

Remit form and  
fee to: 

# Continuing Education Course Registration Form Illinois Cemetery and Funeral Home Association

14608 John Humphrey Dr., Orland Park, IL 60462  
Ph: 866-758-7731 Fax: 866-758-7732



The Illinois Cemetery Oversight Act – Section 10-30 – Continuing Education states:

"Cemetery managers shall be required to complete 6 hours of continuing education during each renewal cycle. Customer service employees shall be required to complete 3 hours of continuing education during each renewal cycle"

If you have already been certified as a Cemetery Manager or Customer Service Employee and HAVE A VALID LICENSE through the IDFPR, then you will need your Continuing Education Hours to renew your license with the IDFPR.

**\*\*\*Courses will be held at the ICFHA Office unless otherwise specified\*\*\***

**Desired Course Date:** \_\_\_\_\_

**Office Phone:** 866-758-7731

**Course Location:** ICFHA Office, 14608 John Humphrey Dr., Orland Park, IL 60462 @8:30 AM

Indicate Course with an X

**Cemetery Manager (6hrs)** \_\_\_\_\_

**Customer Service Employee (3hrs)** \_\_\_\_\_

**Fees:** **\$120.00**

**\$60.00**

*This does not cover the cost of the renewal of your license. This fee only applies to the Continuing Education hours. In order to renew your license, you must re-apply online with the Illinois Department of Financial and Professional Regulations when your profession is in renewal.*

## Registrant's Information

*Use your Legal Address. All information is required and necessary. Print legibly.*

**Place of Employment:** \_\_\_\_\_

**Cemetery Authority License Number:** \_\_\_\_\_

**Name on License:** \_\_\_\_\_  
First Name Last Name

**License Number:** \_\_\_\_\_  
Number required for credit

**Address:** \_\_\_\_\_  
Address City/State/Zip

**Phone: (\_\_\_\_) \_\_\_\_\_ Email:** \_\_\_\_\_

*The ICFHA is not responsible for the RENEWAL process of your License. It is your responsibility to get your Continuing Education Hours & renew your license on your own when your profession comes into renewal. CLASSES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Applicant's e-mail is necessary. Forms and payment must be received 10 business days before class. NO REFUNDS. IF YOU MISSED YOUR SCHEDULED CLASS, YOU WILL HAVE TO PAY ANOTHER CLASS FEE TO RESCHEDULE*

## *Continuing Education Course Schedule **online***

*To be assigned*

### CUSTOMER SERVICE

"Sexual Harassment Prevention Training"  
-Stephen Morrill, ICFHA Legal Counsel

"Human Composting: Trend or Aberration?"  
-Steve Morrill, ICFHA Legal Counsel

"Bury Your Clients, Not Your Employees"  
-Harry "Hap" Hileman

### ALL CLASSES FOR MANAGERS

"Why Can't I Do the Same Thing & Expect Different Results?" -Norm Kleber

"The Need to Give & Receive Consistent Employee Reviews" -Christine A. Toson

"Keeping Your Business Secure" -Duane Maas

Revised 12/15/2023