



NFDA Only: Confirmed Training Date

Cremation Certification Program Host Form

Thank you for your organization’s interest in partnering with NFDA to host a CCP seminar.

- Please complete, sign, and email this form to tim.copeland@nfda.org or fax to NFDA at 262.789.6977.
- We will contact you to discuss what we can do together to bring this exclusive cremation program to your location.
- Minimum 15 registrants. Host receives reimbursement for each registrant based on total registrants. See page 2.
- Approved for up to 7 CE hours by APFSP and by most state funeral director licensing boards.*

This form **MUST** be returned at least 8 weeks prior to the proposed seminar date. Completion of this form signifies intent only and is not a seminar confirmation until host and NFDA agree to date and provisions. At such time as the host and NFDA agree to hold the seminar, the terms and conditions herein (pages 1 and 2) will be binding upon the host and NFDA.

Double click on check boxes to open.

Name of Host Organization			
Primary Contact		Phone	
Title		Email	
Marketing Contact (if different than primary contact)		Phone	
Title		Email	
Organization Address			
City/State/Province/Zip			
1.	Proposed date/s (In-person or virtual option)	In-Person Date	Virtual Dates
2.	LOCATION of training if in-person		
3.	Estimated number of host registrants		
4.	Is seminar restricted to host members or employees?	Yes <input type="checkbox"/> If answer is YES, go to question 6. No <input type="checkbox"/> If answer is NO, go to question 5.	
5.	If answer is NO to above, check all that apply to proposed OPEN seminar.	<input type="checkbox"/> Open to any licensed funeral directors <input type="checkbox"/> Open to non-licensed crematory owners and operators in host state <input type="checkbox"/> Open to non-licensed crematory owners and operators from any state	
6.	Maximum CAPACITY of training room		
7.	Training room setup options	<input type="checkbox"/> Classroom <input type="checkbox"/> Theatre <input type="checkbox"/> Chevron <input type="checkbox"/> Hollow U or Square	
8.	AV provided by the host:	Projector and Screen	
9.	Food and Beverage Arrangements	Host will arrange for continental breakfast, lunch and beverages (soda, water and coffee.) NFDA will reimburse this cost per terms on page 2.	

*Meets requirements of cremation certification training regulations in most states requiring certification of operators. Contact NFDA for more information.

Primary Contact Signature

Electronic entry of this name satisfies the signature validity requirement of this form and acknowledges that the Primary Contact, on behalf of the host organization, has read both pages 1 and 2 of this form and that the host organization agrees to terms and conditions herein.



Hosting a Cremation Certification Program Is Easy!

The Host

- **Receives reimbursement to offset the organization's cost of promoting the seminar as follows:** for each registrant up to 30, \$50 each; for each additional registrant after 30, \$100 each. *Example for 40 registrants: \$1500 (first 30 x \$50) + \$1000 (10 additional x \$100) = total reimbursement of \$2500 to host.* There is no reimbursement for student or faculty registrants.
- **Provides training room for the day of the seminar including projector and screen.**
- **Assists with targeted promotion of the event via emails, newsletters, social media, etc. to local community and/or association members.**
- **Is reimbursed up to \$30 per attending registrant for providing continental breakfast, lunch and beverages. All food and beverage receipts must be submitted to NFDA within 30 days of program.**

NFDA

- **Covers all facilitator expenses.**
- **Executes comprehensive promotional campaign,** including targeted email/fax efforts, program listing on the NFDA website and in the weekly NFDA Bulletin electronic newsletter, social media posts, printed materials, etc. in conjunction with promotional efforts by the program host.
- **Ships training materials and copies** of NFDA's *Cremation Standards for Funeral Service Professionals* to the site for each registrant.
- **Provides** registration and processing, CE approval application to state licensing board/s and post-event CE processing as required, 7-hour presentation, test processing, and certificate award package.

For more information, contact Tim Copeland at tim.copeland@nfda.org or 262-789-1880

The certification test is taken online by candidates. A link to the seminar test provided to each candidate after full attendance is verified. Candidates have 10 business days from the seminar date to complete tests online; results are reported by NFDA as pass/fail only. Minimum passing score: 70%.

This Cremation Certification Program is designed to promote the highest levels of professionalism, compliance, and ethical service to families that choose cremation.

With Support from

