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STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**Board of Funeral Service**  
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Director

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### **Informational Letter Regarding Continuing Professional Education Requirements For Funeral Practitioners**

Recently, the Department met with representatives of the Maine Funeral Directors Association. During that meeting, the representatives discussed some of the hardships practitioners face in completing six (6) hours of continuing education during the one year licensing cycle.

After a thorough discussion and review of the Board's statute, it was determined that, effective immediately, funeral practitioners will now be required to obtain continuing education on a biennial basis. **Therefore, twelve (12) hours of approved continuing education will be required for odd year renewals, starting with the renewal occurring in 2013.**

Although the reporting period has now changed, please note that practitioners are still required to complete continuing education activities pursuant to Chapter 11 of the Board's Rules. Specifically, the Rules require that continuing education activities be approved by either the Academy of Professional Funeral Service Practice, the Maine Board of Funeral Service, or another state board or licensing authority. In addition, a limited number of hours may be earned in certain categories as outlined below:

- **Funeral Home-Based.** A practitioner may claim up to six (6) hours of continuing education activities provided through funeral home-based in-service training.
- **Home Study.** A practitioner may claim up to four (4) hours of continuing education activities provided through correspondence or online courses.

It is important to note that while the continuing education reporting period is changing, practitioners will still be required to renew their licenses annually. Therefore, it is critical that practitioners keep track of their renewal dates closely and remember that continuing education will be due on odd years only at which time licensees may be subject to audit pursuant to the OLR Uniform Rule for the Substantiation of Continuing Education Requirements. It is the responsibility of the licensee to retain evidence of complying with the continuing education requirement for the most recent two (2) continuing education certifications. For funeral practitioners, this will now be a minimum of four (4) years.



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Responsible practitioners should also note that this does not change the requirement for annual training of at least one hour in duration regarding the OSHA rules governing bloodborne pathogens and highly hazardous chemicals for attendants pursuant to Chapter 10, Section 4(3) of the Board's Rules.

A full copy of the Board's Rules and the OLR Uniform Rule (Chapter 13) can be accessed at the Board's website:  
<http://www.maine.gov/pfr/professionallicensing/professions/funeral/laws.htm>

For more information regarding this notification or for questions regarding continuing education activities, please contact the Board at 624-8623.