



Continuing Education Accreditation Guidelines for OACFP Regular Members

GUIDELINES

The Ontario Association of Cemetery and Funeral Professionals (OACFP) has developed these guidelines to evaluate programs to be considered for Continuing Education Credits (CEC) for our regular members who intend to provide accredited continuing education to their employees.

If you are a licenced operator interested in providing relevant continuing education to your employees and wish to have it considered for Continuing Education Credit (CEC) toward your BAO license renewal, please review the guidelines, complete the application and submit to the OACFP at the email address below.

Please note that supplier members will need to submit request for accreditation through the Bereavement Education Committee.

Submission email address: education@oacfp.com

ANNUAL APPROVALS

Bereavement Sector Licensed Operators

Licensed establishments requesting approval to provide continuing education training for their staff are required to apply for approval through their affiliated provincial association. If they are not a member of an association, they will be required to submit a Continuing Education Application and pay the fee for approval by the Bereavement Education Committee. For further information regarding the Bereavement Education Committee please see: www.bereavementeducation.org.

OACFP members are eligible to have up to ten (10) hours of CECs approved by the OACFP without charge. Fees may apply for any education approval applications that exceed the ten (10) hour limit.

Out of Province Professional Bereavement Conferences & Non-Ontario Association Conferences

Bereavement sector associations from outside the province of Ontario will be required to submit a Continuing Education Application form to the Bereavement Education Committee a minimum of 6 months prior to the event date for consideration. Applications will be reviewed on the scheduled meeting dates by individual sessions and speakers, and not the conference in its entirety.



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 and must be approved by the BEC in order to count for CEC's towards the renewal of a personal license.

Group A: Professional Skills includes items such as:

- Embalming
- Restorative Art
- Business management (marketing, personnel management, accounting, computer applications)
- Ethical Issues
- Legal Interpretations
- Regulatory Issues
- Communications Skills
- Sales
- Innovation

Group B: Self Care

- Counseling
- Grief Psychology
- Family Care
- Stress Management

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 sponsored or delivered by a provider for which continuing education programming is part of the overall provider mission.

3. Program speakers must possess professional credentials appropriate to the subjects covered in the program.
4. The program must contain relevant educational content as outlined under CEC Credits.
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. Mandated health and safety education, other provincially or federally mandated training or awareness programs or firm or company specific training will not qualify for continuing education credit.
3. Educational programs should not contain elements promoting a specific product, service or company.
4. Educational programs should in no way denigrate or defame other companies/competitors, bereavement sector licensees or establishments, or their products and services.

Submission Requirements

- Review the Continuing Education Guidelines
- Complete Continuing Education Application and provide supporting documentation.

Approved Continuing Education Sessions

Once approved, members are required to keep a list of all attendees, along with their email address, licence # and the bereavement establishment where they are employed, for audit purposes. It will not be the responsibility of the OACFP to retain these records.

Revocation of Education Approval

The OACFP reserves the right to revoke accreditation of approved continuing education should it come to our attention that the education does not meet the guidelines.

**These Guidelines are subject to change.