



Continuing Education Policy and Procedure

Effective January 1, 2014

Definitions

Laws, Bills, Acts and Statutes

In order for the Legislative Assembly to enact a law, a Bill must be prepared. Bills are proposed laws. If the Bill has three readings, is passed by the Assembly and given Royal Assent, it becomes a part of the law of the Province. Once part of provincial law, Bills are known as Acts or Statutes.

Regulations

A regulation is a legal rule based on an Act and is expected to more fully explain responsibilities, requirements and implementations of clauses in its Act.

Government has a complex set of checks and balances where the sponsoring department consults with stakeholders, other jurisdictions and subject matter experts. Regulation drafting is done by lawyers in consultation with the department.

Renewing a Licence

Section 8.1 of *The Funeral Directors and Embalmers Act* regulation:

“For the purpose of clause 9(1)(c) of the Act, the board may renew the licence of a person who

- a) applies for a renewal of the licence in an approved form by December 15 of each year;
- b) pays the prescribed fee;
- c) is in compliance with the Act and this regulation;
- d) has a current licence that has not been suspended or cancelled;
- e) has not been convicted of an offence that is relevant to his or her suitability to carry on the business of a funeral director or the practice of an embalmer;
- f) meets the continuing education requirement set out in section 8.2.”

If you have any questions or concerns, please contact the Funeral Board of Manitoba’s administrative staff via email to funeralboard@gov.mb.ca or by calling 204-947-1098.

Introduction

Section 8.2 of *The Funeral Directors and Embalmers Act* regulation states:

“To meet the requirement for continuing education under clause 8.1(f), a person must provide evidence, acceptable to the board, that he or she satisfactorily completed six hours of approved courses during the current licence period. The person may include any specific course the board may require the person to take.”

Policy and Procedure

Purpose

To provide clear direction regarding the required six hours of continuing education credits, the Funeral Board of Manitoba issues this policy and procedure.

1. **Procedure**

The Education Committee is responsible for reviewing the continuing education courses for approval by the Funeral Board of Manitoba.

- a) When the Funeral Board of Manitoba receives an *Application for Course Accreditation* form along with supporting documents, they are sent to the Education Committee along with an assessment worksheet (appendix A) to be completed. The Committee members review the application and supporting documents, complete a separate assessment for each application and return the completed assessment worksheets to the Board’s administrative staff.
- b) The administrative staff use the completed worksheet information to complete a mastersheet (appendix B). The Committee members do not see each others’ completed worksheets.
- c) The mastersheet is reviewed at the following Education Committee meeting and a recommendation to the Board is drafted for submission at the Funeral Board of Manitoba’s next meeting.
- d) The Board members review the recommendation and make a decision.
- e) The applicant is provided written notification of the Board’s decision.
- f) The Board’s website list is updated and re-posted.

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2. Licensee responsibilities

It is the licensee's responsibility to maintain their file of continuing education credits.

It is the licensee's responsibility to ensure that any course they attend has been approved by the Funeral Board of Manitoba, **prior** to attendance.

A request for course accreditation must be submitted to the Education Committee **8 weeks prior** to the course taking place.

The application and supporting documents must include, but is not limited to, the following information:

- Name of course
- Date of course
- Duration of Course
- No. of credit hours requesting
- Name of instructor / presenter / speaker
- Instructor / presenter / speaker biography
- Course outline
- Proof of attendance to be used

3. Approved courses

Continuing Education sessions sponsored by the Funeral Service Association of Canada and the Funeral Board of Manitoba's approved school are automatically approved with no expiry date.

All other courses approved by the Board are approved for a three year period from the date of approval. The approved courses will be posted on the Board's website along with its expiry date.

The list of approved continuing education courses is posted on the Funeral Board of Manitoba website at www.gov.mb.ca/funeraldirectorsboard/index, along with all forms and information related to Continuing Education.

4. Credits

As per Section 8.2 of the regulation, continuing education credits are not cumulative from year to year.

5. Authorization

- It is every licensee's responsibility to maintain confidentiality and privacy.
- The Board's administrative staff will not provide confirmation of recorded credit information to anyone other than the licensee without written authorization to do so.

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