

September 1, 2009

TO: ALABAMA FUNERAL SERVICE LICENSEES

FROM: WARREN S. HIGGINS

RE: QUARTERLY EXAMINATIONS, ANNUAL NOMINATIONS AND BOARD MEETING

The Alabama Board of Funeral Service will administer its quarterly state law examinations on **Thursday, October 22, 2009**, at 10:00 a.m., in Room P-103 of the Gordon Person Building, 50 North Union Street, Montgomery, Alabama. Anyone who is eligible and wishing to take this exam may do so by submitting proper applications and fees no later than Friday, **October 2, 2009**. As stated in a previous notice, the funeral director and embalmer exams will be given by The Conference through Pearson VUE testing centers at five locations statewide. All applications may be obtained from our office but exam fees and applications will be submitted to The Conference, while the license fees, applications, and affidavits will be submitted to the Board office. Each applicant still must pass the state law exams given by the Board quarterly in Montgomery before being approved for licensing.

Once approved for eligibility, the applicant must contact Pearson for an appointment for testing at the applicant's convenience. These centers are: Birmingham-205-982-2063, Decatur-256-552-0667, Dothan-334-671-7007, Mobile-251-343-2601, and Montgomery-334-271-8995. The Conference can be contacted at 479-442-7076 or through their website, www.theconferenceonline.org.

Also on the 22nd the Board will hold its first regular meeting of fiscal year 2009-10 at 11:00 a.m. in Room P-103 of the Gordon Person Building. Anyone who would like to appear before the Board or have matters discussed should notify the Board office by Thursday, October 15, 2009, in order to be placed on the agenda. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting.

At the October 22 meeting, we will be having the annual nominations for Board membership for those districts that terms expire December 31, 2009. Nominations for districts three, four, six, and seven will be taken. To be eligible for membership, a person must reside in the district and either be a licensed funeral director and establishment operator who has been actively engaged in funeral directing for the past ten consecutive years or a licensed funeral director and embalmer who has been licensed for the past ten consecutive years. If there are any questions about membership districts, you may check our website at www.fsb.alabama.gov or call our office at (334) 242-4049.

****PLEASE MAKE THIS NOTICE AVAILABLE FOR ALL EMPLOYEES.**