



QUARTERLY NEWSLETTER

Board Meeting

The Board will hold its first regular meeting of fiscal year 2019 on **October 9, 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.**

All Board meetings will be held at 11 South Union Street Room 304, Montgomery, AL 36104.

Board Appointments

On **October 9, 2018, at 9:00 a.m.**, in Room 304 of the Alabama State House, 11 South Union Street, Montgomery, AL 36104, the Board will take nominations for the Board districts which term expires December 31, 2018. Those districts are: One, Two, and Five. To check your exact district, you may go to www.house.gov and type in your zip code under "Find Your Representative". To be eligible to serve on the Board:

- 1) A person must either be a licensed funeral director and embalmer, who has been licensed as an embalmer for at least ten consecutive years, or a funeral director.
- 2) Who is currently a funeral home operator who has been actively practicing funeral directing for at least ten consecutive years.

Those in attendance must select three nominees from each district and those nominees will be submitted to the governor for appointment. You do not have to be present to be nominated, but you must be present to place a nomination. Also, only one funeral director from each establishment may vote should more than three nominees be nominated for one district. Should a company own multiple establishments, they may have one funeral director for each establishment to cast a vote. If anyone has questions about the nomination process or districts, please contact the Board office.

Examination

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

Kevin G. Rigby	Cynthia D. Gunn	Houston D. Dorsett	Jon S. Sanders
Charles H. Atchinson	Charles D. Williamson	Beth L. Johnson	Music R. Singleton
Samuel W. Napier	Phil S. Mills, Jr.	Brenda S. Owens	

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

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

State Law Exam Procedures

The Alabama LRR Exam (formerly called "State Law Exam") will be administered on the dates listed below. The exam will be administered once a month in Montgomery, AL. The procedures for taking the exam are on the Board's website at www.fsb.alabama.gov under the "Forms" and the "Law" tab labeled as "State Law (LRR) Exam Procedures". The dates for the LRR Exam and the deadline for registration are as follows:

Alabama State Laws, Rules, and Regulations (LRR) Exam Schedule			
Deadline to Qualify	Exam Date	Funeral Directors/ Embalmers Exam Time*	Cremationist Exam Time*
October 9, 2018	October 15, 2018	1:00 p.m.	2:30 p.m.
November 8, 2018	November 15, 2018	9:00 a.m.	10:30 a.m.
December 6, 2018	December 13, 2018	9:00 a.m.	10:30 a.m.

The Board's Office has Moved!

Effective June 25, 2018, the Alabama Board of Funeral Service physical office moved from the Alabama State House. Only the Board's physical address has changed, the Board's mailing address remained 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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The quarterly Board meetings will continue to be held at the Alabama State House, Room 304, 11 South Union Street, Montgomery, AL 36104.

Renewal Time & Online System

The Board is currently renewing licenses and certifications for fiscal year 2019. 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 were emailed to licensees, apprentices, and establishments. 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 1st 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 1st 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) 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.

↓↓↓↓****IMPORTANT****↓↓↓↓

Licensees, Apprentices, and Establishments that do not renew by the October 1st deadline NO longer have a six-month grace period to renew with the \$100.00 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 1st 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 REQUIRMENTS 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"> 1. Must Cease and Desist from all operation and practice until approval by the Board at the next regular scheduled board meeting. 2. Must submit reactivation paper work along with renewal fee + Penalty.

			3. Must meet all requirements for the original issuance of a license.
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****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. 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.

Cremationist:

All individuals performing cremations MUST be licensed by October 1, 2018. Anyone that perform cremations after October 1, 2018, without being licensed as a cremationist, will be subject to disciplinary action by the Board.

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 provided, 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.



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

Funeral Director

Glinda J. Cochran

Embalmer

None

Cremationist

David B. Youn

E. Paul Starr

Robert E. Sheffield

Diugls R. Seale

Janice H. Kent

Michael Colquitt

Janet S. Smith

Edward E. Taylor, Jr.

John C. Martin

Funeral Director & Embalmer

Tiffany D. Cole

Christopher L. Jakes

Sidney M. Runnells

Robert E. Sheffield

Gerry E. Timphony

Thomas G. Hollis

Establishments

Serenity Funeral Home

New

Huntsville

Hall's Funeral Home

New

Headland

Banks Memorial FH

New

Bay Minette

Reactivations

Funeral Director

2

Embalmer

2

Laws, Rules, and Regulations Exam
(June 1 – September 1, 2018)

Given: 29 Passed: 23 Failed: 6

Background Checks

Performed: 67

Application Received (June 2018 – August 2018)

Apprentice Director: 37 Cremationist: 25 SP Director: 1 SP Embalmer: 1
 Apprentice Embalmer: 29 Funeral Director: 17 Embalmer: 9 Establishment: 5
 Mortuary Service: 0

Licenses & Certifications Issued (June 2018 – August 2018)

Apprentice Director: 33 Cremationist: 16 Mortuary Service: 0 Establishment: 3
 Apprentice Embalmer: 25 Funeral Director: 11 Embalmer: 7
COMPLAINTS: Open: 14 Closed: 13
INSPECTIONS: Completed: 421 Un-Complete: 43

<i>Active Licenses as of September 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>
464	1	1557	844	57	222	155
<i>Crematory</i>	<i>Cremationist</i>	<i>CE Providers</i>				
53	65	60				

CONTINUING EDUCATION

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

Approved Continuing Education Providers for 2016-2018 are listed on the following pages.

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Academy of Graduate Embalmers

P.O. Box 1248
Dallas, GA 30132
770.445.3180
academyga@aol.com

Alabama Funeral Directors Association

PMB 380, 7956 Vaughn Road
Montgomery, AL 36116
334.956.8000
alabamafda.org

APEX (continuing education solutions)

4520 S. 1st Street
Austin, TX 78745
800.769.8996
apexces.com

CANA-Cremation Association of North America

499 Northgate Parkway
Wheeling, IL 60090-2646
312.245.1077
cremationassociation.org

Dignity University

1929 Allen Parkway
Houston, TX 77019
844.431.4357
Dignity.university@Sci-us.com

Federated Insurance

121 E. Park Square
Owatonna, MN 55060
507.455.5340
arwillert@fedins.com

FuneralContinuingEducation.com

45 Page Ave
Staten Island, NY 10309
718.608.6000
funeralcontinuingeducation.com

Funeral Service Academy

P O Box 449
Pewaukee, WI 53072
888.909.5906
pdhacademy@gmail.com

International Cemetery, Cremation and Funeral Association

107 Carpenter Dr. Suite 100
Sterling, VA 20164
703.391.8400
danielo@iccfa.com

Jefferson State Community College

2601 Carson Road
Birmingham, AL 35215
205.856.7847
vriley@jeffstateonline.com

Alabama Board of Funeral Service

P O Box 309522
Montgomery, AL 36130
334.242.4049
denise.grogan@fsb.alabama.gov

Alabama Funeral Directors & Morticians Association, Inc.

2601 Carson Road
Birmingham, AL 35215
alabamafdma.org

B & L Cremation Systems

7205 114th Ave North
Largo, FL 33773
727.541.4666
epazos@blcremationsystems.com

Community Grief Support

1119 Oxmoor Road
Birmingham, AL 35209
205.870.8667
ssweatcgss@bellsouth.net

Elite Professional Education, LLC

1452 North US Hwy 1
Suite 100
Ormond Beach, FL 32174
888.857.6920
www.elitecme.com

Funeral CE (a service of Web CE)

12222 Merit Drive
Dallas, TX 75251
877.332.8480
funeralce.com

Funeral Direct Ed

2054 Brian Ave
South Dayton, FL 32119
727.505.8746
Funeraldirected.com

Georgia Funeral Directors Association

P O Box 1865
Roswell, GA 3007
770.592.8002
christie@gfda.org

International Order of the Golden Rule

9101 Burnet Road
Suite 120
Austin, TX 78758
512.334.5504
jsmith@org.org

Kates-Boylston Publications

3349 Hwy 138 Bldg. D
Suite B
Wall, NJ 07719
732.746.0201
tparmalee@katesboylston.com

Alabama Department of Public Health Center for Emergency Preparedness

201 Monroe Street Suite 1310
Montgomery, AL 36104
334-206.7935
tim.hatch@adph.state.al.us

Alabama National Cemetery

3133 Highway 119
Montevallo, AL 35115
205.665.9039
Hermon.watkins@va.gov

Batesville Casket Company

One Batesville Blvd
Batesville, IN 47006
812.934.6751
batesville.com

Cost Segregation Services, Inc.

124 Hermitage Ave
Huntsville, AL 35801
256.683.3397
greg@costsegregationservices.com

Federated Funeral Directors Association

P O Box 19244
Springfield, IL 62794
217.391.5701
smayfield@ffda.com

Funeral Compliance, LLC

P O Box 20818
Knoxville, TN 37940
865.405.7085
brad@365osha.com

Funeral-Smart.com

310-703 Riverwood Ave.
Winnipeg, MB Canada R3T1V6
204.952.7741
info@funeral-smart.com

Insight Institute

P O Box 42467
Oklahoma City, OK 73123
405.810.9501
glenda@insightbooks.com

Jefferson County Funeral Directors and Mortician Association

520 Cotton Ave. S.W.
Birmingham, AL 35211
205.786.6288
Arringtonfuneralhome@gmail.com

Life Celebration

125 Hartman Road
North Wales, PA 19454
888.887.3782
bgivnish@lifecelebration.com

Matthews Aurora Funeral Solutions

10944 Marsh Road
Aurora IN 47001
812.926.5684
mrussell@matw.com

Mississippi Funeral Directors Association

P O Box 82531
Baton Rouge, LA 70884
225.767.7640
jamie@tatmangroup.com

National Funeral Directors Association

13625 Bishop's Drive
Brookfield, WI 53005
800.228.6332
nfd.org

Professional Partners, LLC

1115 E. Washington Street
Bloomington, IL 61701
309.828.2415
Professionalpartneronline.com

Scott's Chapel Hill Mortuary

814 Headland Ave
Dothan, AL 36303
334.677.7200
chapelhill@centurytel.net

Stericycle, Inc.

342 Robin Hill Drive
Williamsville, NY 14221-1638
716.435.8179
RLBestNY@gmail.com

The Independent Funeral Group

503 National Drive
Maryville, TN 37804
865.405.7085
info@theindependentfuneralgroup.com

US Cremation Equipment

528 Northlake Blvd.
Suite 1040
Altamonte Springs, FL 32701
321.282.7357
llorens@americanincinerators.com

Matthews Environmental Solutions

2045 Sprint Blvd.
Apopka, FL 32703
800.327.2831
cmorales@matw.com

Mobile Memorial Gardens Funeral Home

6040 Three Notch Road
Mobile, AL 36619
251.661.7700
service@mobilememorialfunerals.com

National Funeral Professionals Association

953 South Broad Street
Mobile, AL 36603
251.441.7688
tristatemorturay@gmail.com

R. Bruce Wilson

P.O. Box 1850
Rainsville, AL 35986
256.717.5166
bwilson9@tds.net

Selected Independent Funeral Homes

500 Lake cook Road Ste 205
Deerfield, IL 60015
847.236.9401
stefanief@selectedfuneralhomes.org

Tennessee Funeral Directors Association

1616 Church Street
Nashville, TN 37203
615.321.8792
office@tnfda.org

The Dodge Company, Inc.

38 Young Avenue
Brunswick, ME 04011
207.841.6330
sbelander@Dodgeco.com

Van Hoose & Steele Funeral Home

2615 Stillman Blvd.
Tuscaloosa, AL 35401
205.759.5736
bad.madison@yahoo.com

Memoriams, by Ancestry

391 Inverness Parkway
Suite 100
Denver, CO 80112
720.863.3811
sheintz@memoriams.com

National Funeral Directors and Morticians Association

6290 Shannon Parkway
Union City, GA 30291
770.969.0064
membership@nfdma.com

Practicum Strategies

P.O. Box 1089
Hammonton, N.J. 08037
800.731.4714
pshomestudy.com

Royal Funeral Home, Inc.

4315 Oakwood Avenue
Huntsville, AL 35810
256.564.8481
info@royalfh.com

Smalls Mortuary Inc. and Cremation Services

24336 US Hwy 98
Fairhope, AL 36532
251.990.3929
smallsmortuary.com

Thanos Institute

P O Box 1928
Buffalo, NY 14231
716.636.0383
www.thanosinstitute.com

The North American Division of the British Institute of Embalmers

38 Young Ave
Brunswick, ME 04011
207.841.6330
sallybelanger@bienorthamerica.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.