

## Continuing Education Accreditation Guidelines

### About the BEC

The BEC is responsible for approving continuing education and posting approved courses on the BEC website. The BEC is not responsible for providing continuing education or tracking licensee's education.

The Ontario Association of Cemetery and Funeral Professionals (OACFP) and the Ontario Funeral Service Association (OFSA), in consultation with Humber College and Collège Boreal, have developed these guidelines at the direction of the Bereavement Authority of Ontario (BAO) to evaluate programs to be considered for Continuing Education Credits (CEC) for Ontario bereavement sector licensees.

The BEC is made up of experienced bereavement sector professionals who are active members of the OFSA and the OACFP and has representation from the BAO.

### Organizations

If you are a business, association, or bereavement sector licenced operator interested in providing relevant continuing education to Ontario bereavement professionals, please review the guidelines, complete the Provider Application, and submit with payment to the Bereavement Education Committee (BEC) via email by the required date for consideration.

**BEC Email:** [apply@bereavementeducation.org](mailto:apply@bereavementeducation.org)

### Licensed Individuals

If you are an individual licensee requesting continuing education credit for a course provided by and educational institution or bereavement sector association, you have the opportunity to submit an individual Course Application if the BEC has not already accredited the course. All submissions will be reviewed and must qualify under the applicable guidelines. An individual **Course Application** with payment to the Bereavement Education Committee (BEC) via email by the required date for consideration.

**BEC Email:** [apply@bereavementeducation.org](mailto:apply@bereavementeducation.org)

### Submission and Meeting Dates

The BEC will meet quarterly to review submissions.

- Meetings will be held in January, April, July, and October.
- Applications must be received by the last day of the month prior to the BEC meeting.

Applicants will be notified of the committee decisions as soon as possible following approval by the committee.

## **ANNUAL APPROVALS**

### **Business Applicants**

The BEC will approve continuing education for business applicants that provide continuing education to bereavement professionals. Regional areas will be a consideration of approval.

### **Out of Province Professional Bereavement Sector Associations**

Bereavement sector associations from outside the province of Ontario will be required to submit a Continuing Education Application for any continuing education to be used as accredited education by Ontario licensees. Sessions and speakers will be reviewed individually for conferences, not the conference in its entirety. Sessions must be applicable to Ontario bereavement sector licensees and Ontario legislation, rules and regulations.

### **Ontario Regional Associations**

The BEC will review continuing education submissions for Ontario Regional Associations. BEC application fees will be \$99 per hour of education submitted. Applications are required and submission dates apply.

### **Licensed Bereavement Sector Establishments**

Licensed establishments requesting approval to provide continuing education training for their staff are required to apply for approval through their affiliated Association. If they are not a member of an association, they will be required to submit a Continuing Education Application and pay the necessary fees for approval by the BEC.

### **Ontario Funeral Service Association (OFSA)**

The OFSA will be responsible for approving and delivering their own continuing education and will be held accountable by their agreement with the BAO.

### **Ontario Association of Cemetery and Funeral Professionals (OACFP)**

The OACFP will be responsible for approving and delivering their own continuing education and will be held accountable by their agreement with the BAO.

### **Humber College & Collège Boréal**

The Colleges will be responsible for approving and delivering their own education as documented in their agreement with the BAO.



**Continuing Education Credits (CEC)**

Each CEC is equal to one (1) hour of creditable activity. Each hour is evaluated as 50 minutes of activity plus 10-minutes for Q&A, reflection, or group discussion.

For CEC credit, a program must fall within one of the following two categories of bereavement sector-related content areas [as defined by the BAO](#) and must be approved by the BEC in order to count for CECs towards the renewal of a personal license.

Category A: Professional Skills (includes items such as)	Category B: Self Care
<ul style="list-style-type: none"> <li>• Embalming Restorative Art</li> <li>• Business management (marketing, personnel management, accounting, computer applications)</li> <li>• Ethical Issues</li> <li>• Legal Interpretations</li> <li>• Regulatory Issues</li> <li>• Communications Skills</li> <li>• Sales</li> <li>• Innovation</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Grief Psychology</li> <li>• Family Care</li> <li>• Stress Management</li> </ul>

**Credit Values**

1 CEC = 1 hour of continuing education	4 CEC = 4 hours of continuing education
2 CEC = 2 hours of continuing education	5 CEC = 5 hours of continuing education
3 CEC = 3 hours of continuing education	6 CEC = 6 hours of continuing education

## EDUCATION APPROVAL REQUIREMENTS

### Accreditation Guidelines

1. Accredited programs may consist of group learning activities such as presentations, seminars, and workshops.
2. The program must be delivered or sponsored by a provider for which continuing education programming is part of the overall provider mission.
3. Program speakers and/or content writers/consultants must possess professional credentials appropriate to the subjects covered in the program.
4. The program must contain relevant educational content as outlined under Continuing Education Credits (CEC).
5. The program should be based upon bereavement sector specific skills, business skills or knowledge required for a bereavement sector establishment or be applicable to professional development.
6. The program should assist in addressing current challenges within the bereavement profession.

### Content Not Permitted

1. Credits are not allowed for such activities as social occasions, meals, receptions, or tournaments. If a portion of this type of event contains educational content, only that portion will receive CEC credit. (i.e., a banquet with an educational speaker would be eligible for credit for the time of the speech only).
2. Educational programs should not contain elements promoting a specific product, service, or company.
3. Educational programs should in no way denigrate or defame other companies/competitors, bereavement sector licensees or establishments, or their products and services.

### Submission Requirements

- ✓ Complete Continuing Education Application and provide supporting documentation.
- ✓ Submit application and documents by the dates required.
- ✓ Pay the application fee.

## Approved Continuing Education Sessions

Once approved, applicants must keep a record for 6 six year of all attendees with the first and last names of the attendees, along with their email address, licence # and the bereavement establishment where they are employed. This information will be used to verify attendance should the BAO require it for audit purposes.

## Revocation of Education Approval

Any approved educational session that receives negative results from attendees will be reviewed by the BEC and may be revoked.

The BEC reserves the right to revoke approval of continuing education that has been previously approved.

## Continuing Education Application Fee

The application fee will be based on the number of credits for which the applicant is seeking approval.

## Provider Accreditation Fees\*

1 CEC - \$149.00

2 CEC - \$249.00

3 CEC - \$349.00

4 CEC - \$449.00

5 CEC - \$549.00

6+ CEC - \$649.00

Ontario Regional Associations - \$99.00 per CEC

Annual renewal fee for previously approved education fee - \$99.00

\*Non-Refundable Administration fee for **incomplete** or withdrawn applications - \$99.00

## Individual Accreditation Fees

Individual Course Application - \$25.00

This application fee if for licenced funeral professionals seeking for approval of a single course that has not been accredited. Application fees are used to cover the costs of the BEC reviewing and administering the application. The application fee is non-refundable.

\*\*These Guidelines are subject to change at the direction of the BEC in consultation with the BAO.