



# QUARTERLY NEWSLETTER

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## *Board Meeting*

The Board will hold its fourth regular meeting of fiscal year 2018 on **July 16, 2018 at 9:00 a.m.** in Room 304 of the Alabama State House. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting. **Licensees who attend the quarterly board meeting will receive hour for hour CE Credits for attending.**

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## *Examination*

The Alabama Board of Funeral Service has certified the following individuals with The Conference as having met the qualification to take the Alabama State Law Exam and the Alabama Funeral Director and/or Embalmer Exam:

Lyndsey S. Turner      LaTasha H Windham      Abrenica E. Amerson      Khadijah D. Bell

Steps to taking the Alabama State Art, Science, or Law exam:

1. **Submit application to the Board office for permanent license.**
2. **Eligibility will be verified and sent to The Conference by the Board staff.**
3. **Applicants must then go to The Conference website at [www.theconferenceonline.org](http://www.theconferenceonline.org) to submit their exam application and payment.**
4. **Please keep in mind, processing takes anywhere from 2-3 business days. The Conference must have your eligibility, application, and payment to schedule. You will be notified through email once you have been processed and you are able to schedule.**

## *The Conference*

As stated in previous notices, the Funeral Director and Embalmer's exams will be given by The Conference through Pearson VUE testing centers at five locations statewide. The exam fees and applications are to be submitted by the applicant to The Conference. The state license fees, applications, and affidavits shall be submitted to the Board office.

The Conference: [www.theconferenceonline.org](http://www.theconferenceonline.org)

Phone: 479-442-7076

Pearson VUE:	Birmingham	Decatur	Dothan	Mobile	Montgomery
	205-982-2063	256-552-0667	334-671-7007	251-343-2601	334-409-9355

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## *The Board's Office is Moving*

**Effective June 25, 2018**, the Alabama Board of Funeral Service physical office is moving from the Alabama State House. Board meetings will continue to be held at the Alabama State House. Only the Board's physical address will be changing, the Board's mailing address will remain the same.

**New Physical Address:** 400 South Union Street  
Suite 395  
Montgomery, AL 36104

**Mailing Address:** P.O. Box 309522  
Montgomery, AL 36130

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## *Online Services*

NEW... When access the "Online Services" from the Board's website to pay renewals or to update personal information, individuals and business will be required to change their password to a four-character pin of their choice. The steps are as follows:

1. On the home page of the Board's website, [www.fsb.alabama.gov](http://www.fsb.alabama.gov) , click "ONLINE SERVICES"
2. Click Individual or Business and enter your current Login and password.
3. Then you will be prompted to enter a new 4 -character pin.
4. Once the pin is selected you will be required to Login with the new pin.

If a licensee fails to remember their pin in the future, they should contact the Board's office for assistance with login.

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## *Renewal Time & Online System*

The renewal period for fiscal year 2019 will begin July 1, 2018. The Board no longer mail renewal notices to licensees, establishments, or apprentices. Pursuant to Code of Alabama, 1975, Section 34-13-53(d), License renewal applications and apprentice certification renewal applications for fiscal year 2019 will be emailed to licensees, apprentices, and establishment. The deadline to renew without penalty is October 1, 2018. Failure to receive a notice does not excuse anyone from renewing by the deadline. If you fail to submit your paperwork for renewal by the October 1<sup>st</sup> deadline, an additional \$100 late penalty per license will be applied. **Beginning with this year's renewal, licenses will be good for two (2) years, expiring on October 1, 2020. Apprentices will be continuing to renew their certificates annually by October 1<sup>st</sup> of each year.**

*ONLINE RENEWAL* is available for individual licensees, apprentices and establishments by going to the Homepage of the Alabama Board of Funeral Service website ( [www.fsb.alabama.gov](http://www.fsb.alabama.gov) ) and click on the "ONLINE SERVICES" button. A valid credit card will be needed to complete the online renewal. There will be a 4% administration fee added to each license that is renewed using the online system. It is extremely important that online users verify that the information (i.e. address, email address, etc.) listed on their profile is correct and current. By ensuring the information is correct and current, it ensures that the license(s) are mailed to the correct address and that all licensees are receiving the Board's correspondence. .... *Continued on Page 3*

## Renewal Time Continued

↓↓↓↓\*\*IMPORTANT\*\*↓↓↓↓

Licensees, Apprentices, and Establishments that do not renew by the October 1<sup>st</sup> deadline NO longer have a six-month grace period to renew with the \$50.00 late penalty. The grace period has been reduced to thirty (30) days.

