



MASSACHUSETTS FUNERAL DIRECTORS ASSOCIATION

Organ and Tissue Donation and Restoration

Instructions for use of course materials

1. Once course materials are received at the Funeral Home a schedule should be set up to make sure each employee finishes the course by the October 31, 2008 deadline for CEU credits. In order to receive CEUs for the 2007/2008 year the completed test must be returned by October 10, 2008 to allow time for grading.
2. Once an individual finishes the course materials, completes the test and fills out the CEU Certificate it can be mailed back to MFDA, 536 Broad Street, #2, Weymouth, MA 02189. Please be absolutely sure to keep a copy of the test for your records. You need not wait until all employees have completed the course to send in your test and CEU Certificate. Copies of the Exam and CEU Certificate can be made for each employee from the enclosed original you received or a copy can be downloaded from our website at www.massfda.org under the Member Benefit section of the site. A word document of the test and CEU Certificate can be downloaded from the MFDA website if you prefer to type your answers. You can then email them back to the MFDA office at info@massfda.org with your contact information.
3. Once received at MFDA the test will be graded on a pass/fail basis. If passed, your CEU Certificate will be certified and mailed back to you. If failed, you will have an opportunity to retest. As always, we will keep a copy at the MFDA office should you misplace your copy and need proof for a Massachusetts State Board of Embalming and Funeral Directing audit.
4. If you have any questions please feel free to email them to info@massfda.org and include your name and contact information.

PROFESSIONAL DEVELOPMENT

Massachusetts Funeral Directors Association
536 Broad Street #2, Weymouth, MA 02189
T 781-335-2031 ■ F 781-335-3245 ■ www.massfda.org