

## **Continuing Education Policy**

Approved May 28, 2009  
Amended May 6, 2025

### **Requirements for Continuing Education**

- Licensees must obtain six (6) continuing education credits every five (5) years per license the licensee holds.
- Topics must be related to your professional license.
- Credits must be pre-approved by the Education Committee to ensure they are accepted.
- Credits that are not pre-approved will not be accepted.
- One subject cannot be used twice in a five (5) year block or for more than one license.
- Credit value for a presentation or lecture is not based on the length of time. For example, a two-hour presentation does not necessarily mean the presentation or lecture will be awarded two credits.
- A two (2) hour presentation or lecture does not necessarily mean two credits; the Education Committee will decide the value based on content.
- If the content is valuable, a presentation or lecture may be awarded more than one (1) credit per hour. This will be determined by the Education Committee.
- Credits must be completed within the licensee's specified block.
- Credits that exceed the minimum number of credits in a block cannot be carried over for future continuing education credit blocks.
- Topics not directly related to your profession: First Aid, OH&S, and WHMIS will be awarded one (1) funeral director credit once during the lifetime of a licensee.
- Mentors will be awarded two credits in a five-year block, provided they mentor for at least six months. The credits will be applied toward credits for the license type they are mentoring.

## **Nova Scotia Board of Registration of Embalmers and Funeral Directors**

168 Hobsons Lake Drive, Suite 301, Beechville, Nova Scotia B3S 0G4

### **Organizations and Institutes Sponsoring a Seminar for Continuing Education Credits:**

- If sponsoring a seminar, it must be submitted for approval 30 days before the event, giving the Education Committee time to review and give notice to licensees.
- A request for approval must be submitted to the Board of Registration of Embalmers and Funeral Directors by completing the required request form.
- Only credits available to all licensees will be approved.
- It is up to the Sponsor(s) to ensure the Seminar meets the standard set out by the Education Committee to promote Professional Development.
- Once a seminar topic has been approved, it is kept on record and can be used again, but the Education Committee must be informed 30 days before the date and time or any material changes to the content.
- The sponsoring organization is responsible for collecting the attendees' list, which it must send to the Office of the Board of Registration within thirty days of the presentation or lecture.
- Individuals attending a seminar must be given a copy of the verification of attendance for their records.
- This Office of the Board of Registration of Embalmers and Funeral Directors is willing to help promote your Seminar, once it has been approved, through our email distribution list of licensed funeral professionals.
- Under Section 2 of the Embalmers and Funeral Directors Regulations, the Board may prescribe courses as necessary to better the profession and support professionalism, professional conduct, and best practices in funeral service.

These Guidelines have been set forth by the Education Committee and presented to the Board of Registration of Embalmers and Funeral Directors, where a motion was made and passed to accept these Guidelines, effective the date of that meeting, May 28, 2009. Amendments were completed and approved on May 6, 2025.