

AFSRB NEWS

December 2024



Message from the Board Chair

*Best wishes from the AFSRB board and staff for a safe and relaxing holiday season.
May the Christmas Season bring only happiness and joy to you and your family.
All the best in 2025, Happy New Year*

Stuart Murray
AFSRB Chair

Alberta Funeral Services Regulatory Board
promote a fair and informed marketplace by protecting consumer rights, enhancing industry professionalism, maintaining rigorous educational standards and enforcing fair business practices.

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HAVE YOU SET UP YOUR PORTAL?

Portal Setup

If you have not yet set up your portal, please do so as soon as possible. **The username and password for the old portal are no longer valid.** Visit www.afsrb.ab.ca and click on 'licensee login' to set up your portal.

Thank you to everyone who has set up your portals and for entering continuing education (CE). There has been more than 800 continuing education submissions to date. Well done!

Need help setting up your portal? Call us!

Business Managers (BM) - Have you checked your portals?

- ⇒ There are applications sitting in some BM portals waiting for business manager approval.
- ⇒ Student and licence applications do not come to the AFSRB until the business manager approves them.
- ⇒ If you have not taken the Business Manager portal training, and need assistance, feel free to call us.

Portal Training Sessions
Stay tuned to your email in January for more portal training sessions

CONTINUING EDUCATION (CE) REQUIREMENTS

Did you know....?

- Everyone licenced between **April 1, 2024 — March 31, 2025** is responsible for fulfilling the CE requirement for annual licence renewal regardless of when you became licensed. Does this include first-time licensees? Yes it does!
- Students who become licensed within the year can use credits from their formal education for their self-directed credits (one-time use only).
- CE requirements for **all** licensees are 3 **self-directed credits** every year. Self-directed credits are education activities of your choosing.
- There is a 3-credit **mandatory course** determined by the AFSRB that all licensees are required to take this year. Please see page 3 of newsletter for more information.
- Credits **cannot** be carried forward from a previous year. If you have completed additional credits, there is no need to enter more than the required amount as additional credits will not count.
- Sessions/activities/courses must be completed between April 1, 2024 and March 31, 2025.
- Sessions must be entered into your portal (yes, even the mandatory course). Once entered, check back in a couple days to see the status for your entry. If something has been rejected, read the comments and make the edits to re-submit.
- Do not enter a course more than once. Repeated courses/sessions/activities will not be accepted.
- Failing to complete the required annual continuing education credits, will result in an expired licence.

2024-25 Mandatory Course

The mandatory continuing education course for the 2024 – 2025 fiscal year is: **Navigating Compassion Fatigue and Burnout: Staying Grounded While Supporting Others**. This course was developed by Francoise Mathieu who is the TEND Executive Director. As this is a cost share, each participant is required to pay \$50 at the time of registration. Registration and payment must be made individually. Group payments and registration are not available.

This course has three parts:

- **an on-demand 2 hour webinar** provided by Francoise that can be watched at a time convenient for you. The link to this webinar is available on your portal.
- **a one hour mandatory live webinar** on Zoom. Every licensee is required to sign up for and attend one of these sessions. Students are welcome.
- **electronic resources**—will be sent upon registration for the live session.

Please Note:

- ⇒ The zoom link will be sent out prior to the live session you registered for.
- ⇒ Individuals who become licensed before March 31 are required to complete the mandatory course.
- ⇒ The 2-hour webinar must be viewed prior to attending the 1-hour live zoom session.
- ⇒ Access to the pre-recorded webinar and the link to register for the live session is available through your individual portal under the continuing education heading.
- ⇒ When entering this session into your portal, it can be entered as **one entry** for 3 credits providing both parts are completed. It can also be entered as two separate entries for 1-credit and for 2 credits.
- ⇒ If you register and are not able to make it to the session that day, please call us and we will move your registration.
- ⇒ DO NOT enter a course with a future date that has not yet occurred.

Mandatory Course Live Session Dates

January 16 10:00 a.m.

January 23 10:00 a.m.

February 6 3:00 p.m.

February 18 10:00 a.m.

***Sessions limited to 75 participants**

Renewals

Renewal season is around the corner. There are some important **changes** to the renewal process this year. The requirements to renew your licence for the 2025-26 year are as follows:

Licensees Responsibilities:

- ⇒ 3 mandatory credits **and** 3 self directed credits. 1 credit = 1 hour. All activities must be completed between April 1, 2024 - March 31, 2025. Entries outside this timeframe will be rejected.
- ⇒ Renewal declaration - to be completed in the licensing portal

Business Manager Responsibilities:

- ⇒ Ensure staff completion of continuing education (CE)
- ⇒ Ensure staff completion of renewal declaration in the portal
- ⇒ Ensure inspection deficiencies have been addressed

There are no more paper declarations! All declarations are done through the portal

Please Note: Renewals cannot be submitted until the requirements above have been met. Businesses will not be able to pay for the renewal ahead of time. Some businesses find it helpful to set internal deadlines for the requirements so that the business can meet the AFSRB deadline of March 31.

*Students are now renewed annually. They do not have to satisfy the continuing education requirement.

*For students ready to upgrade to a licensee, click on [student upgrade application](#). Do not click on move request.

Please call the AFSRB office if you need assistance.

Funeral Director Exam - Calgary

The funeral director exam will be administered in Calgary January 6, 2025 at 10:00 a.m. If there are not enough registrations, this date may be postponed.

To register for the exam, call or email the AFSRB office.

Riddle

The man who made it, didn't want it
The man who bought it, didn't use it
The man who used it, didn't see it

What is it?

- Email us with the answer

Happy Holidays