

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8366  
Madison, WI 53708-8366

FAX #: (608) 266-2602  
Phone #: (608) 266-2112

4822 Madison Yards Way  
Madison, WI 53705

E-Mail: [web@dsps.wi.gov](mailto:web@dsps.wi.gov)  
Website: <http://dsps.wi.gov>

## OFFICE OF EDUCATION AND EXAMINATIONS

### INSTRUCTIONS FOR APPLICATION FOR APPROVAL OF FUNERAL DIRECTOR CONTINUING EDUCATION PROGRAM

Thank you for applying to the Department of Regulation and Licensing for approval of your continuing education program. To ensure efficient processing of your application, please take a few minutes to completely read these instructions. If you have any questions, please send an email message to [Peter.Schramm@wisconsin.gov](mailto:Peter.Schramm@wisconsin.gov).

**PLEASE NOTE: You are not required to submit an application to the department for approval if your program is sponsored by a national, international or state funeral directors' association, or by an educational institution accredited by the American Board of Funeral Service Education, and it satisfies all the following requirements as found in administrative code FD 4.04(1) and FD 4.045 (as follows):**

- (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.
- (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.
- (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.
- (e) Instructors for continuing education must have 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.

You must submit a full and complete application for program approval at least 30 days prior to the first day on which the program will be offered.

Submit one complete application for each program you wish to have approved.

The provider of an in-person program must monitor the continuous attendance of participants, and provide them with written evidence that they have completed the program at the approved location. Credit for a multiple-day program in which each day is a prerequisite for the succeeding day shall be granted only for completion of the entire program.

The provider of a home-study program must provide an explanation of the method used to confirm that participants have successfully completed the program. Each contact or clock hour or lesson or tape completed in a home-study program is equivalent to one continuing education hour.

Continuing education programs must be made available to all funeral directors regardless of membership in or affiliation with any organization.

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## Steps to follow while completing the application:

The instructions that follow refer to each numbered line on application form #1074. A complete application that provides all the required information will avoid delays in processing.

1. Full name of the program provider (the school, organization or person providing the education program).
2. Mailing address of the provider. It can be a post office box or street address.
3. Name and job title of the person who can answer questions about the application. We will return the notice of program approval/denial to this person.
4. Applicant's telephone number (including area code). We will contact this person with questions about the application.
5. Applicant's e-mail address. Notice of program approval/denial will be sent to this email address.
6. Full title of the continuing education program as it will appear on the program certificate or program transcript. Do not abbreviate. Attach an outline of the program giving the title, a general description of the subject, a timed outline of program content, the dates during which the program will be offered, and the location of the program.
7. Date of the presentation. If the program will be presented on more than one date, list each date (use an attachment if necessary). If the program is offered on-line, or it is a correspondence course through the postal mail, indicate the first date you intend to offer the program.
8. Location where the program will be presented. If the program will be presented at more than one location, list each location (use an attachment if necessary). If the program is offered on-line, or it is a correspondence course through the postal mail, indicate this by writing "N/A" here.
9. Number of hours spent in instruction. Total number of hours may all be in one subject, or split up between two or more. A program must be at least 1 hour long. A classroom hour means at least 50 minutes of every 1-hour period is instruction attended by the participant.
10. Method of instruction. For example, indicate classroom instruction, web-based home-study, correspondence course, etc.
11. If program is self-study, explain how continuous attendance will be monitored. Attach a separate sheet if necessary.
12. Explain how you determine the participant has successfully completed the program. Attach a separate sheet if necessary.
13. Full name of all the instructor(s) who will teach the program.

To be approved, each instructor must fulfill one of the following requirements:

- Be an instructor of funeral directing who is or has been engaged in the practice of teaching at an accredited institution of higher education.
- Be a properly licensed or certified person for the 5 years immediately before becoming a continuing education instructor.
- Be a person who, in the judgment of the board, is qualified by experience or education, or both, to supervise a course of study.

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## 14. Attachments:

1. A copy of each instructor's resume, which should include:
  - a. The instructor's credential number, the state that issued it, the date it was issued and the date it expires.
  - b. The number of years the instructor has been engaged in the funeral services profession.
  - c. The name of the college or university where the instructor teaches and the inclusive dates he taught there, if applicable.
2. An outline of the program with the time spent on each part.
3. A copy of the program material.

## 15. Sign and date the form.