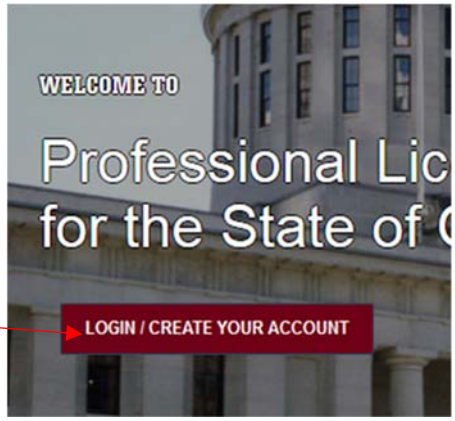
Out of State Continuing Education Program
Instructions for Requesting CE Credit for an Individual

THIS REQUEST MUST BE SUBMITTED BY THE LICENSEE WITHIN 30 DAYS AFTER ATTENDING OUT OF STATE

1. **Within 30 days AFTER** attending the out of state program, prepare the 4 required documents to be uploaded to your elicense account, which must include;

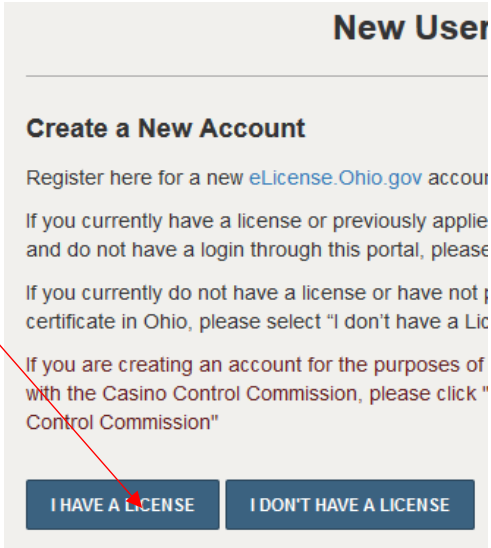
a. Certificate of Completion
b. Outline of the Program (with start time & end time)
c. Synopsis of the Program
d. **Speaker's Bio**

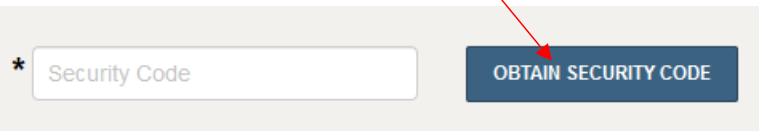
2. Log into elicense or create a new elicense account by clicking here.



