



August 8, 2014

QUARTERLY BOARD MEETING NOTICE

Board Meeting

The Board will hold its first regular meeting of fiscal year 2015 on **October 2, 2014 at 9:00 a.m.** in Room 106 of the Alabama State House. Anyone who would like to appear before the Board or have matters discussed should notify the Board office by **Wednesday, September 3, 2014**, in order to be placed on the agenda. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting.

State Law Exam

The Board is no longer administering the Alabama State Law Exam. As of July 1, 2014, the "Law Exam" is being administered by The Conference. Individuals seeking licensure as a funeral director or embalmer in the State of Alabama and having met the qualifications to be licensed as a funeral director or embalmer must follow the following process:

1. Submit application for permanent license as a funeral director or embalmer and supporting documents.
2. Once paperwork is verified by the Board office, the individual's name will be submitted to The Conference certifying that individual to take the state law exam and the licensure exam for which application was made. (**Names will be submitted daily. An email will be sent notifying the applicant when their name has been submitted to The Conference.)
3. The individual should then contact The Conference at 479-442-7076 or www.CFSEB.org to register to take the Alabama State Law Exam and/or the Alabama State Funeral Director or Embalmer Exam.
4. Once the individual has registered with The Conference, he/she will be instructed to contact the testing center in his/her area to schedule the exam. Currently Pearson VUE is the exam testing center in Alabama with locations in Birmingham, Decatur, Dothan, Mobile and Montgomery. Individuals seeking licensure through reciprocity will be allowed to take the Alabama State Law Exam in their current state of residence.

The cost for the state law exam will be \$140.00 to be paid directly to The Conference. Individuals who are unsuccessful in passing the exam must wait 30 days before they will be allowed to re-take the exam.

BOARD APPOINTMENTS

On **October 2, 2014**, at **9:00 a.m.**, in Room 106 of the Alabama State House, 11 South Union Street, Montgomery, AL 36104, the Board will take its annual nominations for the Board districts that term expires December 31, 2014. 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 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.

REMINDER

License renewal applications for fiscal year 2015 were mailed and emailed in July to the last known address of the licensee. The deadline to renew without penalty is September 30, 2014. 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 September 30th deadline, an additional \$50 late penalty will be applied.

ONLINE RENEWAL is available for individual licensees and establishment by going to the Homepage of the Alabama Board of Funeral Service website and click on the “ONLINE RENEWAL” button. If customer support is needed in setting up a password/username, please contact Customer Support at 866.353.3468 or support@alabamainteractive.org. 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. **The 4% fee is paid directly to Alabama Interactive (The company that handles all e-transactions for the State of Alabama). The 4% administration fee ONLY applies to online renewals.**

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CITRONELLE

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