
02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

331 MAINE STATE BOARD OF FUNERAL SERVICE

Chapter 11: ANNUAL RENEWAL; CONTINUING EDUCATION; INACTIVE STATUS

SUMMARY: This chapter describes the continuing education requirement and sets forth procedures regarding inactive status licensure.

1. Annual Renewal; Continuing Education

Licenses issued by the board are renewable annually upon application to the board and payment of the license fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation, plus any applicable late fee.

1. At the time of an odd-year renewal, practitioners of funeral service shall certify to compliance with the continuing education requirement set forth in 32 M.R.S. § 1506 and this chapter.
2. At the time of each renewal, funeral attendants shall certify as to completion of the annual training in bloodborne pathogens and highly hazardous chemicals required by Chapter 10, Section 4(3) of the board's rules.

2. Approved Continuing Education Programs and Activities

1. Practitioners of funeral service may satisfy the requirement of Section 1(1) by completing:
 - (a) programs approved for continuing education credit by the Academy of Professional Funeral Service Practice, its successor organization or a comparable organization or;
 - (b) programs hosted or sponsored by the Maine Funeral Directors Association or the National Funeral Directors Association, their successor organizations or comparable organizations or;
 - (c) programs hosted or sponsored and approved for continuing education credit by any state funeral board or state licensing authority; or
 - (d) any other program that relates to the following subject areas:
 - (i) professional competency, professional conduct, business ethics, or legal aspects relating to funeral practice; or
 - (ii) techniques including scientific and clinical advances relating to embalming and funeral arranging.

3. Hardship Deferment

A licensee may request a deferment of continuing education from the board due to health reasons, military service or other unforeseeable circumstances of genuine hardship. Any licensee who receives a deferment shall make up the deferred continuing education according to a schedule determined by the board in consultation with the licensee.

Deferred continuing education, once completed by a licensee, may not also be used to satisfy the continuing education requirement for a license year other than the year for which the deferment was granted.

4. Documentation and Audit

It is the responsibility of each licensee to maintain records, certificates, or other evidence of compliance with the continuing education requirement. Reporting, verification and audit of continuing education is governed by Chapter 13 of the rules of the Office of the Professional and Occupational Regulation.

5. Inactive Status Licensure

1. Application and Renewal

A practitioner of funeral service may apply for an inactive status license. A licensee who applies for inactive status during the 3 months prior to expiration of the license shall demonstrate compliance with the continuing education requirement license year during which application is made. The board may refuse to issue an inactive status license to a licensee who:

- A. Is ineligible for renewal of an active license; or
- B. Applies for an inactive status license during the 3 months prior to expiration and fails to demonstrate compliance with the continuing education requirement for the license year during which application is made.

2. Prohibition Against Practice

A licensee may not engage in the practice of funeral service while in inactive status.

3. Continuing Education

A licensee need not comply with the continuing education requirement contained in Chapter 11 of the board's rules while in inactive status.

4. Renewal of Inactive Status License

A licensee may renew an inactive status license by:

- A. Submitting a renewal application;

- B. Paying the license fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation; and
 - C. Providing such other information as the board may require.
5. Reinstatement to Active Status

The holder of an inactive status license may return to active status upon application to the board, payment of the required license or reinstatement fee, and certification of completion of six (6) contact hours of continuing education during the one-year period prior to application. The six (6) contact hours may be completed through either in-person or through online or distance learning programs.

STATUTORY AUTHORITY: 32 M.R.S. §§ 1451, 1501 and 1506

EFFECTIVE DATE: January 22,2023