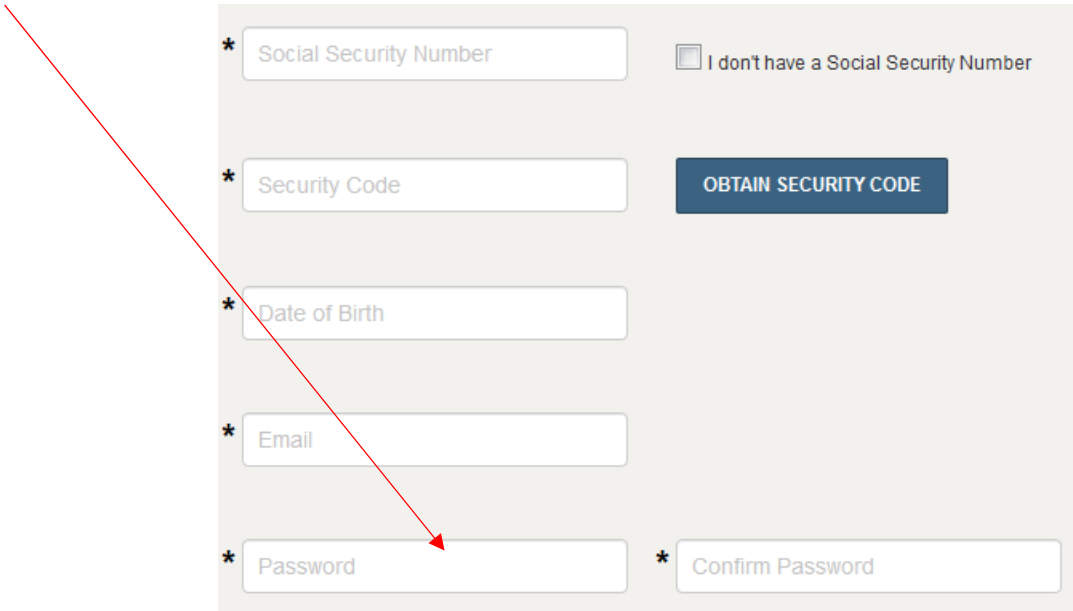
3. Click I HAVE A LICENSE

4. OBTAIN SECURITY CODE. The security code will be emailed to your email address already on file with elicense.

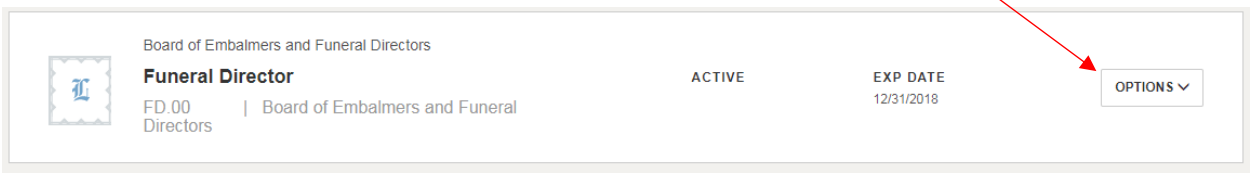




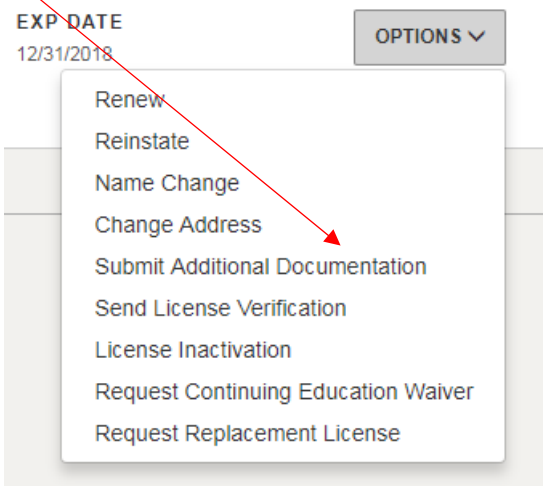
5. Register for a new eLicense.Ohio.Gov account associated with your existing Ohio professional licenses.



6. After logging in successfully, you will be at your dashboard listing your licenses. Click on OPTIONS if you have two licenses choose the Funeral Directors OPTIONS.

