**SAMPLE ONLY**

Continuing Education Submission Form 2019

(One form to be used per individual licensee)

Name of licensee claiming the credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of licensee confirming the below information is accurate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Course Name | Core Competency(Competencies can be found under the information tab on the AFSRB website: [www.afsrb.ab.ca](http://www.afsrb.ab.ca)) | Demonstration of competency | Justification | Credits Claimed |
| July 10, 2018 | AHS Mandatory Course | Technical Expectations | Demonstrates proper use of personal protective equipment. | Learned about proper use of personal protective equipment, understanding appropriate equipment cleaning and disinfecting procedures, and practicing universal precautions. | 3 |
| August 4, 2017 | AFSRB Summer Forum with AFSRB Chair | Professionalism | Conducts self within legal requirements and ethical standards with a thorough understanding of the code of conduct/legal/regulatory expectations and where the most current resources are available  | Learned about the interpretation of certain provisions of the legislation as clarified by the Board Chair. Also was made aware of the Code of Conduct for funeral professionals that is in the General Regulation. | 3 |
| March 17, 2019 | Microsoft word training course | Technical Expectations | Possesses the ability to operate commonly used technology  | Improved my skill in using Word. I was made aware of a number of shortcuts and tips to make me more efficient in how I use this program. | 4 |
| December 11, 2016 | Understanding grief session | Communication | Demonstrates an understanding of the psychology of grief and grieving. | Gained a further understanding of the stages of grief and feel that I am now better able to empathize with families who are making funeral arrangements.  | 5 |
| Total credits (must equal at least 12) |  |

\*Attach additional sheets if more space is needed.