4)** An applicant may not be accompanied during the review by any person other than the proctor.

**(5)** An applicant shall be provided with a copy of the questions, a copy of the applicant's answer sheet and a copy of the master answer sheet.

**(6)** An applicant may review the examination in the presence of a proctor. An applicant shall be provided with a form on which to write comments, questions or claims of error regarding any items in the examination. Bound reference books shall be permitted. An applicant shall not remove any notes from the area. Notes shall be retained by the proctor and made available to the applicant for use at a hearing, if desired. The proctor shall not defend the examination nor attempt to refute claims of error during the review.

**(7)** An applicant may not review the examination more than once.

**History:** Cr. Register, November, 1998, No. 515, eff. 12-1-98.

**FD 1.04 Two academic years of instruction.** To meet the requirements of 2 academic years of instruction specified in s. 445.045 (1) (d), Stats., an applicant must submit to the board an official transcript of courses from a college or university recognized by the north central association of colleges and secondary schools, showing that the applicant has completed at least the semester credit hours shown below in the following areas:

	Minimum Semester Credit Hours
(1) English & Speech	6
(2) Social Sciences such as:	12
(a) Psychology	
(b) History	
(c) Sociology	
(d) Political Science	
(e) Economics	
(3) Natural Sciences such as:	15
(a) Anatomy	
(b) Physiology	
(c) Chemistry	
(d) Microbiology	
(e) Biology	
(f) Bacteriology	
(4) Business Studies	13
(5) Electives	14
TOTAL —	60

**History:** Cr. Register, June, 1978, No. 270, eff. 7-1-78; r. and recr. (4), r. (5) and renum. (6) to be (5), Register, June, 1979, No. 282, eff. 7-1-79; am. Register, January, 1980, No. 289, eff. 2-1-80; renum. from FDE 2.03 and am., Register, July, 1988, No. 391, eff. 8-1-88.

**FD 1.05 Mortuary school.** The following shall be accepted as compliance with s. 445.045 (1) (e), Stats. The candidate shall have satisfactorily completed 9 months or more instruction in a prescribed curriculum in funeral service education offered by an educational institution accredited by the American board of funeral service education or otherwise deemed to be equivalent by the funeral directors examining board.

**History:** Cr. Register, June, 1978, No. 270, eff. 7-1-78; renum. from FDE 2.04 and am., Register, July, 1988, No. 391, eff. 8-1-88; correction made under s. 13.93 (2m) (b) 6., Stats., Register, December, 1989, No. 408.

**FD 1.06 Proof of academic training.** The following shall be accepted by the board as proof that the academic training requirements of s. 445.095 (1) (a), Stats., concerning registration as an apprentice funeral director or embalmer have been met: A signed statement by the registrar of any college or university recognized by the north central association of colleges and secondary

schools that the applicant has successfully completed one academic year of instruction in the college or university or has an equivalent education which will permit admission to the college or university with sophomore status.

**History:** Cr. Register, June, 1978, No. 270, eff. 7-1-78; r. (2), Register, January, 1980, No. 289, eff. 2-1-80; renum. from FDE 2.05 and am., Register, July, 1988, No. 391, eff. 8-1-88.

**FD 1.07 Apprenticeship credit. (1)** An apprentice certified under s. 445.095 (1), Stats., shall be granted credit toward the term of his or her apprenticeship for a period of employment of no less than 40 hours in each of 2 consecutive weeks. However, credit for a shorter period of employment may be approved if an apprentice submits evidence satisfactory to the board that an exception be made.

**(2)** An apprentice may receive credit for no more than 9 embalming in any one quarter of his or her apprenticeship. At the conclusion of an apprenticeship, an apprentice shall have completed a total of 25 embalming.