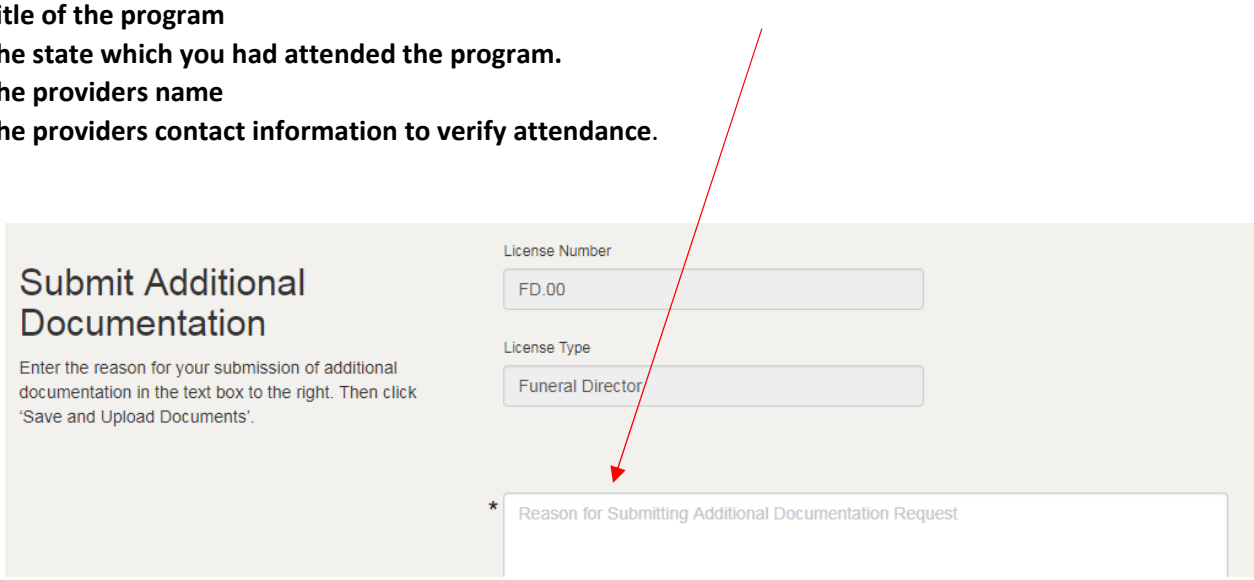


7. Under the OPTIONS pull down, the Out of State CE Credit Request is labeled as Submit Additional Documents. Click **Submit Additional Documents** to submit your Out of State CE Credit for approval.

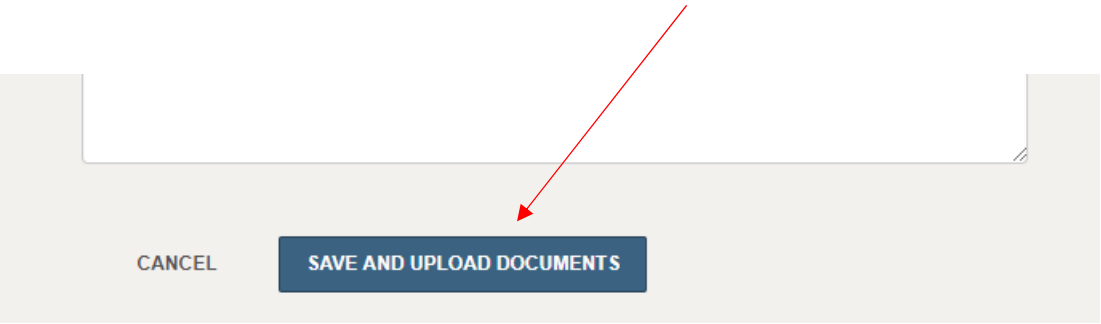


8. Under Reason for Submitting Additional Documentation Request, the following 6 items must be listed in the Reason for Submitting Additional Documentation Request, in order for the CE credit Request to be approved.

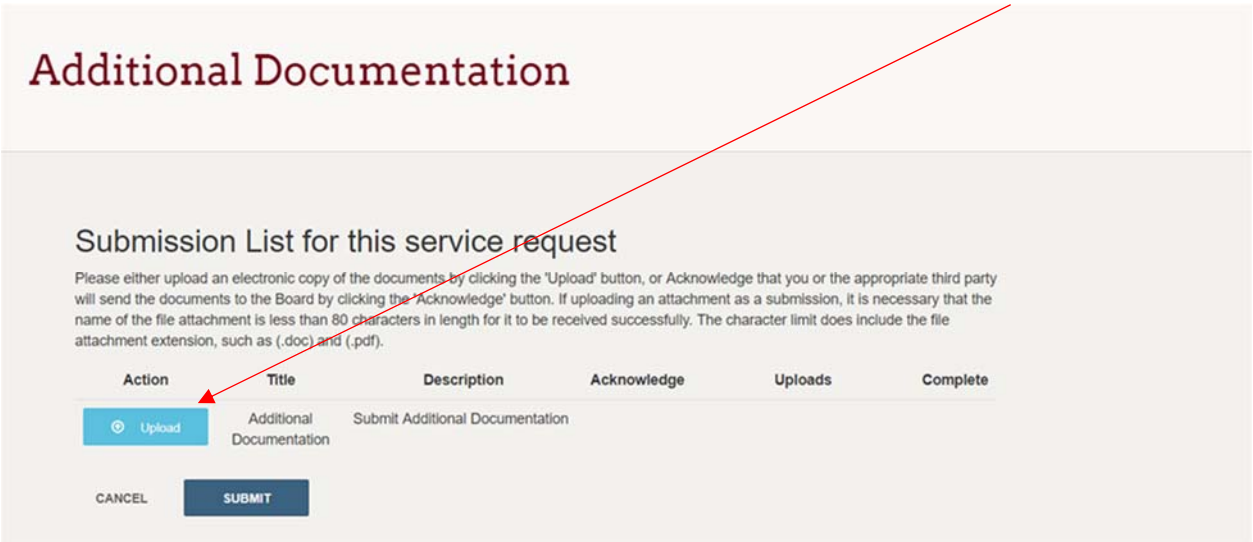
a. Date of the program
b. Number of hours being requested, only full hours are accepted half hours are not accepted.
c. Title of the program
d. The state which you had attended the program.
e. The providers name
f. **The providers contact information to verify attendance**.



