

Continuing Education Requirements

To ensure that all licensees maintain and improve their professional skills, each person holding a license issued by the Commission is required to participate in 16 hours of continuing education as a condition for renewal of individual or dual licenses.

Credit Hours Required:

- Individual licensees are required to obtain 16 hours of continuing education every two-year renewal period from a Commission approved Continuing Education Provider. **NOTE: If a licensee has just exited the provisional program and the first license expiration is less than twelve (12) months the licensee is not required to obtain any CE for the renewal of the license. If the first license expiration is over twelve (12) months then the licensee must obtain the six mandatory hours for renewal of that license.**
- All required hours may be obtained through independent study.
- Three topics must be included in the satisfaction of every renewal period. The following are mandatory continuing education subjects:
 1. Ethics – 2 credit hours
 2. Texas Mortuary Law Updates – 2 credit hours
 3. Vital Statistics Requirements and Regulations – 2 credit hours

It is the responsibility of the licensee to track the number of hours accumulated during a licensing period.

Credit Hours Granted

- A total of 4 hours per renewal period will be granted for attendance to a regularly scheduled Commission meeting, providing the licensee signs in and out and is present during this period of time.
- Individuals licensed in Texas but not practicing in the state, may request in writing to be placed in a secondary inactive status. The requirements to renew the license stay the same as do the fees, and they must receive the 3 mandatory C.E. hours. Prior to returning to work in Texas the licensee must meet all C.E. requirements for an active status.
- A licensee may request in writing, to carry over to the next renewal period, up to 10 credit hours earned in excess of the requirements. The 3 mandatory courses are required each two-year renewal period, and may not be carried over.
- A supervisor of provisional licensees may apply to receive a maximum of 5 credit hours per renewal period, regardless of the number of provisionals supervised.
- A presenter or instructor of an approved continuing education program may apply to receive a maximum of 5 credit hours per renewal period, for an original presentation, regardless of how many times the program was presented.

Failure to Comply

- Failure by any licensee to comply fully with the continuing education requirements will result in rejection of the application for renewal of the individual's license.
- A \$300 noncompliance fee must be paid before a license is able to renew and does not waive the necessity of obtaining the 3 mandatory course requirements.

A list of Approved Providers is located on the TFSC website at www.tfsc.state.tx.us under Continuing Education.

If you have any questions regarding continuing education, please contact the Texas Funeral Service Commission at 512-936-2474.