



License Renewal and Individual CE Requirements

PLEASE NOTE: Due to the large amount of license renewals that are processed during Oct. 1 – Dec. 31 with the majority of these renewals being received in the office during the last 10 days of the 90 day renewal period, renewals MUST be accompanied with the correct renewal fee, documents and all items MUST be received together. It is not the responsibility of the Board to call licensees to request items or to remind them of renewal requirements. Renewals that are faxed without payment attached will not be processed. Establishment renewals MUST have the Annual Report of Preneed attached whether there is preneed or no preneed, THIS IS A REQUIREMENT.

IT IS THE RESPONSIBILITY OF THE LICENSEE TO MAINTAIN THE REQUIREMENTS FOR HOLDING A LICENSE ISSUED FROM THIS BOARD.

This office and every transaction made by this office is monitored and audited by the State of Louisiana annually. This office MUST follow the State's regulations for procedural duties and authority.

What is the time period for renewing an establishment, embalmer and funeral director or funeral director license?

For funeral establishments, embalmers and funeral directors, the renewal period begins on October 1 and ends on December 31 annually. **LA R.S. 37:844; Title 46, Part XXXVII, Chapter 7. etal.**

I did not receive a renewal notice and therefore I did not renew before the expiration date, can I still submit my annual renewal fee in order to remain current?

No. The renewal notice is mailed as a courtesy reminder that it is time to renew your license. U.S. Postal Mail gets lost, misplaced or destroyed. We do not have control over the U.S. Postal Service. All licensees are responsible and should know the expiration date for their license. **LA R.S. 37:844**

What if the office is closed on December 30, 31, or January 1 or 2?

The office is usually closed at some point during that time for holidays. The building is usually open except for the actual day of the holiday and weekends. Mail or correspondence can be delivered to the office via the mail drop slot on the Board's office door if there is access into the building. The Board's website has a calendar of events located to the right of the page and is updated with holidays and office closures. U.S. Postal Mail has been received much later than usual and mail has been lost, we do not have control over the U.S. Postal Service. Always make a note to call the office to check if your renewal has been received. Individual licenses can be renewed online any time. The pay online option is disabled at 11:59 PM on December 31. Remember that the renewal period is open for 3 consecutive months, 90 days. **LA R.S. 37:844.**

I received my individual license earlier in the year do I need to renew my license before the end of the same year?

Yes. Renewal of an individual license is required unless the license is issued during the month of December.

I have not renewed my license in a while, how do I reinstate my license?

An application and the app fee plus all of the previous year's renewal fees will be calculated for the reinstatement amount. You will need to contact the office for the correct amount of fees that will be due in order to reinstate a license. **Title 46, Part XXXVII, Chapter 7.**

Can I place my license on hold or inactive status?

No. A license remains in effect as long as the renewal fee is submitted annually. Active and inactive license status is determined by the continued education requirement. "Active" and "Inactive" is outlined within the definitions. **LA R.S. 37:831.**

I received my individual license earlier in the year do I need to meet the continuing education requirement before the end of the same year?

No. Continuing education will be required after the first renewal of a license.

I received my individual license earlier in the year and I also acquired some hours of continuing education, can those hours be applied to next year's renewal?

No. It is not necessary for continuing education to be acquired until after the first renewal of a license. Once a license has been issued, the license will be registered with CE Broker and at that time, CEs can be received and maintained through the CE Broker program.

Do I have to acquire continuing education annually?

The continued educational requirement must be maintained annually in order for a licensee to remain "active" and to be able to practice. If a licensee does not acquire the continued educational requirement, the license is noted as "inactive" status. The licensee can return to "active" status as soon as the continued educational requirement has been met. **LA R.S. 37:854.**

Is continuing education listed on the website for each of the "Current Licensees" listed?

No. You will need to email or fax a request to the office for the CE status of a licensee regarding "active" or "inactive". The request **MUST** be submitted by fax or email noting the names of the individuals being requested.

Why is it necessary to submit a request in writing regarding the active and inactive status of a license?

This is considered a "Public Records Request" and will be treated as such. The Board maintains the records of licensed individuals through CE Broker, an online program which is better equipped for maintaining and tracking of CE requirements. In order for the information to be processed, the staff must log into the CE Broker program to retrieve the information and this will take some time. The response time from the Board during the months of October 1 through December 31 will require additional time due to the renewal session.

An individual licensee should create a free basic account with CE Broker in order to log in and track or check their CEs. Once an account is created, CEs are viewable and a transcript is available.

An individual licensee will be able to check their CE status quicker THROUGH CE Broker than making a request to the Board's office.

**** EMPLOYERS; PLEASE NOTE – It is YOUR responsibility as an employer to verify the licensed employee's requirements for practicing. Any licensee's CE status can be verified by an email or faxed request.**