

Cremation Certification Program (Virtual or In-Person Options) Mortuary School Host Interest Form

Thank you for your interest in partnering with NFDA to host a Cremation Certification Program.

- Please complete, sign, and email this form tim.copeland@nfda.org or fax to NFDA at 262.789.6977.
- The program can be delivered either in-person at your school, or virtually.
- Minimum 15 registrants is required. Host receives reimbursement for non-student 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/Zip			
1.	Proposed date/s (In-person or virtual)	In-person Date:	Virtual Dates:
2.	LOCATION of training (if in-person)		
3.	Estimated number of host registrants	Students	Faculty
4.	Is seminar restricted to host members or employees?	Yes If answer is YES, go to question 6. No 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.	Training Room Capacity (if in-person)		
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 to be provided by the host (if in-person):	Projector and Screen	
9.	Food & Beverage Arrangements for in-person. (Virtual registrants receive a \$30 gift card for lunch.)	Host will arrange for continental breakfast, lunch and beverages (soda, water and coffee.) NFDA will reimburse this cost per the terms on page 2.	

*Meets requirements of crematory operator 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 School

- **Receives special \$165 student fee.**
- **Receives a reimbursement** to offset the cost of program promotion for each attending *non-student or non-faculty registrant* as follows: up to 30 *non-students/non-faculty*, \$50 each; for each additional *non-student/non-faculty* registrant over 30, \$100 each.
- **Provides training room for the day of the seminar including projector and screen (if the program is delivered in-person.)**
- **Assists with promotion of the event.**
- **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. (If program is open to funeral service professionals outside the host school.)
- **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 certification benefits.

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

The NFDA Cremation Certification seminar includes review of the NFDA textbook, *Cremation Standards for Funeral Service Professionals*, PPT overview, video, interactive discussions led by the facilitator, and break-out groups to help candidates prepare for the certification test.

The certification test is taken online by candidates. A link to the seminar test is 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

