



# QUARTERLY NEWSLETTER

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## *Instruction to check CE Credit Hours and Renew*

Funeral Directors, Embalmers, Cremationist, Establishments, and Apprentices may access the Board's "Online Services" to verify and edit their contact information, view their CE credits and courses, pay fees and penalties, and renew their license or certification (renewals opened July 1<sup>st</sup>). When accessing the "Online Services" from the Board's website for the first time, individuals and businesses 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 (**1<sup>st</sup> time users only!**).
4. Once the pin is selected you will be required to Login with the new pin.

**Licensees that used the "Online Services" during the last renewal, were required to select a pin at that time. If you have forgotten your pin, then you may contact the Board's office for assistance with login.**

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## *Renewal Time & Online System*

The renewal period for fiscal year 2021-2022 began **July 1, 2020**. The Board no longer mails 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 2021-2022 were emailed to licensees, apprentices, and establishment. The deadline to renew without penalty is October 1, 2020. 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.

*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" link. 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 the information (i.e. address, email address, etc.) listed on their profile to ensure it is correct and current. By confirming the information is correct and current, ensures that the license(s) are mailed to the correct address and that all licensees are receiving the Board's correspondence.

↓↓↓↓\*\***IMPORTANT**\*\*↓↓↓↓

**Anyone who does not renew their apprentice certification, funeral establishment, funeral director, embalmer, cremationist, or practical embalmer license by the October 1<sup>st</sup> deadline, may still renew with a \$100.00 late penalty per license or certification until October 31, 2020. If you fail to submit your**

paperwork and fee, including late penalty, for renewal by the October 31, 2020 deadline, the license(s) or certification will be considered lapsed. At which time the establishment, funeral director, embalmer, cremationist, 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. All renewals must be *IN* the board's office by October 1, 2020, and not just posted marked by October 1, 2020. Any renewal received, whether by mail, online renewal, or hand delivered, after October 1, 2020 must include the \$100.00 late penalty per license or certification.

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## **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, 2018 through October 1, 2020. Courses completed prior to these dates may not be used for the 2018 renewal. *Do not send completion certificates with renewals.*

**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 your 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, 2020 a late fee of \$100.00 per license will be incurred.

**FREEZE TIME...** Licensees who will be 65 before October 1, 2020 and have 10 years of service in the funeral industry are exempt from the continuing education requirement.

### **PROVIDERS**

**IT'S TIME TO APPLY...** All current and new providers must complete a provider application by October 1, 2020. All providers shall pay a biennial 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, 2020 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.

## *Crematories*

Crematory Annual Reports of cremations are due in the Board office no later than November 1, 2020. The report should cover all cremations performed from **October 1, 2019** through **October 1, 2020**. Also, a copy of the crematory's cremation log must be included with the annual report listing each individual cremation performed in accordance with the cremation log requirements. The log must be a continuation of the log last reported to the board without gaps (i.e. if the last log report to the board stopped at August 1, 2019 or cremation metal tag #68, than the log reported to the board this year should begin with August 1, 2019 - present or with cremation metal tag #69. No GAPS!).

A copy of a cremation log and the annual report will be posted on the Board's website and emailed to each crematory in September 2020.

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## *Board Meeting*

The Board will hold its first regular meeting of fiscal year 2021 on **October 5, 2020 at 8:30 a.m.** in the **Room 304 of the Alabama State House located at 11 South Union Street, Montgomery, AL 36104**. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting. **Due to the inability to ensure social distancing guidelines are met as a result of COVID-19, the public will not be allowed to attend this meeting in person, but may participate in the meeting via Zoom using the following access information:**

**(The Board will not issue continuing education credits for the October 5, 2020 Board meeting.)**

Topic: ABFS Quarterly Board Meeting

Time: Oct 5, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/8689984378?pwd=RIAXaUZ5VjVqcmluYktCRHowVXpKZz09>

**Meeting ID: 868 998 4378**

**Passcode: 36104**

One tap mobile

+16465588656,,8689984378#,,,,,0#,,36104# US (New York)

+13017158592,,8689984378#,,,,,0#,,36104# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 868 998 4378

Passcode: 36104

Find your local number: <https://us02web.zoom.us/j/kcgQ6BdDQM>

## *Examination*

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

<i>Darrell T. Armour</i>	<i>Justin L. English</i>	<i>Shannon D. Terry</i>	<i>Crystal E. Stantley</i>
<i>Charles C. Woods</i>	<i>Jessie L. White</i>	<i>Marcus D. Collins</i>	<i>Aleisha V. Branden</i>

