



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure:**

**Funeral Director & Embalmer Continuing  
Education Sponsor  
(274)**

Effective: 12/2024  
Revised: 12/2024

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

### Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.
- The following is a list of pre-approved sponsors. These entities need not apply for a license as a continuing education sponsor.
  - A) An accredited college or university, or State agency;
  - B) Illinois Funeral Directors Association;
  - C) Funeral Directors Services Association of Greater Chicago;
  - D) Cook County Association of Funeral Home Owners, Inc.;
  - E) Illinois Selected Morticians Association;
  - F) National Funeral Directors Association;
  - G) Illinois Cemetery and Funeral Home Association;
  - H) Selected Independent Funeral Homes;
  - I) An Illinois school of mortuary science;
  - J) International Order of the Golden Rule;
  - K) National Funeral Directors and Morticians Association

## LICENSE QUALIFICATIONS

### CE Courses Content shall:

- Contribute to the advancement, extension, and enhancement of the professional skills and knowledge in the practice of funeral directing or embalming;
- Foster the advancement and enhancement of professional skills and knowledge;
- Be developed and presented by persons with education, training and/or experience in the subject matter of the program;
- Specify the course objectives, course content and teaching methods to be used; and
- Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal.

**Certificate of Attendance:**

- Each licensed CE sponsor shall provide each participant with a certificate of attendance. You must provide a sample Certificate of Attendance, which must include:
  - a) The name, address, license number and signature of the CE sponsor;
  - b) The name and license number of the participant;
  - c) A brief statement of the subject matter;
  - d) The number of CE hours awarded in each program and the CE topic;
  - e) The date and place of the program; and
  - f) The method of delivery of the course (classroom, webinar, video book, audiotape, etc.

## **REQUIRED SUPPORTING DOCUMENTS**

**You must submit the following:**

- A Course schedule or outline showing an estimate of how much time will be devoted to each segment, portion, or outline main topic Specify the course objectives, course content and teaching methods to be used.
- A sample Certificate of Participation or Attendance.

## **IMPORTANT INFORMATION ONCE LICENSED**

- All Funeral Director and Embalmer CE Sponsor licenses expire on May 31st of each odd-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- The sponsor shall be responsible for assuring that no renewal applicant receives CE credit for time not actually spent attending the course.
- Any time the sponsor subcontracts with a presenter, all advertisements, promotional materials, and the Certificate of Attendance will bear the name, address, and license number of the sponsor. The name of the subcontractor may appear as the "Presenter" but no document shall imply that the subcontractor is licensed as a CE sponsor.