**History:** Cr. Register, November, 1983, No. 335, eff. 12-1-83; renum. from FDE 2.135, Register, July, 1988, No. 391, eff. 8-1-88; **CR 01-063: renum. to be (1) and cr. (2), Register November 2001 No. 551, eff. 12-1-01.**

**FD 1.08 Permits. (1)** Before opening for business, and every 2 years thereafter, a funeral establishment operator shall obtain a permit from the board through application upon a form furnished by the board. An original permit may not be granted to an operator of a funeral establishment without an inspection. No permit may be granted to a funeral establishment which does not meet requirements in s. 445.01, Stats.

**(2)** Prior to granting a permit to a licensed funeral establishment following a change in ownership, the board shall review the application to determine if an inspection is necessary.

**(3)** A funeral establishment permit is not transferable from one premises to another or from one operator to another.

**Note:** Application forms are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

**History:** Cr. Register, June, 1978, No. 270, eff. 7-1-78; am. (1), renum. (2) to be (3) and am., cr. (2), Register, May, 1983, No. 329, eff. 6-1-83; cr. (4), Register, July, 1986, No. 367, eff. 8-1-86; renum. from FDE 2.10 and r. (4), Register, July, 1988, No. 391, eff. 8-1-88.

**FD 1.09 Preparation rooms. (1)** Every installation used for embalming operations must contain a floor area of not less than 100 square feet per embalming table and must be used solely for this purpose. It must be isolated by walls or adequate partitions. The walls and furniture must be constructed of material that is easily washed and disinfected. The installation must be equipped with hot and cold running water supply under pressure and in a quantity sufficient for the operations performed therein as well as for cleaning the room. Waste water must flow into the main sewer if available or into an adequate septic tank. Hand washing facilities should be easily accessible.

**(2)** All preparation rooms in funeral establishments must be equipped with adequate sanitary facilities so that no health hazards are produced as a result of embalming operations performed therein.

**(3)** All preparation rooms shall be equipped with a ventilating system capable of expelling gases or fumes to the outside at a point so as not to create a nuisance, and shall also be equipped with a

hard surface, metal or porcelain top embalming table, a set of essential embalming instruments and a supply of disinfectants.

**History:** Cr. Register, July, 1988, No. 391, eff. 8-1-88.

**FD 1.10 Requirements for renewal; restoration of licenses. (1)** To renew a funeral director license a licensee shall, by January 1 of each even-numbered year following initial licensure, provide all of the following to the board:

(a) An application for renewal on a form provided by the department.

(b) Evidence that the licensee has, during the biennial period immediately preceding application, completed the continuing education requirements specified in s. FD 4.03.

(c) A fee in the amount required under s. 440.08 (2) (a), Stats.

**(2)** A licensee who fails to meet the requirements of sub. (1) by the renewal date shall cease and desist from practicing as a funeral director. A licensee who fails to meet the requirements of sub. (1) and who applies for renewal less than 5 years after the expiration date of his or her license may renew by furnishing the following to the board:

(a) An application for renewal on a form provided by the department.

(b) Evidence that the licensee has completed at least 15 hours of continuing education during the previous 2 year licensure period as required under s. 445.06, Stats., and s. FD 4.03.

(c) The renewal fee specified in s. 440.08 (2) (a) and (3) (a), Stats.

**(3)** A funeral director who files an application for renewal more than 5 years after the expiration date of his or her license may be reinstated by filing with the board an application and fees specified in s. 440.08 (2) and (3) (a), Stats. The board may also require demonstration of competence by various methods, including, but not limited to, written or oral examination, documentation of funeral directing work in other jurisdictions, or documentation of current education or experience in the field. Any examination or education required under this section shall not be more extensive than the educational or examination requirements for an initial credential from the board.

**(4)** The time limitations prescribed in this section shall not include the service period of a funeral director as an active member of the U.S. armed forces.

**History:** Cr. Register, September, 1993, No. 453, eff. 10-1-93; r. and recr. (1) and (2), am. (3), Register, November, 1998, No. 515, eff. 12-1-98.