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*

The Funeral Director and Embalmer's exams are 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

## *State Law Exam*

The 2020 dates for the LRR Exam and the deadline for registration are as follows:

<b>Alabama State Laws, Rules, and Regulations (LRR) Exam Schedule</b>	
<b>Deadline to Qualify</b>	<b>Exam Date</b>
October 2, 2020	October 9, 2020
November 2, 2020	November 9, 2020
December 1, 2020	December 8, 2020

**\*Funeral Director/Embalmer LRR Exam Time: 9:00 a.m.**

**\*Cremationist Exam Time: 10:30 a.m.**

**\*The candidate must arrive at the exam location no later than 30 minutes prior to the exam.**



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

**Funeral Director**

Brian Byers

James G. Davis

Larry Livingston

**Funeral Director, Embalmer, & Cremationist**

Christopher Weary

**Laws, Rules, and Regulations Exam  
(July 1, 2020 – September 15, 2020)**

Given: 21 Passed: 18 Failed: 3

**Background Checks**

**06/15/2020 – 08/15/2020**

71

**YTD**

215

<i>Active Licenses as of September 15, 2020</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>
471	2	1555	864	49	204	137
<i>Crematory</i>	<i>Cremationist</i>	<i>CE Providers</i>				
61	227	40				

\*Current numbers not available due to system upgrades.

## Continuing Education Providers

<b>Onsite Providers</b>		
<b>Academy of Graduate Embalmers</b> P.O. Box 1248 Dallas, GA 30132 770.445.3180 staff@ageg.org	<b>Alabama Board of Funeral Service</b> P O Box 309522 Montgomery, AL 36130 334.242.4070 denise.grogan@fsb.alabama.gov	<b>Alabama Funeral Directors &amp; Morticians Association, Inc.</b> PO Box 2687 Tuscaloosa, AL 35403
<b>Alabama Funeral Directors Association</b> #7 Clayton St. #200 Montgomery, AL 36104 334.956.8000 alabamafda.org	<b>Environmental Biological Services, LLC</b> 3813 4 <sup>th</sup> Terrace North Birmingham AL 35222 205.445.1037 johnf@ebsalabama.com	<b>Funeral Compliance, LLC</b> P O Box 20818 Knoxville, TN 37940 865.405.7085 brad@365osha.com
<b>Funeral Directors Life Insurance Company</b> 6550 Directors Parkway Abilene, TX 79606 678.522.1845 terri.bannister@funeraldirectorslife.com	<b>Georgia Funeral Directors Association</b> P O Box 1865 Roswell, GA 3007 770.592.8002 christie@gfda.org	<b>Homesteaders Life Company</b> 5700 Westown Pkwy West DesMoines, IA 50266 515.440.7739 wsizemore@homesteaderslife.com
<b>International Cemetery, Cremation and Funeral Association</b> 107 Carpenter Dr. Suite 100 Sterling, VA 20164 703.391.8400 danielo@iccfa.com	<b>International Order of the Golden Rule</b> 9101 Burnet Road Suite 120 Austin, TX 78758 512.334.5504 jridlesperger@org.org	<b>Dr. Jason Troyer</b> 865.748.0582 DrJasonTroyer@gmail.com
<b>Jefferson County Funeral Directors and Mortician Association</b> 115 62 <sup>nd</sup> St Fairfield, AL 35064 205.746.4153 Fredrickscott131@bellsouth.net	<b>Jefferson State Community College</b> 2601 Carson Road Birmingham, AL 35215 205.856.7847 vriley@jeffersonstate.edu	<b>Kates-Boylston Publications</b> 3349 Hwy 138 Bldg. D Ste. B Wall, NJ 07719 732.746.0201 tparmalee@katesboylston.com
<b>Life Celebration</b> 125 Hartman Road North Wales, PA 19454 888.887.3782 bgivnish@lifecelebration.com	<b>Matthews Aurora Funeral Solutions</b> 10944 Marsh Road Aurora IN 47001 812.926.5684 mrussell@matw.com	<b>Memoriams, by Ancestry</b> 391 Inverness Parkway Ste. 100 Denver, CO 80112 720.863.3811 sheintz@memoriams.com
<b>National Funeral Directors and Morticians Association, Inc.</b> 6290 Shannon Parkway Union City, GA 30291 770.969.0064 membership@nfda.com	<b>National Funeral Directors Association</b> 13625 Bishop's Drive Brookfield, WI 53005 800.228.6332 nfda.org	<b>Selected Independent Funeral Homes</b> 500 Lake cook Road Ste 205 Deerfield, IL 60015 847.236.9401 stefanief@selectedfuneralhomes.org
<b>Smalls Mortuary Inc. and Cremation Services</b> 8822 County Rd 64 Daphne, AL 36526 251.990.3929 smallsmortuary.com	<b>Stericycle, Inc.</b> 342 Robin Hill Drive Williamsville, NY 14221-1638 716.435.8179 RLBestNY@gmail.com	<b>The Dodge Company, Inc.</b> 9 Progress Road Billerica, MA 01821 800.443-6343 www.dodgeco.com
<b>The Independent Funeral Group</b> 503 National Drive Maryville, TN 37804 865.997.0027 info@theindependentfuneralgroup.com		
<b>Online Providers</b>		
<b>APEX (Continuing Education Solutions)</b> 4520 S. 1st Street Austin, TX 78745 800.769.8996 <a href="http://www.apexces.com">www.apexces.com</a>	<b>Batesville Casket Company</b> One Batesville Blvd Batesville, IN 47006 812.934.6751 <a href="http://www.batesville.com">www.batesville.com</a>	<b>Cremation Association of North America</b> 499 Northgate Parkway Wheeling, IL 60090 312.245.1077 <a href="http://www.cremationassociation.org">www.cremationassociation.org</a>

