



WASHINGTON STATE DEPARTMENT OF
LICENSING
PO Box 9012, Olympia WA 98507

Funeral and Embalmer Professional Development Worksheet



Use this worksheet to track professional development activities. You must complete a minimum of five hours of professional development (PD) each year.

You do not need to submit your list of professional development unless you are audited.

If you are chosen for an audit, in addition to the list of your professional development activities, the Board may request the following documentation:

- Receipts and certificates provided by universities, professional organizations, or other course presenters. Examples include signed attendance receipts, payment receipts, and certificates of completion and/or continuing education credit reports.
- Copies of lecture materials, course outlines, agendas, handouts, book covers, articles, or content outlines. If necessary to prove your participation, include corresponding travel receipts or expense reports. For multi-session events, highlight the sessions you attended on the agenda or schedule.



24881-AUDITING

For questions or language help call: (360) 664-1555

PRINT or TYPE Name (<i>Last, First, Middle</i>)		License number	Expiration date
(Area code) Phone number	Email		

Date of activity	Descriptive title (highlight or write the title on your documentation)	Course provider (if applicable)	PD*
*PD hour = no less than 50 minutes of instruction			Total (5 PD minimum)