



# OACFP

ONTARIO ASSOCIATION OF CEMETERY  
AND FUNERAL PROFESSIONALS

---

## Continuing Education Accreditation Application Form

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 (licensed establishment) members who intend to provide accredited continuing education to their employees.

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

### SECTION 1: Education Session Information

Program Title:

Presenter:

Program is (seminar, workshop, etc):

Anticipated Program Date:

Location:

Time:

Number of (CEC) credits being applied for:

Type of Education: A (Skills Based) or B (Self Care)

Anticipated Number of Attendees:

*Less than 10*      *10-49*      *50-99*      *99+*



**Criteria #2: Learning Objectives**

*Objectives are to be included on the description that goes out to potential attendees*

- a) List all of the education sessions objectives: i.e. To educate bereavement sector professionals enabling them to better serve their community. *Minimum 3*
  
- b) How were the needs of the target audience utilized in the development of the learning objectives?
  
- c) Do the learning objectives express what the participants will be able to know or achieve by participating in the program?

**Criteria #3 Learning Components**

- a) Have there been any learning methods incorporated to promote interactive learning? If so, please identify: Examples may include discussion periods, small groups, workshops, seminars, audience response systems or discussion forums.
  
- b) Please list a minimum of three take-aways (i.e. communication skills, interpersonal skills, critical thinking, etc.)
  
- c) Provide four questions with answers that participants should be able to answer after the session.

<b>*Point-of-contact</b>	Name:	
	Email:	
	Website:	

**SECTION 3: Accreditation Submission Fee and Payment**

**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. The OACFP may charge a non-refundable accreditation fee to review all applications. This fee covers the administrative costs associated with reviewing the program.

The Application fee is based on the number of Credits being applied for + HST

1 CEC Association Member – \$149

2 CEC Association Member – \$249

3 CEC Association Member – \$349

4 CEC Association Member – \$449

5+ CEC Association Member – \$649

Annual renewal fee for previously approved education fee - \$99.00

Fee for resubmission of incomplete application - \$149.00