Anyone who does not renew their apprentice certification, funeral establishment, funeral director, embalmer or practical embalmer license by the October 1<sup>st</sup> deadline, may still renew with a \$100.00 late penalty until October 31, 2018. If you fail to submit your paperwork and fee, including late penalty, for renewal by the October 31, 2018 deadline, the license(s) or certification will be considered lapsed. At which time the establishment, funeral director, embalmer, or apprentice must CEASE and DESIST all operations and/or practice. Any paperwork and fees received after the October 31st deadline must go before the Board for reactivation approval and the licensee must meet the CURRENT REQUIREMENTS for licensure.

Below is a time line including the action that needs to be taken for renewals:

Dates	License Status (If you have not renewed)	Renewal Fee (+ Penalty)	Action
July 1, 2018 – October 1, 2018**	Active	\$200 per license (FD & EM) \$20 per apprentice certification \$500 per Establishment	Renew before September 30, 2018
October 2, 2018 – October 31, 2018**	Expired	\$200 + \$100 per license (FD&EM) \$20 + \$100 per apprentice certification \$500 + \$100 per Establishment	Renewal fee + Late Penalty before October 31, 2018
After November 1, 2018	Lapsed	\$200 + \$100 per license (FD&EM) \$20 + \$100 per apprentice certification \$500 + \$100 per Establishment	<ol style="list-style-type: none"> <li>1. Must Cease and Desist from all operation and practice until approval by the Board at the next regular scheduled board meeting.</li> <li>2. Must submit reactivation paperwork along with renewal fee + Penalty.</li> <li>3. Must meet all requirements for the original issuance of a license.</li> </ol>

\*\*All renewals must be IN the board's office by October 1, 2018, and not just posted marked by October 1, 2018. Any renewal received, whether by mail, online renewal, or hand delivered, after October 1, 2018 must include the \$100.00 late penalty per license or certification.

If you have any questions, please contact the Board's office at 334-242-4049.

## **CONTINUING EDUCATION**

### **LICENSEES**

**IT'S RENEWAL TIME...** to renew ALL licenses, (that's cremationists too) eight (8) hours of board approved continuing education must have been completed during the period of October 1, 2016 through October 1, 2018. Courses completed prior to these dates may not be used for the 2018 renewal. *Do not send completion certificates with renewals. These are for your records only.*

**IT'S NEW, LOOK AND SEE...** All licensees can now view course completions via "online services" on the Board's web site [www.fsb.alabama.gov](http://www.fsb.alabama.gov). Please take the time to view the licensees online profile and review the courses that have reported. Do not contact the Board's office for questions concerning completions, contact the provider. All course completions are uploaded through the provider's online portal.

**IT'S VERY IMPORTANT...** *Included in the eight hours of continuing education licensees must have completed a board approved course in ethics and blood-borne pathogen/universal precaution.* Licenses will not be renewed until these course completions have been reported by the provider. If the renewal is completed after October 1, 2018 a late fee of \$100.00 per license will be incurred.

**FREEZE TIME...** Licensees who will be 65 before October 1, 2018 and have 10 years of service in the funeral industry are exempt from the continuing education requirement. You are frozen in time.

### **PROVIDERS**

**IT'S TIME TO APPLY...** All current and new providers must complete a provider application by October 1, 2018. All providers shall pay a biennial administrative fee of established by the Board. §34-13-53(c)(4).395-X-0-07(3) a provider, organization, or person applying to be a continuing education provider in this state shall pay an administrative fee of \$200.00.

**IT'S NEW, LOOK AND SEE...** Providers can view, and manage their continuing education profile, as well as pay the administrative fee through the online portal.

**IT'S VERY IMPORTANT...** Please remember course completions must be uploaded within 10 days of the course completion. Licensees depend on providers reporting and providers depend on licensees' participation.

**FREEZE TIME...** Providers who do not pay the administrative fee before October 1, 2018 will be frozen. Course applications and course completions will be frozen until the fee is received by the Board's office or paid through the online portal.

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## ***Cremationist:***

**All individuals performing cremations MUST be licensed by October 1, 2018.**

Cremationist License Requirements:

Individuals that would like to apply for a cremationist license must meet the following requirements:

1. Complete a Cremationist application with the Fee\*
2. Be 21 years of age
3. U.S. Citizen or Legally present in the state
4. High school graduate or the equivalent
5. Successfully completed a board approved course in Universal Precaution\*\*
6. Successfully completed a board approved course in Blood-Borne Pathogens\*\*
7. Successfully completed a board approved Crematory Operator Training Course\*\*\*
8. Complete a background check \*\*\*\*
9. Successfully pass the LRR Exam \*\*\*\*

\*The license fee after July 1, 2018 will be \$100.00 and the license will expire 10/01/2020.

\*\*Some course providers offer Universal Precaution and Blood-Borne Pathogens combined as one single course. Applicants must take a combine course or the two individual courses. Blood-borne pathogens and Universal Precautions are both needed to obtain a license.

\*\*\*Crematory Operator Training must be a minimum of 7 hours (this course is not machine specific). The course must have been taken within the last four years. If the approved course is older than four years the applicant will need to take the Board Approved Refresher Course (information below) or another 7-hour course. Currently, the only Board approved 7-hour courses are CANA, NFDA, B&L Cremation, US Cremation Equipment and Matthews. If an applicant obtained a 7 hour or more Crematory Operator Certification through another provider, please have that provider contact the Board to have the course reviewed for approval.

\*\*\*\* Applicants will not be required to complete a background check if they already hold a license(s) issued by the Board or retake the law exam if they have already successfully passed the law exam taken for another license(s) issued by the Board.

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## ***Cremation Advertisement:***

34-13-110(c)(1) of the Code of Alabama, 1975 states, any funeral establishment advertising cremation or cremation services that does not own a crematory shall include the following disclaimer in a clear and conspicuous manner on all advertisements and printed material:

***"This establishment does not own a crematory."***

(2) For the purposes of this subsection, an advertisement shall include, but is not limited to a notice or announcement in a public medium, including the Internet, promoting the funeral establishment and any printed material containing the name of the funeral establishment.

On January 8, 2018 the Alabama Board of Funeral Service during its scheduled quarterly board meeting, unanimously voted to allow licensed funeral establishments using the word(s) cremation or cremation services in advertisements or printed material, who do not own a crematory 180 days to comply with the aforementioned statute.

**All establishment shall comply with 34-13-110 on or before July 7, 2018.**



At the last meeting, the Board approved the following for licensure:

**Funeral Director**

Christopher Conkle

Philip Box

Carson Grimsley

**Embalmer**

None

**Cremationist**

Misty Busic

Orvil Wester

H. Dudley Miller, Jr.

Brain Cummings

Randall Anderson

Patrick Miller

Wonn Lusain

John Robbins

William B. Searcy

Evelyn D. Grogan

Tommie Caldwell

Hope Etherton

Blake Chandler

Christine Bushby

Martin Steltenpohl

Chris Thompson

William Bodiford

Rhonda Slaton

Mark Slaton

Larry McConatha

James Stanley

Terry Sorrells

Robert Clem

**Funeral Director & Embalmer**

Mashelleous Jones

Misty Busic

Jessica McLane

Krysta Hall

Patrick O. Tucker

Gabriel A. Maxwell

Brandi Cato

Ashlyn Gardner

Willie House

**Establishments**

Tri-State Mortuary

New

Chickasaw

Peoples Chapel Funeral Home

Buy-out

Hueytown

Lathan Funeral Home

Buy-out

Grove Hill

Fuqua-Bankston Funeral Home

Buy-out

Ozark

Lathan Funeral Home

Buy-out

Jackson

Lathan Funeral Home

Buy-out

Chatom

W.E. Lusain Funeral Home

New

Hoover

Alabama Funeral Homes &  
Cremation

Buy-out

Camphill

Magnolia Chapel Funeral Home

Buy-out

Northport

Magnolia Chapel Funeral Home

Buy-out

Tuscaloosa

Heritage Funeral Home

Buy-out

Mobile

Sorrells Funeral Home

Buy-out

Enterprise

Prestige Memorial Funeral Home

Buy-out

Gadsden

House of Solace

New

Gadsden

**Reactivations**

Funeral Director

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Embalmer

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**Laws, Rules, and Regulations Exam  
(March 2018 – May 2018)**

Given: 14 Passed: 12 Failed: 2

**Background Checks**

Performed: 98

**Application Received (March 2018 – May 2018)**

Apprentice Director: 19

Cremationist: 25

SP Director: 1

SP Embalmer: 2

Apprentice Embalmer: 17

Funeral Director: 12

Embalmer: 6

Establishment: 9

Mortuary Service: 1

**Licenses & Certifications Issued (March 2018 – May 2018)**

Apprentice Director: 24

Cremationist: 15

Mortuary Service: 1

Establishment: 9

Apprentice Embalmer: 20

Funeral Director: 13

Embalmer: 9

**COMPLAINTS:**

Open: 14

Closed: 13

**INSPECTIONS:**

Completed: 327

Un-Complete: 147

<i>Active Licenses as of June 1, 2018</i>						
<i>Establishments</i>	<i>Mortuary Service</i>	<i>Funeral Directors</i>	<i>Embalmers</i>	<i>Practical Embalmers</i>	<i>Apprentice Funeral Directors</i>	<i>Apprentice Embalmers</i>
465	1	1543	830	58	225	151
<i>Crematory</i>	<i>Cremationist</i>					
50	36					

License status can be verified at [www.fsb.alabama.gov](http://www.fsb.alabama.gov) under the “Licensees” tab.

## *Inspection Citations*

The following inspection citations have been issued for violations of the funeral service law:

Inspection Type	Question	Fine Amount
Annual Inspection	Aspirator, trocar, nasal tube aspirator, aspirating hoses?	\$200
Annual Inspection	Method of IDENTIFICATION as required by Â§395-X-6-.07?	\$200
Annual Inspection	Pricing does not meet FTC requirements	\$500

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## CONTINUING EDUCATION

*The Alabama Board of Funeral Services will offer continuing education credit to licensees that attend quarterly board meetings.*

### Approved Continuing Education Providers 2016-2018 (1-8-2018)

**Academy of Graduate Embalmers**  
770.445.3180  
academyga@aol.com

**Alabama Board of Funeral Service**  
334.242.4049  
www.fsb.alabama.gov

**Alabama Department of Public Health  
Center for Emergency Preparedness**  
334.206.7935  
tim.hatch@adph.state.al.us

**Alabama Funeral Directors Association**  
334.956.8000  
www.alabamafda.org

**Alabama Funeral Directors &  
Morticians Association**  
www.alabamafdma.org

**Alabama National Cemetery**  
205.665.9039  
quincy.whitehead@va.gov

**APEX (continuing education solutions)**  
800.769.8996  
apexces.com

**Aurora Matthews Funeral Solutions**  
800.457.1111  
auroracasket.com

**B L Cremation Systems**  
727.541.4666  
cmcnamee@blcremationsystems.com

**Batesville Casket Company**  
812.934.7500  
batesville.com

**CANA-Cremation Association of  
North America**  
312.245.1077  
cremationassociation.org

**Community Grief Support**  
205.870.8667  
ssweatcgss@bellsouth.net

**Cost Segregation Services, Inc.**  
256.683.3397  
greg@costsegregationservices.com

**Dignity University**  
713.525.7348  
dignity.university@Sci-us.com

**Elite Professional Education, LLC**  
**888.857.6920**  
**www.elitecme.com**

**Federated Funeral Directors Association**  
217.391.5701  
smayfield@ffda.com

**Federated Insurance**  
507.455.5340  
arwillert@fedins.com

**Funeral CE (a service of Web CE)**  
877.332.8480  
www.Funeralce.com

**Funeral Compliance, LLC**  
865.405.7085  
brad@365osha.com

**FuneralContinuingEducation.com**  
718.608.6000  
www.funeralcontinuingeducation.com

**Funeral Direct Ed**  
272.505.8746  
funeraldirected.com

**Funeral-Smart.com**  
204.952.7741  
info@funeral-smart.com

**Funeral Service Academy**  
888.909.5906  
pdhacademy@gmail.com

**Georgia Funeral Directors Association**  
770.592.8002  
sboling@gfda.org

**Insight Institute**  
405.810.9501  
glenda@insightbooks.com

**International Cemetery, Cremation  
and Funeral Association**  
703.391.8400  
danielo@iccfca.com

**International Order of the Golden Rule**  
800.63.8030  
www.ogr.org/webinars

**Jefferson County Funeral Directors and  
Mortician Association**  
205.786.6288  
arringtonfuneralhome@gmail.com

**Jefferson State Community College**  
205.856.7847  
vriley@jeffstateonline.com

**Kate-Boylston Publication**  
732.730.2586  
tparmalee@ucg.com

**Matthews International**  
800.327.2831  
matthewscremation.com

**Memoriams, by Ancestry**  
303.268.1537  
jvosburg@memoriams.com

**Mississippi Funeral Directors Association**  
601.978.1920  
kathleen@tatmangroup.com

**Mobile Memorial Gardens Funeral Home**

251.661.7700  
service@mobilememorialfunerals.com

**National Funeral Professionals Association**

251.441.7688  
tristatemorturay@gmail.com

**R. Bruce Wilson**

256.717.5166  
bwilson9@tds.net

**Selected Independent Funeral Homes**

847.236.9401  
stefanief@selectedfuneralhomes.org

**Tennessee Funeral Directors Association**

615.321.8792  
office@tnfda.org

**The Dodge Company, Inc.**

800.443.6343  
seminars@dodgeco.com

**Van Hoose & Steele Funeral Home**

205.759.5736  
bad.madison@yahoo.com

**National Funeral Directors and Mortician Association**

770.969.0064  
ndfma.com

**Practicum Strategies**

800.731.4714  
pshomestudy.com

**Royal Funeral Home, Inc.**

256.534.8481  
info@royalfh.com

**Smalls Mortuary Inc. and Cremation Services**

251.990.3929  
smallsmortuary.com

**Thanos Institute**

800.742.8257  
www.thanosinstitute.com

**The North American Division of the British Institute of Embalmers**

207.841.6330  
sallybelanger@comcast.net

**National Funeral Directors Association**

800.228.6332  
nfda.org

**Professional Partners, LLC**

309-828-2415  
professionalpartneronline.com

**Scott's Chapel Hill Mortuary**

334.377.1511  
chapelhill@centurytel.net

**Stericycle, Inc.**

716.481.7572  
RLBestNY@gmail.com

**The Independent Funeral Group**

865.405.7085  
info@theindependentfuneralgroup.com

**US Cremation Equipment**

321.282.7357  
www.USCremationEquipment.com

\*\*\*CONTACT THE PROVIDER FOR DETAILS ON APPROVED COURSES\*\*\*

No endorsement is intended or made of any link, product, service or information either by its inclusion or exclusion from the Alabama Board of Funeral Service website.