

**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

### **The Law**

The General Assembly of Virginia passed a law requiring regulations to ensure the continued competency of practitioners licensed by the Board of Funeral Directors and Embalmers. It directed the Board to include in its regulations continuing education, testing, and/or any other requirement which would address the following: a) the need to promote ethical practice, b) an appropriate standard of care, c) consumer safety, d) application of new technology, e) and appropriate communication with consumers.

### **Rationale for the Regulation**

The Virginia Board of Funeral Directors and Embalmers recognize that the professional responsibility of licensees requires *continuous learning* throughout their careers, appropriate to the individual licensee's needs. The Board also recognizes that licensees are responsible for choosing their own continuing education and for evaluating their own learning achievement. *The regulation of the Board is designed to encourage and foster self-directed licensee participation in education.*

**What is "Continuing Learning"?** – Continuing learning includes processes whereby funeral service licensees engage in activities with the conscious intention of bringing about changes in attitudes, skills, or knowledge, for the purpose of identifying or solving ethical, professional, community or other problems which affect the public.

### **Content of the Regulation**

#### **Number of Hours Required:**

In order to renew an active license, the licensee must complete the **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**, which is provided by the Board and must indicate completion of at least **5 hours of continuing learning activities for funeral service licensees, funeral directors and funeral embalmers.**

In order for continuing education to be approved by the board, it shall be directly related to the scope of practice of funeral service. The continuing education must also emphasize the ethics, standards of practice, preneed contracts and funding, or laws and regulations governing the profession of funeral service in Virginia.

#### **Maintenance and audit of records:**

The **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM** must be used for recording continuing learning activities. The licensee is required to retain in his or her records the **completed form with all supporting documentation** for a **period of three years** following the renewal of an active license.

The Board will periodically conduct a **random audit** of a percentage of its active licensees to determine compliance. The licensees selected for the audit must provide the completed **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM** and any supporting documentation within 30 days of receiving notification of the audit.

**Instructions for Completing  
The CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

**ACTIVITY**

**Learning Activity, Resources, Strategies & Experiences** – List resources, strategies & experiences that you used to develop or maintain the selected knowledge.

**Activities:** List the type of activity as described below:

A minimum of 5 hours of continuing education courses offered by a board-approved sponsor that emphasize the ethics, standards of practice, preneed contracts and funding, or laws and regulations governing the profession of funeral service in Virginia. One hour per year shall cover compliance with Federal or State laws and regulations governing the professions, and at least one hour per year shall cover preneed funeral arrangements.

**Date(s) of Activities** – List the date(s) that you were engaged in the learning activity.

**# HOURS**

**Hours Actually Spent in Learning Activity:** List the hours actually spent in the learning activity to nearest ½ hour. Total hours should be at least 5 hours every year.

**SUPPORT DOCUMENTATION**

**Signature** – Support Documentation shall include a signature of the authorized representative of the approved sponsor.

**CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

*Please photocopy this original form to record your learning activities. Photocopy additional forms of necessary.  
The completed forms and all documentation must be maintained for a period of three renewal years.*

Activity/Course Completed	Date of Completion	Hours Completed

As required by law and regulation, I certify that I have completed the **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM** and have participated in 5 hours of continuing learning activities as required for renewal of a Funeral Service license in the Commonwealth of Virginia.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

License No. \_\_\_\_\_

Form revised 7/20/2012