**FD 1.11 Renewal of Wisconsin licenses of out-of-state funeral directors. (1) INTENT.** The intent of the board in adopting this section is to clarify the board's interpretation of s. 445.06, Stats., that a licensee seeking renewal of a funeral director's license who is doing business at a legally operating funeral establishment in a jurisdiction outside the state of Wisconsin and who meets all other requirements for license may obtain a funeral director's license.

**(2) RECOGNIZED FUNERAL ESTABLISHMENT.** For purposes of renewal of licenses under s. 445.06, Stats., "recognized funeral establishment" means any building or part of a building used and held out to the public as being used in the care and preparation for burial and transportation of dead human bodies or for holding or conducting of funeral services.

**History:** Renum. from FD 2.12 and am. (2), Register, November, 1998, No. 515, eff. 12-1-98.

## Chapter FD 4

### CONTINUING EDUCATION REQUIREMENTS

FD 4.01	Authority.
FD 4.02	Definitions.
FD 4.03	Continuing education.

FD 4.04	Approval of continuing education programs.
FD 4.045	Qualifications for continuing education instructors.
FD 4.05	Exemption.

**Note:** Chapter FDE 5 was renumbered chapter FDE 4 under s. 13.93 (2m) (b) 1., Stats., Register, July, 1988, No. 391, eff. 8-1-88. Chapter FDE 4 was renumbered chapter FD 4 under s. 13.93 (2m) (b) 1., Stats., Register, September, 1993, No. 453.

**FD 4.01 Authority.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11 and 445.06, Stats.

**History:** Cr. Register, July, 1986, No. 367, eff. 8-1-86; correction made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1993, No. 453.

**FD 4.02 Definitions.** In this chapter,

- (1) "Board" means the funeral directors examining board.
- (2) "Evidence of attendance" means an official transcript, student grade report or a written form furnished by a program provider which specifies satisfactory completion of a continuing education program.
- (3) "Funeral director" means a person as defined in s. 445.01 (5), Stats.
- (4) "Program provider" means an educational institution, governmental agency, professional or trade association or foundation or a private firm or individual whose primary function is continuing education.

**History:** Cr. Register, July, 1986, No. 367, eff. 8-1-86.

**FD 4.03 Continuing education.** (1) Every funeral director, as defined in s. 445.01 (5), Stats., shall complete at least 15 hours of approved continuing education programs in each biennial registration period, specified under s. 445.06, Stats., except as described in s. FD 4.05.

(2) Approved continuing education hours may apply only to the biennial registration period in which the hours are acquired.

(3) To obtain credit for completion of the continuing education requirement, a funeral director shall submit certificates of attendance issued by the program provider or other evidence of attendance satisfactory to the board.

(4) At least 3 hours of the 15-hour requirement shall be in approved programs in the subject area specified in s. FD 4.04 (1) (a) 2.

(4m) At least 3 hours of the 15-hour requirement shall be in each of the subject areas specified in s. FD 4.04 (1) (a) 1. to 4.

(5) No more than 7 hours of all of the 15-hour requirement may be in approved programs in s. FD 4.04 (7).

(6) No more than 2 hours of the 15-hour requirement may be acquired for presentation of any continuing education program by a funeral director.

(7) No more than 10 hours of the 15-hour requirement may be acquired through participation in non-contact home study programs.

(8) Each contact or clock hour or lesson or tape completed in a home study program is equivalent to 1.0 continuing education credit hour.

(9) Continuing education credit for participation in a multiple-day program, in which each day of the program is a prerequisite for each succeeding day, shall be granted only for completion of the entire program.

(10) A funeral director may receive credit for attendance at a continuing education program which received approval after he

or she attended the program, if the funeral director provides evidence of attendance satisfactory to the board.

**History:** Cr. Register, July, 1986, No. 367, eff. 8-1-86; am. (7), Register, November, 1998, No. 515, eff. 12-1-98; CR 01-063: cr. (4m) and am. (5), Register November 2001 No. 551, eff. 12-1-01.