<b>Dignity University</b> 1929 Allen Parkway Houston, TX 77019 844.431.4357 Dignity.university@Sci-us.com	<b>Elite Professional Education, LLC</b> 26 N. Beach Street, Ste. A Ormond Beach, FL 32174 888.857.6920 <a href="http://www.elitecme.com">www.elitecme.com</a>	<b>WebCE</b> <b>12222 Merit Drive, Ste. 500</b> <b>Dallas, TX 75251</b> <b>877.332.8480</b> <a href="http://www.webce.com/products/funeral-ce">www.webce.com/products/funeral-ce</a>
<b>Funeral Continuing Education</b> 45 Page Ave Staten Island, NY 10309 718.608.6000 <a href="http://www.funeralcontinuingeducation.com">www.funeralcontinuingeducation.com</a>	<b>Funeral Direct Ed</b> 2054 Brian Ave South Dayton, FL 32119 727.505.8746 <a href="http://www.Funeraldirected.com">www.Funeraldirected.com</a>	<b>Funeral Service Academy</b> P O Box 449 Pewaukee, WI 53072 888.909.5906 <a href="http://www.pdhacademy.com">www.pdhacademy.com</a>
<b>International Order of the Golden Rule</b> 9101 Burnet Road Suite 120 Austin, TX 78758 512.334.5504 <a href="http://www.ogr.org">www.ogr.org</a>	<b>National Funeral Directors Association</b> 13625 Bishop's Drive Brookfield, WI 53005 800.228.6332 <a href="http://www.nfda.org">www.nfda.org</a>	<b>Practicum Strategies</b> 11 Erindale Drive Marlton, N.J. 08053 800.731.4714 <a href="http://www.pshomestudy.com">www.pshomestudy.com</a>
<b>Cremation Training</b>		
<b>American Crematory Equipment Company</b> 14530 Anson Ave. Santa Fe Springs, CA 90670 562.926.2876 david@americancrematory.com	<b>B &amp; L Cremation Systems</b> 7205 114 <sup>th</sup> Ave North Largo, FL 33773 727.541.4666 epazos@blcremationsystems.com	<b>Cremation Association of North America</b> 499 Northgate Parkway Wheeling, IL 60090 312.245.1077 <a href="http://www.cremationassociation.org">www.cremationassociation.org</a>
<b>National Funeral Directors Association</b> 13625 Bishop's Drive Brookfield, WI 53005 800.228.6332 nfda.org	<b>Matthews Environmental Solutions</b> 2045 Sprint Blvd. Apopka, FL 32703 800.327.2831 cmorales@matw.com	<b>US Cremation Equipment</b> 528 Northlake Blvd. Ste. 1040 Altamonte Springs, FL 32701 321.282.7357 llorens@americanincinerators.com

\*\*\*CONTACT THE ROVIDER 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.

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