



WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS
179 Summers Street, Suite 305 Charleston, WV 25301
(304) 558-0302 Fax (304) 558-0660

PROVIDER/SPONSOR CONTINUING EDUCATION REQUEST APPROVAL FORM

Program Provider/Sponsor:		Phone: _____ Fax: _____
Program Provider's Address:	City/State/Zip: _____	
Program Title:	General Education CE Hours: _____ OSHA Education CE Hours: _____ *Audio/Video CE Hours: _____ <hr/> Total Number of CE Hours: _____ (instructional hours excluding time, breaks & meals)	
Program Dates and Time:	*licensees are only permitted 1.75 hours of Audio/Video instruction	
Program Location (including address): _____		
Program Description: must be relevant to funeral service (program outline, with times for all portions of program and any breaks must be attached)		
Program Objectives: (including relevance to funeral service)		
Program Instructor(s):	Instructor(s) Company, City, State:	
Instructor's Credentials: (or Attach a bio or vitae for each)		
Attendance will be certified by: <input type="checkbox"/> Sponsor <input type="checkbox"/> Instructor <input type="checkbox"/> Other: _____ Describe method of attendance monitoring:		
This course is approved for C.E. credit by another licensing/professional organization: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who? (attach documentation)		
Will this program be open to all licensees? <input type="checkbox"/> Yes <input type="checkbox"/> No Fee Charged for attendance: \$ _____		
To register contact: _____ phone # _____ or write: _____ _____		
<p><i>This form must be filed with the Board not less than forty five (45) days prior to the date of the program. If submitted less than forty five (45) days prior to the date of the program, you must attach a \$50.00 application fee. If submitted more than forty five (45) days prior to the date of the program, no application fee is required.</i></p> <p><i>Without adequate information, the Board cannot grant approval. Attach any add'l information that may be helpful to the Board in determining approval. Any change in a program after approval is granted shall be approved by the Board. Failure to do so shall be grounds for revocation of approval.</i></p> <p><i>It is the responsibility of the requesting organization to certify a licensee's attendance.</i></p>		
I certify that the information contained in this request form including the attached documentation is complete and correct:		
Signature: _____	Date: _____	