

# INSTRUCTION SHEET

## ILLINOIS CEMETERY OVERSIGHT ACT CONTINUING EDUCATION SPONSOR APPLICATION

***In order for your application to be processed,  
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED  
with the application and required fee unless otherwise directed in the instructions.***

### C.E. APPROVED SPONSOR

In order for Cemetery Managers and Customer Service Employees to obtain credit for attendance at continuing education (C.E.) programs/courses, the program/course must be provided by an approved sponsor. The sponsoring entity must:

1. Complete and submit an Illinois Cemetery Oversight Act Continuing Education Sponsor Application. Your license shall be valid for a period of four years or until August 31, 2016, whichever comes first. Sponsor approval issued after August 31, 2016 will expire every four years thereafter.
2. Forward a fee of \$100 in the form of a check or money order made payable to the Department of Financial and Professional Regulation.
3. Enclose a sample "Certificate of Attendance," which contains the following:
  - a) the name, address and license number of sponsor;
  - b) the name and address of the participant;
  - c) a brief statement of the program/workshop subject matter;
  - d) the number of hours attended for each program/workshop;
  - e) the date and place of the program; and
  - f) the signature of the sponsor.
4. Enclose a sample C.E. program with course materials (i.e. outline of program and brief biography of instructors.)

Sponsor means a Death Care Association, college or university, state agency, or person, firm, or association approved by the Department.

Upon receipt of the sponsor application and all required documentation, it will be reviewed by the Department. Subsequent to the outcome, you will be advised.

The following is a list of automatic approved sponsors. These entities need not apply for a license as an approved provider of CE for Cemetery Managers and Cemetery Customer Service Employees:

### LICENSURE C.E. RENEWAL REQUIREMENTS Cemetery Manager and Customer Service Employee

Beginning with the August 31, 2016, renewal and every renewal thereafter, each person who applies for renewal of a license as a Cemetery Manager shall complete 6 hours of continuing education and a Customer Service Employee shall complete 3 hours of continuing education during the prerenewal period.

### C.E. COURSE CONTENT

All C.E. courses shall:

- a) Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of cemetery management and/or providing customer service at a cemetery. The course content shall be designed to focus on such advancement and enhancement of professional skills and knowledge.
- b) Specify the course objectives, course content and teaching methods;
- c) Be developed and presented by persons with education and/or experience in the subject matter of the program;
- d) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal; and
- e) Include some mechanism through which participants evaluate the overall quality and content of the program.

### SPONSOR RESPONSIBILITY AND APPROVAL

1. The sponsor shall be responsible for verifying full time continuous attendance at each program.
2. Upon request by the Department, a sponsor will submit evidence (e.g., certificate of attendance or course materials) as is necessary to establish compliance with the Rules. Evidence shall be required when the Department has reason to believe that there is not full compliance with the Rules and that the information is necessary to ensure compliance.

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3. Each C.E. program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
  4. An approved sponsor may subcontract with individuals and organizations to provide approved programs.
  5. All programs given by approved sponsors shall be open to all licensed Cemetery Managers and licensed Customer Service Employees and not be limited to members of a single organization or group.
  6. The sponsor will be responsible for providing a certificate of attendance and will maintain attendance records for at least 5 years.

#### **C.E. SPONSOR RENEWAL REQUIREMENTS**

To maintain approval as a sponsor, each sponsor shall submit to the Department by August 31, 2016; a renewal application, a \$75 fee, and a list of courses and programs offered within the last 24 months. Following August 31, 2016, your license will be renewed every 4 years. You will be required to submit a renewal application, a \$75 fee and list of courses and programs offered within the last 24 months. The list shall include a brief description, location, date and time of each course given by the sponsor and by any subcontractor.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:  
 STATE OF ILLINOIS  
 DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
 ATTN: Division of Professional Regulation  
 320 West Washington Street, 3rd Floor  
 Springfield, Illinois 62786

FOR OFFICIAL USE ONLY  
 \_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied  
 \_\_\_\_\_ Deferred  
 \_\_\_\_\_ Date

**Illinois Cemetery Manager and Customer Service Employee  
 Continuing Education Sponsor Application**

**INSTRUCTIONS**

Submit the following with this application:

- 1. A \$100 fee.
- 2. Sample Certificate of Attendance.
- 3. A copy of a sample program with faculty, course materials and syllabi.

PROFESSION CODE **255**

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION	2. TELEPHONE NUMBER (Include Area Code)
3. ADDRESS (Include Street, City, State, and ZIP Code)	4. FEIN OR SOCIAL SECURITY NUMBER
5. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)	6. E-MAIL ADDRESS (REQUIRED)
7. ADDRESS (Include Street, City, State, and ZIP Code)	8. TELEPHONE NUMBER (Include Area Code)

9. SPONSOR IS:

<input type="checkbox"/> School, College or University	<input type="checkbox"/> Professional Association
<input type="checkbox"/> Individual	<input type="checkbox"/> State Agency
<input type="checkbox"/> Firm	<input type="checkbox"/> Other (Describe) _____

10. ORGANIZATIONAL PURPOSE AND OBJECTIVES

11. SPONSOR'S BACKGROUND IN CEMETERY AND FUNERAL INDUSTRY

12. Specify length of time Sponsor maintains records: \_\_\_\_\_

13. DESCRIBE METHOD FOR RECORDING AND VERIFYING ATTENDANCE (Supply forms used)

_____	_____
Signature of Person Submitting Application	Title
_____	_____
Type or Print Name of Person Submitting Application	Date

## AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing education program(s) offered by this sponsor and:

1. That all courses and programs offered by this sponsor for C.E. credit will comply with the criteria in Rules 1249 Cemetery Oversight Act; and
2. That this sponsor will be responsible for verifying full-time continuous attendance at each program, and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1375.220 c) 2); and
3. That upon request by the Department, this sponsor will submit such evidence as is necessary to establish compliance with the rules; and
4. That each C.E. program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
5. That this sponsor may subcontract with individuals and organizations to provide approved programs.
6. That all programs given by this sponsor shall be open to all Licensed Cemetery Managers and Licensed Customer Service Employees and not be limited to members of a single organization or group.
7. That this sponsor, upon written request by the Department, will submit a list of all courses and programs, which includes a brief description, location, date, and time of each course given by the sponsor and by any subcontractor.
8. That this sponsor will maintain attendance records for not less than five (5) years.
9. That this sponsor will be responsible for assuring that no renewal applicant shall receive C.E. credit for time not actually spent attending the program.
10. That this sponsor is aware that failure to comply with the Rules of the Department of Financial and Professional Regulation (68 Ill. Adm. Code, Section 1375.220) may result in disapproval of this sponsor by the Department; and
11. That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation by this Sponsor subsequent to such disapproval.

NOTARY

SEAL

\_\_\_\_\_  
Signature of Person Responsible for Continuing Education Program

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

NAME OF CE SPONSOR:

Profession: