



Continuing Education Accreditation Application Form

If you are a business, association or bereavement sector establishment interested in providing relevant continuing education to Ontario funeral professionals for credit, please review the guidelines and complete this application. Then submit the application with online payment to the Bereavement Education Committee (BEC) via email by the required date for consideration.

The continuing education session may not be offered for credit prior to having received approval that accreditation was approved.

SECTION 1: Education Session Information

Program Title:

Presenter:

Program is (seminar, workshop, etc):

Anticipated Program Date:

Location:

Time:

Number of (CEC) credits being applied for:

Type of Education: A (Skills Based) or B (Self Care)

Anticipated Number of Attendees:

Less than 10 10-49 50-99 99+

SECTION 2: Educational Requirements

All education requirements in this section **must** be met and required supporting documentation submitted (presentation slides, evaluation form/tools, references) in order for the education to be reviewed.

Criteria #1: The education session must address the identified needs of the participants

Please provide an explanation or supporting documentation for each of the following:

a) Summary of the Education Session (*half a page max*)

b) Sources of information that were used by to develop the content of this education. Examples can include reviews of literature, legislation, practice guidelines, and surveys or focus groups conducted by the organization planning the event.

Criteria #2: Learning Objectives

Objectives are to be included on the description that goes out to potential attendees

- a) List all of the education sessions objectives: i.e. To educate bereavement sector professionals enabling them to better serve their community. *Minimum 3*

- b) How were the needs of the target audience utilized in the development of the learning objectives?

- c) Do the learning objectives express what the participants will be able to know or achieve by participating in the program?

Criteria #3 Learning Components

- a) Have there been any learning methods incorporated to promote interactive learning? If so, please identify: Examples may include discussion periods, small groups, workshops, seminars, audience response systems or discussion forums.

- b) Please list a minimum of three take-aways (i.e. communication skills, interpersonal skills, critical thinking, etc.)

- c) Provide four questions with answers that participants should be able to answer after the session.

*Point-of-contact	Name:	
	Email:	
	Website:	

SECTION 3: Accreditation Submission Fee and Payment*

The BEC charges a non-refundable accreditation fee to review all applications. This fee covers the administrative costs associated with reviewing the program.

The Application fee is based on the number of Credits being applied for + HST

1 CEC	Association Member – \$149.00
2 CEC	Association Member – \$249.00
3 CEC	Association Member – \$349.00
4 CEC	Association Member – \$449.00
5 CEC	Association Member – \$549.00
6+ CEC	Association Member – \$649.00

Ontario Regional Associations - \$99.00 per CEC

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

*A non-refundable administration fee for incomplete or withdrawn applications of \$99.00 will be assessed on all applications.

Applications received without payment will not be processed. Please review the guidelines prior to submitting this application form.

Online payment: See website.