



STATE OF ALABAMA  
ALABAMA BOARD OF FUNERAL SERVICE  
ALABAMA STATEHOUSE, SUITE 106  
11 SOUTH UNION STREET  
MONTGOMERY, ALABAMA 36104

## Alabama Board of Funeral Service State Law Study Guide Key

Please be advised this study guide is NOT a representation of actual State Law Exam questions. This is only a guide for review and study of relative material in the *Code of Alabama 1975*, Title 34 Chapter 13 & Administrative Code 395 which are subject to use on this exam. It is the applicant's responsibility to be prepared for all material subject to testing. The exam will consist of (50) multiple choice questions.

### Multiple Choice

1. After a citation has been issued, the licensee may:
  - A. Pay the amount of the fine to the State Treasury
  - B. Pay the amount of the fine to the Board**
  - C. Request an administrative hearing after 45 days of the citation being issued
  - D. None of the above
2. The renewal fee for a practical embalmer is:
  - A. \$25.00
  - B. \$50.00
  - C. \$75.00
  - D. \$100.00**
3. Which of the following general categories will not be found on an embalmer's examination:
  - A. Accounting**
  - B. Pathology
  - C. Chemistry
  - D. Anatomy
4. For how long must licensees retain continuing education certificates of completion:
  - A. 1 year
  - B. 2 years
  - C. 3 years**
  - D. 4 years



5. A funeral establishment performing cremation services shall obtain all necessary license and permits from:
- A. Alabama Board of Funeral Service
  - B. Federal and State Departments of Health and Human Services
  - C. Federal and State Environmental Protection Agency
  - D. All of the Above**
6. Embalming records kept by establishment must include:
- A. Time of death
  - B. Time of embalming**
  - C. Age of deceased
  - D. All the above
7. Anyone who wishes the Board to consider a new rule, rule amendment, or repeal, should:
- A. make such request in writing**
  - B. make such request to the Governor
  - C. make such request to the Chairman of the Board
  - D. make such request at a quarterly Board meeting
8. Preparation Rooms must have containers or receptacles for:
- A. clothing
  - B. soiled linen**
  - C. waste disposal
  - D. All of the above**
9. Who has interim decision authority when the Board is not in session:
- A. Governor
  - B. Board Chairman
  - C. Associate Executive Secretary
  - D. Executive Secretary**
10. Certificates of completion must be awarded upon completion of all approved continuing education course and must include what information:
- A. Course Location
  - B. Licensee's name
  - C. Signature of sponsor
  - D. All of the Above**
11. Funeral Law requires that each establishment shall have:
- A. one public restroom**
  - B. one handicap accessible restroom
  - C. two public restrooms
  - D. two handicap accessible restrooms

12. The fee for any returned or uncollectable check in addition to the original amount of the check is:
- A. \$25.00
  - B. \$30.00**
  - C. \$35.00
  - D. \$40.00
13. The inspection penalty for a license issued under this chapter that is not current and not on public display:
- A. \$75.00
  - B. \$100.00
  - C. \$150.00
  - D. \$200.00**
14. What is the requirement for a Branch locations proximity to the centralized embalming facility:
- A. within a 25 mile radius
  - B. within a 25 miles radius and located in this state**
  - C. within a 50 mile radius
  - D. within a 50 mile radius and located in this state
15. The General Exterior of an establishment shall:
- A. Be free of litter and debris
  - B. Be free of objects which could cause possible injury
  - C. Have roofing well maintained to prevent any leaks to the interior
  - D. All of the Above**
16. The fee for a funeral establishment license transfer is:
- A. \$15.00
  - B. \$25.00**
  - C. \$50.00
  - D. \$100.00
17. The funeral establishment Change of Ownership fee is:
- A. \$100.00
  - B. \$150.00
  - C. \$250.00**
  - D. \$400.00
18. When a funeral director dies leaving a licensed funeral business with no licensed funeral director, the surviving spouse or surviving children of legal age may:
- A. Hire a new licensed funeral director within three months
  - B. Have the board assign a licensed funeral director within three months
  - C. Have the board issue a special operating permit to the operator of the establishment for 12 months**
  - D. Hire a new licensed funeral director immediately.

19. The fee for a special operating permit is:
- A. \$50.00**
  - B. \$75.00
  - C. \$100.00
  - D. \$150.00
20. Under what conditions must a funeral establishment promptly surrender the custody of a dead human body to the person lawfully entitled to the custody?
- A. Funeral Home stated in deceased's will
  - B. At the request of the families minister
  - C. At the request of the next of kin
  - D. Express order and payment for services rendered**

### **Short Answers**

1. When do all licenses expire each year?
- September 30 or October 1**
2. According to Alabama law (not the F.T.C. rule) how can a consumer expect to learn of the price of a casket?
- Price Card in or on Casket**
3. Cremation records maintained by funeral establishments which offers or performs cremations shall contain?
- Name of the decedent**  
**Date of death**  
**Date and time of cremation**  
**Signature of cremationist**  
**Name of establishment for whom the cremation was performed**  
**Copy of cremation authorization**  
**Affidavit attesting to the cremation**
4. Whenever it appears that no reason exists for the denial of an application who may issue a certificate of apprenticeship without submitting the application to the board?
- The Executive Secretary**
5. List at least one qualification that would make a person eligible to be a member of the Alabama Board of Funeral Service.
- Be licensed as a funeral director or embalmer for 10 consecutive years**  
**Be an operator of an establishment**
6. Under what conditions can a funeral establishment or funeral director be subject to criminal or civil liability, or disciplinary action for carrying out the disposition of the remains in accordance with the instruction of a person who claims a right of disposition?
- Negligence**  
**Wantonness**  
**Recklessness**

