



# QUARTERLY NEWSLETTER

**FUNERAL DIRECTORS, EMBALMERS and CREMATIONIST  
DO NOT RENEW THIS YEAR.**

## **APPRENTICES ONLY Renewal Time & Online System**

The renewal period for **APPRENTICES ONLY** for fiscal year 2022 will begin July 1, 2021. Apprentice certification renewal applications for fiscal year 2022 will be emailed to apprentices. The deadline to renew without penalty is October 1, 2021. Failure to receive a notice does not excuse anyone from renewing by the deadline. **Apprentices will continue to renew their certificates annually by October 1<sup>st</sup> of each year.**

**ONLINE RENEWAL** is **ONLY** available for apprentices by going to the Homepage of the Alabama Board of Funeral Service website ( [www.fsb.alabama.gov](http://www.fsb.alabama.gov) ), click on "ONLINE SERVICES". A valid credit card will be needed to complete an online renewal. A 4% administration fee will be added to each certificate that is renewed using the online system. It is extremely important that online users verify that the information (i.e. address, email address, etc.) listed on their profile is current and correct. Verification ensures that apprentice certificate(s) are mailed to the correct address and that apprentices are receiving Board correspondences.

**Apprentices that do not renew their certification by the October 1<sup>st</sup> deadline, may still renew with a \$100.00 late penalty per certification until October 31, 2021. If an apprentice fails to submit the correct paperwork and fee, including late penalty, for renewal by the October 31, 2021 deadline, the certification will be considered lapsed. At which time the apprentice must CEASE and DESIST all practice. Any renewal received after the October 31st deadline must go before the Board for reactivation approval.**

**\*\*All renewals must be IN the board's office ON OR BEFORE October 1, 2021, (*which is a Friday*) Postmark dates are not taken into consideration. Any renewal received, whether by mail, online renewal, or hand delivered, after October 1, 2021 must include the \$100.00 late penalty per certification.**

### Apprentice Renewal Check List:

1.	Renewal Application	YES / NO	If any of these items are not received and 100% complete, the Board will not renew the apprentice certification.
2.	Renewal Fee	YES / NO	
3.	Annual Report (Funeral Director and/or Embalmer)	YES / NO	Incomplete items and missing items will result in the entire renewal packet being return.
4	Case Report – Skills Evaluation (Funeral Director and/or Embalmer)	YES / NO	
5.	Proof of Enrollment in an accredited Mortuary Program or bachelor's degree	YES / NO	Any packets received after October 1, 2021 will be charged the late penalty per certification.

If you renew online, Items #3 - #5 above must be upload in the "Online Service Portal". If questions, please contact the Board's office at 334-242-4049.

## **BOARD MEETING**

The Board will hold its fourth regular meeting of fiscal year 2021 on **July 12, 2021 at 9:00 a.m.** in the **Room 395 of the Bailey Building located at 400 South Union Street, Montgomery, AL 36104.** Matters or subjects not on the agenda are not guaranteed for discussion at the meeting.

Topic: ABFS Quarterly Board Meeting

Time: July 12, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84536559902?pwd=ZFBSMmxjMWlmN2VsUVVKdy9KWVhYUT09>

Meeting ID: 845 3655 9902

Passcode: 36104

One tap mobile

+13126266799,,84536559902#,,,,\*36104# US (Chicago)

+16465588656,,84536559902#,,,,\*36104# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 845 3655 9902

Passcode: 36104

Find your local number: <https://us02web.zoom.us/j/krawi3zbl>

## **EXAMINATION**

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

***Timothy J. Thompson***

***Kimberly D. Haston***

***LaToya D. Sullivan***

***Katrice A. Snell***

***Melissa M. Steffen***

***LaCandace M. Paster***

***Hannah W. Henderson***

***Michael E. Cashaw***

***Deauna N. Wright***

Applicants for the Alabama State Art or Science exam shall:

1. Submit application for permanent license to the Board's office.
2. Eligibility will be verified by the Board's staff and sent to The Conference.
3. Applicants must register with The Conference 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 an exam. You will be notified by email when you are eligible 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 application and exam fee are submitted to The Conference by the applicant. The licensing application, application fee, and affidavits shall be submitted to the Board office.

The Conference: [www.theconferenceonline.org](http://www.theconferenceonline.org)

Phone: 479-442-7076

## STATE LAW EXAM

The 2020-2021 dates for the LRR Exam and the deadline for registration are as follows: Applications and fees must be received prior to the deadline listed below in order for an applicant to be registered for the LRR Exam. If the registered applicant fails to appear for the exam, the registration fee is forfeited.

