



## License Renewal and Individual CE Requirements

**Certemy is the LSBEFD's online licensing program. You are encouraged to utilize the online system for maintaining your personal information as well as renewing your license through your account. All transactions and changes to the accounts are tracked and monitored. Establishment renewals MUST have the Annual Report of Preneed hard copy notarized attached whether there is preneed or no preneed, THIS IS A REQUIREMENT. If renewing through Certemy, the Pre-need report MUST be uploaded.**

**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 hard copy Annual Report of Preneed attached whether there is preneed or no preneed, THIS IS A REQUIREMENT. This MUST be notarized and uploaded to Certemy, if applicable.

**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. The LSBEFD does 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, The LSBEFD does not have control over the U.S. Postal Service. Always make a note to call or email 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. An email request must be sent to the office for the CE status of a licensee regarding "active" or "inactive". The request MUST be submitted by email noting the names and license numbers 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 Requests" 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 reviewed, 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 much faster THROUGH CE Broker than making a request to the Board's office.



## **Continuing Education Sponsors/Requests**

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### ***What are the requirements for sponsoring or hosting a continuing education event?***

The requirements for continuing education are located upon the website under "Fees & Forms" and scroll to the continuing education forms. There is a memo regarding the process and the application also contains the requirements that have to be fulfilled in order for approval from this Board. There is a page specifically created on the website dedicated to continuing education under "Notifications". This page will offer additional information relating to this topic. [LA R.S. 37:854 – Continuing Education](#)

### **CE Broker – Continuing Education File Maintenance Program**

CE Broker is a CE tracking and maintenance website for all active licensees who wish to utilize the program.

***The LSBEFD is not charged a fee for using CE Broker and CE Broker offers a FREE basic account for licensees.***

It is highly recommended that all licensees create an account and upload continuing education certificates. All CEs will be applied through CE Broker and will be immediately available to an individual to review as well as to provide a transcript of CE courses. There are many benefits available when registering with CE Broker.

**PROVIDERS** – all associations and individuals who are sponsoring any CE programs, should register as a provider with CE Broker to upload all information to be approved. There are many benefits available when registering with CE Broker.

**EMPLOYERS** – are also able to create an account to monitor employees' CE hours. There are many benefits available when registering with CE Broker.

CE Broker will communicate with accounts regarding renewals, courses available, and CE status.

CE Broker is able to offer many benefits with regard to Providers, employers and individuals.

All CEs that are entered by September 1 of each year will be noted on the mailing label of your renewal.

**PLEASE NOTE: THE BOARD'S STAFF WILL NOT BE ABLE TO ASSIST WITH CE STATUS BY A PHONE CALL. A WRITTEN REQUEST MUST BE MADE BY EMAIL FOR CE STATUS, EVEN FOR ONLY 1 LICENSE.**

**DUE TO THE RENEWALS AND PROESSING OF SAME DURING OCTOBER 1 THROUGH DECEMBER 31, ADDITIONAL RESPONSE TIME MAY BE NECESSARY FOR REQUESTS.**

**IT IS HIGHLY RECOMMENDED THAT A LICENSEE REGISTER WITH CE BROKER. A FREE BASIC ACCOUNT IS ALL THAT IS NEEDED AND CEs WILL BE IMMEDIATELY AVAILABLE FOR REVIEW. AN INDIVIDUAL WILL HAVE THE ABILITY TO CHECK CE STATUS MUCH FASTER THAN THROUGH A REQUEST TO THE BOARD'S OFFICE FOR STATUS.**