**Deliberate misconduct**

7. Name the identification system approved by Board for the identification of dead human bodies?

**Non-detachable ankle bracelets**

8. A person desiring to be a licensed embalmer must complete a course of study at?

**Accredited Mortuary or Funeral Service School or College**

9. Cremated remains shall be shipped by?

**A method that has an internal tracing system and that provided a receipt signed by the person accepting delivery**

10. For the protection of the public health, safety and welfare, what sanitary conditions of funeral homes where the profession of embalming and funeral directing is carried out shall the board adopt and enforce rules and regulations?

**Plumbing**

**Sewage**

**Disinfecting**

**Ventilation**

**Equipment**

11. Name at least three individuals that are authorized for inspection purposes to enter an establishment.

**Board Member**

**Executive Secretary**

**Associate Executive Secretary**

**Properly identified agent of the Board**

12. Is a funeral establishment responsible to independently investigate the existence of any next of kin or relative of a decedent?

**No**

13. Inspection fees shall be submitted to the Board within how many days of the inspection:

**45 days**

14. How are Board membership districts derived?

**U.S. Congressional Districts**

15. What is the amount of an annual inspection fee?

**\$75.00**

16. How many affidavits must be submitted with each application for a funeral director or embalmer license?

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17. Before a funeral establishment may open for business it must:

**Pass an inspection of the premises by the Board**

**Obtain a current business license from the county or city**

**municipality where the establishment is located**

18. Who may the board delegate the responsibility of conducting or administering a license examination to?

**Any qualified person or entity who is not a member of the board**

19. An apprentice seeking a funeral director or embalmer license in the State of Alabama must complete an apprenticeship where?

**In the State of Alabama**

20. What changes must a licensee report to the Board office?

**Place of employment**

**Residence address**

**Any other change in status which is on record at the Board's office**

**True or False**

- |             |              |   |
|-------------|--------------|---|
| <b>True</b> | False        | 1. Moral Turpitude is any unlawful sexual or violent act or any act involving theft, theft of services, or extortion, receiving stolen property, identity theft, forgery, fraud, tampering with record, bribery, perjury, or any similar act in any jurisdiction. |
| True        | <b>False</b> | 2. A Funeral Home can be held liable for refusing to accept remains or for completing arrangements for the final disposition of remains unless and until the funeral establishment receives an order from the judge of probate.                                   |
| <b>True</b> | False        | 3. Failure of a licensee to receive a copy of the rules and regulation of the Board shall not exempt or excuse him or her from the duty of compliance with the valid rules, regulations or orders lawfully issued.  |
| True        | <b>False</b> | 4. A licensed funeral director cannot legally assist in cosmetics or dressing the body unless he/she is licensed as an embalmer.  |
| <b>True</b> | False        | 5. The Board shall not allow continuing education credit for courses where the principal purpose is to promote, sell, ore offer goods to funeral homes or crematories.  |
| <b>True</b> | False        | 6. If a Board member is involved in an investigation or in deciding the necessity of a hearing, said ember shall not participate in hearing the merits of the case or the final decision process of the hearing.  |
| <b>True</b> | <b>False</b> | 7. The funeral director shall be responsible for ensuring that steps have been taken to remove pacemakers after delivering the human remains to the crematory.  |
| <b>True</b> | False        | 8. Buying of business by a licensee, his or her agents, assistants, or employees is ground for revocation, suspension, or refusal to issue or renew licenses; fines.  |
| <b>True</b> | False        | 9. An apprentice could face certificate suspension or revocation if his/her supervisor submits a complaint to the Board charging the apprentice of failing to follow the supervisor's instructions.   |
| True        | <b>False</b> | 10. A practical embalmer is a person licensed under the provisions of the grandfather clause, who had practical experience practicing embalming at least two years prior to May 1, 1975.  |
| <b>True</b> | False        | 11. A managing funeral director has full charge, control, and supervision of all activities involving funeral directing at a funeral establishment.   |

- True** False 12. Upon the completion of a cremation cremated remains shall not be divided or separated without prior written consent of the authorizing agent.
- True **False** 13. A complaint against a licensee may be made by any individual except a Board member.
- True **False** 14. Alabama Funeral Service Law applies to cemeteries, medical colleges, mortuary schools, anatomical associations and funeral establishments.
- True **False** 15. The maximum time period for licensee to get reinstated after their license has expired is three months.
- True **False** 16. A person is not required to serve the entire course of an apprenticeship if he/she has taken the national board examination.
- True **False** 17. A mortuary service as define by Alabama Funeral Service Law can sell services and merchandise directly to the public.
- True** False 18. A person receiving licenses through reciprocity must take the laws and rules exam
- True** False 19. The Board membership has provisions for an ex-officio member if such member becomes a member of the national board.
- True** False 20. Cemeteries are generally exempt from the state funeral service laws.