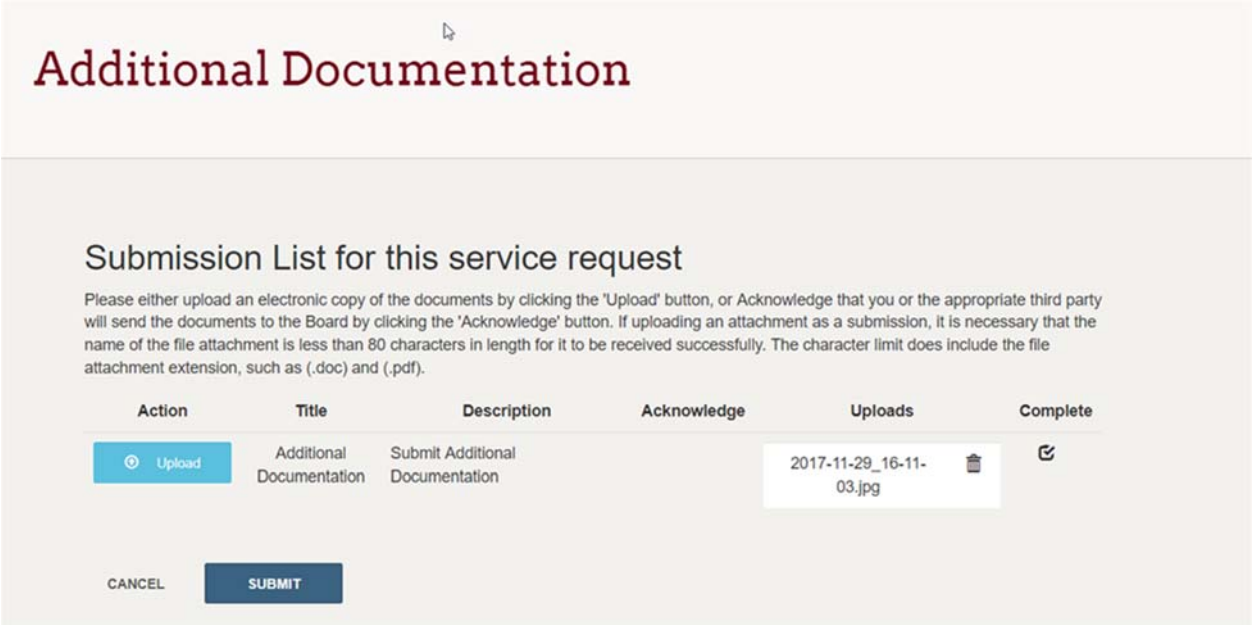
9. Gather the required documents to be uploaded. Click SAVE AND UPLOAD DOCUMENTS



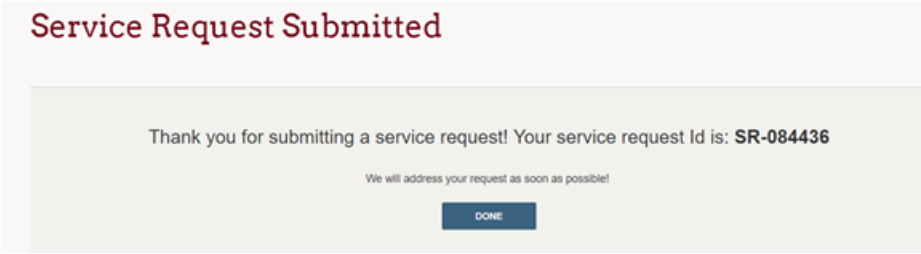
10. Click the upload button and select the file from your computer that you wish to upload.



11. Once your file has uploaded and you see it under the Uploads column, click the "Submit" button



12. You will be directed to a Service Request Submitted page, confirming you have submitted the documentation to the board



If all the required information is received the request will be reviewed and presented at a board meeting for approval.