**FD 4.04 Approval of continuing education programs.** (1) Except as provided in sub. (8), to obtain approval of a continuing education program, the program provider shall submit an application to the board on a form provided by the board which shall include:

(a) The program relates to one or more of the following subject content areas:

1. Grief counseling or communication.
2. Professional conduct, business ethics or legal aspects specifically related to practice in the profession.
3. Business management concepts relating specifically to delivery of services to a consumer.
4. Technical or practical aspects of the profession;

(b) The program is available to all funeral directors regardless of membership in or affiliation with any organization; and,

(c) The program provider of the continuing education program agrees to monitor the continuous attendance of participants and to furnish to each participant evidence of having attended and completed the program at the location of the program, or

(d) The program provider of a home-study continuing education program includes in the program a method satisfactory to the board of determining a participant's successful completion of the home study program.

(2) An application for a continuing education program shall include all of the following:

- (a) Date and location of the program.
- (b) Time segments scheduled in the program for presentation of subject areas specified in sub. (2).
- (c) Name and title of the instructor.
- (d) Name and title of the person requesting program approval on behalf of the provider.

**Note:** Forms are available upon request to the board office, PO Box 8935, Madison, WI 53708.

(3) A separate application shall be submitted for each continuing education program. Approval of a continuing education program expires on December 31 of each odd-numbered year.

(4) A program provider shall apply for approval of a continuing education program at least 30 days prior to its presentation.

(5) A continuing education program may include subject content other than that specified in sub. (1); however, the board shall limit its approval only to that part and time segments of the program which relate to subject areas specified in sub. (1).

(6) A home study program or course taken for academic credit shall be eligible for credit if the program or course relates to subject areas specified in sub. (1) and meets all other requirements in this section.

(7) In-service continuing education programs sponsored by a funeral establishment are not eligible for credit unless the programs are available to all licensed funeral directors and meet all other requirements in this section.

(8) A continuing education course sponsored by a national, international or state funeral director's association, or an educational institution accredited by the American Board of Funeral Service Education or otherwise deemed to be equivalent by the board, which satisfies the criteria established in sub. (1) (a) to (d) and s. FD 4.045, shall be approved by the board without receipt of a course approval application from the program provider.

**History:** Cr. Register, July, 1986, No. 367, eff. 8-1-86; correction in (6) made under s. 13.93 (2m) (b) 12., Stats., Register, September, 1993, No. 453; am. (2) (intro.), Register, November, 1998, No. 515, eff. 12-1-98; CR 07-049: am. (1) (intro.), cr. (8) Register March 2008 No. 627, eff. 4-1-08; correction in (8) made under s. 13.92 (4) (b) 7., Stats., Register March 2008 No. 627.

**FD 4.045 Qualifications for continuing education instructors.** Instructors for continuing education shall possess one of the following minimum qualifications:

(1) Be an instructor of funeral directing who is or has been engaged in the practice of teaching at an accredited institution of

higher education.

(2) Be a properly licensed or certified person for the 5 years immediately before becoming a continuing education instructor.

(3) Be a person who, in the judgment of the board, is qualified by experience or education, or both, to supervise a course of study.

**History:** CR 01-063: Cr. Register November 2001 No. 551, eff. 12-1-01.

**FD 4.05 Exemption.** Any funeral director who holds a certificate in good standing granted under s. 445.06, Stats., shall be exempt from meeting the continuing education requirement for the duration of the period that the funeral director is not engaged in professional practice. A funeral director who holds a certificate shall notify the board and shall submit proof of having completed 15 hours of approved continuing education programs in the 2-year period immediately preceding notification to the board of his or her intent to return to professional practice in a licensed funeral establishment.

**History:** Cr. Register, July, 1986, No. 367, eff. 8-1-86.