



## Qualifying Activities for Professional Certification and Re-Certification

The following activities are examples of programs approved for credit leading to certification by the Academy of Professional Funeral Service Practice. Appropriate credit for specific or innovative activities will be determined on a case by case basis.

**Category A: Academic** – Includes those more intensive learning experiences such as higher education-level instruction. Also, professional effort demonstrated by writing, speaking, and research are credited here as are home study and on-line learning programs accredited by the Academy. (Up to a maximum of 10.8 CEUs may be earned toward initial certification in this category.)

- Program must contain educational content covering one theme only, and lasting at least 3 hours including no more than a total of 30 minutes of break time (i.e., 9 a.m. - noon program will count .3 of a CEU in Category A, if no more than a total of 30 minutes is allowed for breaks).
- Scholarly articles published in professional journals receive credit based on the number of words and the nature of the content. More significant publications, including books, are evaluated on a case by case basis.
- Professional speeches, lectures, etc. are evaluated based on the length of the program and the preparation required for effective presentation.
- Completion of home study courses by approved providers. See Home Study Providers.
- Deployment in a disaster recovery effort will receive 1.0 CEU in Category A per deployment.
- College courses will normally receive full CEU credit (i.e., 4.5 CEUs for a 3-semester hour course).

**Category B: Professional** – Includes activities related directly to the funeral service profession. Attendance at conventions, short workshops or seminars, and service in funeral service organizations count in this category. (Up to a maximum of 7.2 CEUs may be earned toward initial certification in this category.)

- Attendance at any funeral service organization meeting or convention which has been accredited by the Academy.
- Attendance at any single-theme workshop or seminar lasting less than three hours.
- Service as on the Board of Directors, as an officer, or service on a committee of a funeral service organization will count for a total of 1.0 CEU per year. In addition, the member can receive a maximum of .2 CEUs (or 2 hours) for each meeting attended.

**Category D: Public Education and Service** – Acknowledges civic and community activities and leadership. Service in community or religious organizations, including officer status, are included. Short talks to community groups, funeral home tours, and similar activities count in this category. (Up to a maximum of 1.8 CEUs may be earned toward initial certification in this category.)

- Credit will be awarded for service in civic or church organizations, including offices held and specific programming activities carried out.
- CEUs will be assigned to include preparation time in addition to program presentation time as appropriate.
- Civic-related activities sponsored by the funeral home will count in Category D. This includes such things as funeral home tours for civic or school groups, meetings with civic or school groups, and services of remembrance.