**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.**



## HAPPY BIRTHDAY

If you will be celebrating your 65<sup>th</sup> birthday before October 1, 2022 and have 10 years of service in the funeral industry, **CONGRATULATIONS**, you are exempt from the continuing education requirements! Many wishes for a happy year if you have celebrated a birthday since the last Quarterly Newsletter.



Alabama State Laws, Rules, and Regulations (LRR) Exam	
Deadline to	Exam Date
July 6, 2021	July 13, 2021
August 3, 2021	August 10, 2021
September 7, 2021	September 14, 2021
October 5, 2021	October 12, 2021
November 2, 2021	November 9, 2021
December 7, 2021	December 14, 2021



The following licenses were approved during the April Board meeting

### Funeral Director

ReShonda Jackson

**Embalmer**

Micha McCulloch

**Funeral Director & Embalmer**

Christopher Ross

Stephanie Carter  
Rachel Cotton

Jeffery Layton

**Cremationist**

Bobby Potter  
Kimberly Wiggins

Jonathan Anderson  
Albert May III  
Tracy Jones

Alvie East  
Anthony Peckich

**Reactivation**

Funeral Director: 2  
Funeral Director and Embalmer: 3

**Establishments**

Perry Funeral Home (Centre)	Buy Out
Perry Funeral Home (Bypass)(Centre)	Buy Out
Limestone Chapel (Athens)	Buy Out
Ardmore Funeral Chapel (Ardmore)	Buy Out
Alabama Cremation & Funeral Services (Steele)	New
Metropolitan Funeral Directors (Mobile)	New

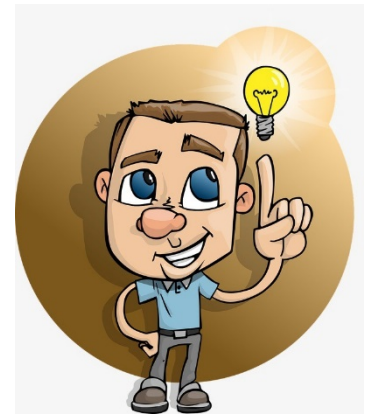
**Laws, Rules, and Regulations Exam** (4-13-2021 – 6-8-2021) Given: 13 Passed: 9 Failed: 4  
**Background Checks** (3-10-2021 – 6-8-2021) Year to date: 173

**ACTIVE LICENSE COUNT AS OF June 8, 2021**

Establishments	471	Crematories	63
Mortuary Services	1	Cremationists	244
Funeral Directors	1478	Apprentice Funeral Directors	237
Embalmers	818	Apprentice Embalmers	139
Practical Embalmers	48	CE Providers	31
Special Work Permit-Director	0	Special Work Permit-Embalmer	0
Special Work Permit-Cremationist	1		

## **Let's talk.....**

Funeral professionals think they know everything there is to know about cremation, but have a seat because the whole choir is going to hear this sermon. Cremation is a process once completed is irreversible. The disposition, yes cremation is a form of disposition, involves procedures to ensure the identity of the deceased individual. ***This is the fundamental issue, giving the family back the loved one they entrusted the establishment with.*** Statutes and rules relating to cremation are not up for debate and apply to all cremations whether the establishment owns a crematory or utilizes a third-party crematory to perform their cremations. Violations can be filed against the funeral director and/or establishment arranging the cremation, the crematory performing the cremation, or all three. So, don't think you are off the hook because the establishment does not own the crematory.



Human remains cannot be cremated within 24 hours after the time of death, unless the death meets conditions stated in 34-13-121(a)(1). All deceased individuals are required to be identified upon possession with a non-detachable identification band listing the deceased individual's: first name, last name, date of death and funeral home name. Possession begins when the establishment or its agent (i.e. removal company) moves the deceased individual into their care. Possession does not begin when the body gets to the establishment, after embalming, prior to dressing or burial.

Prior to cremation, a completed Board approved cremation authorization form signed by the authorizing agent must be presented to the crematory with the deceased individual, in addition to a completed Cremation Identification Form. Approved means it has all the items listed in 395-X-6-.14 of the Board's Administrative Code. To mention just a few, the deceased individual's: first name, last name, date of death and funeral home name. The establishment arranging the cremation must use the authorization form of the crematory performing the cremation. Completed means all questions on the authorization form have been answered, so there should be NO BLANKS. If the authorizing agent states a question does not apply, acknowledge the question by indicating it is not applicable.

