

# QUARTERLY NEWSLETTER

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## BOARD MEMBERS & STAFF:

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District 2	Noah Turner
District 3	Samuel Seroyer
District 4	Bart Kirtland
District 5	Michael Morrison
District 6	Calvin Meadows
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## Quarterly Examination

The Alabama Board of Funeral Service will administer its quarterly state law examinations on **Wednesday, July 18, 2012, at 10:00 a.m.**, in Room P-103 of the Gordon Person Building, 50 N. Ripley St., Montgomery, Alabama. Those who applied by the deadline and will be admitted to the exam are the following:

Christopher J. M<sup>c</sup>Carty, Thamus L. Douglas, Harriette A. Douglas, Edward L. M<sup>c</sup>Cants, Stefanie L. Sullivan, Donny E. Adkinson, Lisa Y. Coalson, Audrey D. Lavender, Antonia T. Perrymann, Todd A. Muller, Aaron C. Curenton, Bennett R. Pinckard, Brandi F. Scruggs, Joseph R. Fletcher, Sr., John R. Milstead, Andrew M. Gill, Deaquernita Davidson-Melton, Ollye M. Ward, Randall S. Suttles, Bobby E. Deavers, Sr., Cedric L. Clifton, Lashari A. Scott, Tessler L. Williams, Michael K. Davis, Justin R. Harvest, Rodney T. Massey, Jeremycordell D.R. Madison, Megan D. Marshall, Derrick L. Otts, Darnell Gardner, Marcus T. Jones, Ashley P. Anthony, Valerie T. Helms

## The Conference

As stated in previous notices, 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.

The Conference: [www.theconferenceonline.org](http://www.theconferenceonline.org)  
Pearson VUE:  
Birmingham: 205-982-2063  
Decatur: 256-552-0667  
Dothan: 334-671-7007  
Mobile: 251-343-2601  
Montgomery: 334-271-8995




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## The Board

The Board will hold its fourth regular meeting of fiscal year 2012 at 11a.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 July 11, 2012, in order to be placed on the agenda. Matters or subjects not on agenda are not guaranteed for discussion at the meeting.

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## Suggestions

The Board welcomes any suggestions for information from the Board that you, the licensees, would like to see published in our quarterly newsletter. Please email all suggestions to [info@fsb.alabama.gov](mailto:info@fsb.alabama.gov) or you may mail them to the Board's mailing address. The Board will only accept emailed or mailed suggestions.

\*\*\*\*\* PLEASE MAKE NOTICE AVAILABLE TO ALL EMPLOYEES.

## RENEWAL TIME

The Board is currently in the process of preparing and mailing the license renewal applications for fiscal year 2013. Pursuant to *Code of Alabama, 1975*, Section 34-13-53(c), the Board shall mail renewal notices on or before August 1<sup>st</sup>, however renewal notices are normally mailed the week following July 4<sup>th</sup>. The notices are mailed to the last known address of the licensee. Because renewals are mailed the same time each year and the license expiration date is the same each year, failure to receive a notice does not excuse anyone from renewing by the October 1<sup>st</sup> deadline. If anyone has not received a renewal form by August 1<sup>st</sup>, they should notify the Board office at 334-242-4049 or you may visit the Board's website at [fsb@alabama.com](mailto:fsb@alabama.com), click on the "Forms" tab and print the necessary renewal notice.

## PLEASE

Use the current forms that are being mailed or the forms located on the Board's website. **INCOMPLETE FORMS and OLD FORMS WILL BE RETURNED.** Office staff will not be allowed to complete forms for the individuals or establishments. This includes Social Security numbers, date of birth, phone numbers, notary, etc.

### ESTABLISHMENTS

Please give special attention to the following areas of the establishment renewal:

- Establishments must answer the questions concerning the sale of pre-needs at their establishment. If an establishment answers yes to the sale of pre-needs at their establishment, then they must provide their Certificate of Authority Number.
- Due to accounting procedures, **DO NOT** include your inspection fee payments and your renewal payments in one check. Inspection fees must be accounted for and deposited in a different accounting period and sub-account than the renewal payment; therefore, the monies need to be separate.

Renewal Fees:

Establishment:	\$250.00	Practical Embalmer:	\$100.00
Funeral Director:	\$100.00	Apprentice Funeral Director	\$20.00
Embalmer:	\$100.00	Apprentice Embalmer:	\$20.00

\*\* Late Penalty of \$50 per license will be added to any renewal received after October 1.

### APPRENTICES

Please make sure to return the following paper work when completing your renewal:

- Renewal Application
- Annual Reports
- Case Reports

This year the Annual Reports will come printed on the same paper as the Renewal Applications. The Case Reports were mailed to you in the same envelope as your last license. If you do not have the case report forms, they can be printed from the Boards website.

### Social Security Numbers

Each year, there are many phone calls questioning the request for an individual's Social Security number on the renewal applications. The Board does understand everyone's concern regarding the possibility of identity theft. Pursuant to *Code of Alabama, 1975*, Section 30-3-194 any agency charged with the administration of any law concerning the issuance or renewal of a license, certificate, permit or other authorization to engage in a profession or occupation shall require all applicants to provide their Social Security number. The Board is required by law to require Social Security numbers on applications and renewal applications.

Charge	Number of Counts	Section of Law Violated	Penalty
Funeral arrangements were being conducted by a person who was not a licensed funeral director.	1	Section 34-13-70(a), <u>Code of Alabama, 1975</u>	Fined \$500.00.Suspension of establishment license for 30 days, stayed for 2 years

\*\* This violation occurred under the old law; therefore, the penalty coincided with the old law penalty precedent. \*\*

## Outstanding Inspection Fees

The following establishments have past due inspection fees:

- Bass Funeral Home
- Bass- Fuller Funeral Home
- Grace Memorial Chapel
- Peterson & Williams Funeral Home
- Thrash-Keahey Funeral Home

Inspection fees are due in the Board office 45 days after an inspection has been done (Administrative Code 395-X-4-.02). Establishments that have failed to submit past due inspection fees will be expected to appear before the Board at its July 18, 2012 meeting to explain their failure to comply with Alabama Funeral Service Law and may be subject to their establishment license being suspended or revoked in accordance with Code of Alabama, 1975, Section 34-13-111 and Sections 34-13-56(2k).

## Congratulation Licensees

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

**Funeral Director:**  
William F. Peery

**Embalmer:**  
Marvin L. Pittman

**Funeral Director & Embalmer:**  
Ronald D. Mitchell  
Hugh M. Glidewell, III  
Jared M. Stanton  
Brandon D. Trawick  
Alicia M. Hafner  
Alexandrina M. Hayes  
Steven H. Maples  
John D. Oakes

**Establishment:**  
Glover Funeral Home  
Dothan  
Prestige Memorial Funeral Home  
Gadsden

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*“Success is still the constant application of the Golden Rule.”*  
~Anonymous  
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### ACTIVE LICENSES:

Establishments:	Funeral Directors:	Embalmers:	Practical Embalmer:	Apprentices:
469	1703	878	94	592

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