With the completion of the cremation authorization form the wishes of the authorizing agent are known, and the next required form, the Cremation Identification Form, "state ID form", is generated by the establishment arranging the cremation and placed with the deceased individual. A COMPLETED state ID form signed by the authorizing agent or representative of, must be present with the deceased individual through all phases of transportation. Transportation refers to movement. Anytime the deceased individual moves, the state ID form moves with them. That means the state ID form is with the body wherever it goes: cooler, casket, table, funeral, cremation container. Completed means all identification information, as well as information for the funeral establishment originally receiving remains and the establishment performing cremation have been filled in. NO BLANKS. Sound familiar? If the authorizing agent does not know the information at the time the form is generated, state an answer that indicates the authorizing agent's response. If the information to complete the application for death certificates is available, the information to complete the state ID form is also available. Remember cremations cannot occur within 24 hours after the time of death, unless the death meets conditions stated in 34-13-121(a)(1). The name and signature of the authorizing agent or representative of identifying the deceased individual is required. Cremation cannot take place without this signature! If the agent or representative decline visual identification, indicate their refusal to view on the same line with their printed name. Their signature is still

required indicating they refused to view. The Funeral Establishment originally receiving remains is the identifying information of the establishment that arranged the cremation. The Establishment performing cremation is the identifying information of the crematory performing the cremation. Notification is for convenience only, check with each corner.

Once cremation has been authorized, and prior to transportation, the identification of the deceased individual to be cremated must be verified, and all other required documents or permits obtained. The deceased individual must be delivered in a combustible container or immediately placed in one upon arrival at the crematory. The combustible container must be ridged and resistant to leaks and marked with the identifying information: the deceased individual's first name, last name, date of death and funeral home name. Yep, same four facts. The combustible container must also provide a complete covering of the deceased individual.

When the deceased individual is transported to the crematory, with the required completed forms and properly identified cremation container, the individual physically transporting the body must print and sign their name as individual releasing remains to crematory. The individual physically present at the crematory when the body arrives prints and signs their name as the crematory representative receiving remains. The deceased individual's first name, last name, date of death and funeral home name must be verified by the crematory representative receiving remains. Ditto, same four facts. This information must be verified on the crematory authorization form, state ID form, non-detachable identification band and cremation container. If the forms are not present, complete, and correct, the crematory SHALL NOT accept the deceased individual for cremation.

Each crematory shall maintain an internal identification system "metal tag" to ensure the ability to identify the deceased individual's in their possession. Upon completion of the cremation, the cremationist who performed the process fills in the Certification of Cremationist on the State ID form. The metal tag shall be secured to the cremated remains as required by 395-X-6-.13(3). Containers holding cremated remains shall be identified with the deceased individual's first name, last name, date of death, funeral home name and name of the crematory. This identifying information shall not be removed by the establishment. Completed state ID forms shall be present with cremated remains in the possession of the crematory or establishment throughout all phases of transportation. Remember transportation? Cremated remains that have been divided into multiple containers with written consent from the authorizing agent shall be labeled with the deceased individual's first name, last name, date of death, funeral home name, and name of the crematory. Completed state ID forms shall be present with additional containers. The crematory and the establishment arranging the cremation shall maintain a copy of the completed state ID form. A copy of the completed state ID form shall be presented with the cremated remains to the party indicated on the cremation authorization form. The party to receive the cremated remains shall sign a receipt stating they received the cremated remains. Identification is non-negotiable. It is the beginning, the end, and everything in between.

If you are not willing to learn, No one can help you.

If you are determined to learn, No one can stop you. -Zig Ziglar

**INSPECTION CITATIONS 10-01-2020 – 6-9-2021**

Annual Inspection	Are Licenses, Certificates, and Registrations on Public Display?	\$200
Annual Inspection	Is area being used as storage?	\$100
Annual Inspection	Embalming record all current?	\$200
Annual Re-inspection	Does the establishment pricing meet the rules established by the Federal Trade Commission?	\$500
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Annual Inspection	Does the establishment have an adequate supply of funeral supplies?	\$200
Annual Inspection	Is the Funeral Coach or Hearse properly licensed?	\$300
Annual Inspection	Method of IDENTIFICATION as required by §395-X-6-.07?	\$100
Annual Inspection	Are there 8 full size different adult caskets on the premises?	\$300
Annual Inspection	Are price cards displayed on each casket as merchandised?	\$400
Annual Inspection	Does the establishment pricing meet the rules established by the Federal Trade Commission?	\$500
Annual Inspection	Method of IDENTIFICATION as required by §395-X-6-.07?	\$100
Annual Inspection	Does identification have required Information	\$200
Annual Inspection	Aspirator, trocar, nasal tube aspirator, aspirating hoses?	\$200
Annual Inspection	Method of IDENTIFICATION as required by §395-X-6-.07?	\$100
Annual Inspection	Is the crematory clean and sanitary?	\$100