



September 9, 2022

# QUARTERLY NEWSLETTER

## **RENEWALS**

The renewal period for **ALL LICENSEES OR CERTIFICATES** for the new fiscal year began JULY 1, 2022. The deadline to renew without penalty ENDED SEPTEMBER 1, 2022. Licensees or certificate holders that **did not** renew by the SEPTEMBER 1<sup>st</sup> deadline, may still renew with a \$100.00 late penalty per license or certificate until October 1, 2022. On October 2, 2022 a license or certificate that has not been renewed will be considered expired at which time the individual must CEASE and DESIST all practice. Any renewal received after the October 2, 2022 deadline must apply for reactivation.

***Establishments are required to indicate the type of ownership. Sole proprietors and partnerships must list owners or partners names. Corporations and LLC's will be required to list the names of members or officers. Corporations and LLC's will also be required to list the corporation or LLC name that is registered with the Alabama Secretary of State. Renewals that are incomplete, missing documents or have incorrect fees will be returned. If received after September 1, 2022, the late fee of \$100.00 will be required before the license(s) will be renewed.***

**ONLINE RENEWAL** is available 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 licenses, or certificate(s) are mailed to the correct address and licensees are receiving Board correspondences.

Apprentices must submit case reports, annual reports, and skills evaluation forms with their renewal application. If questions, please contact the Board's office at 334-242-4049. Apprentice renewals received without annual reports, case reports or skills evaluations, correct fees, or proof of enrollment or bachelor's degree will be returned. If received after September 1, 2022, the late fee of \$100.00 will be required before the certificate(s) will be renewed.

### Apprentice Renewal Check List:

Renewal Application	YES / NO
Renewal Fee	YES / NO
Annual Report (Funeral Director and/or Embalmer)	YES / NO
Case Report – Skills Evaluation (Funeral Director and/or Embalmer)	YES / NO
Proof of Enrollment in an accredited Mortuary Program or bachelor's degree	YES / NO

## **BOARD MEETING**

The Board will hold its first regular meeting of fiscal year 2023 on October 4, 2022 at 10:00 a.m. in the Board's office located at 4276 Lomac Street, Montgomery, AL 36106. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting.

## **BOARD APPOINTMENTS**

On October 4, 2022, at 9:45 a.m., in the Board's office located at 4276 Lomac Street, Montgomery, AL 36106, the Board will take nominations for the Board districts which term expires December 31, 2022. Those districts are: One, Two, and Five. To check your exact district, you may go to [www.house.gov](http://www.house.gov) and type in your zip code under "Find Your Representative".

To be eligible to serve on the board as a Professional Member, the nominee shall be a United States citizen, resident of Alabama, and licensed and in good standing with the board as an embalmer or funeral director at the time of appointment, and during the entire term of office and shall:

- 1) hold a current license from the board to practice embalming in the state, shall have been actively practicing embalming in the state for the last 10 consecutive years prior to appointment, and shall be engaged in the practice of embalming at the time of appointment to the board. and/or
- 2) hold a current license from the board to practice funeral directing in the state, shall have been actively engaged in funeral directing in the state for the last 10 consecutive years prior to appointment, and shall be the operator of a funeral establishment in this state.

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 more than three nominees be nominated for one district. Should a company own multiple establishments, only one funeral director from each establishment may cast a vote for the establishment. If anyone has questions about the nomination process or districts, please contact the Board's office.

## **EXAMINATIONS**

The Alabama Board of Funeral Service certified the following individuals as having met the qualifications to take the Board examination for licensure of their choice:

Don K. Cagle	Ivy Godsey	Amy Shepard	Audry Montgomery	Sarah Burkett
Marisa Friar	Linda Johnson	Russell McLachlan	Paul Kemp	Douglas Click
Jessie White	Kimberly Bradshaw	Jacqueline Weatherly	Aleisha Braden	Todd Boland
Davonte Williams	Bruce Johnson	Allen Hawthorne	Deauna Wright	Duana Shears
Kenneth Douglas	Tommy Fuller	Charles Woods	Silas Baldwin	JeMonde Moore
Tory Schroeder	Gary Whitley	Demetria McCarver	Jeremy Rembert	Emily Walker
Bailey Walker	Kenneth Douglas	Tommy Fuller	Cornelius Henderson	Nicholas Odom
	Heather Van Dyne		Raquel Jones	

## **THE CONFERENCE**

The National and State 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

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 ALABAMA FUNERAL DIRECTOR AND ALABAMA EMBALMER EXAM**

The Board now administers the Alabama Funeral Director and Alabama Embalmer Exams. These exams offer an added option to become licensed in the State of Alabama. A qualified applicant may still take the NBE (National Board Exam) or the SBE (State Board Exam). The intended exam's purpose is for an applicant to become licensed in the State of Alabama for the practice area referenced in the title of the exam, in accordance with Alabama Code §34-13-73(a) and (b) for funeral director licensure applicants and §34-13-94(a) for embalmer licensure applicants, and Alabama Administrative Code Chapter 395-X-2. The exam is administered at 4276 Lomac Street, Montgomery, AL 36106.

- a. No Guarantee of Transferability. Other states or licensing entities may or may not accept the results of an exam administered by the Alabama Board of Funeral Service for licensure or any other purpose.
- b. The International Conference of Funeral Service Examining Board ("The Conference") offers an examination that may provide a better option if it is Applicant's desire or intentions are to practice in another state. This exam is not intended to replace the exams administered by the Conference but offer another option for licensing. Applicants wishing to take the Alabama Funeral Director and/or the Alabama Embalmer Exam must acknowledge that this exam may or may not be accepted by another state for reciprocity, endorsement, or other purpose. All forms for the exams are available on the Board's website under "forms".

Applicants for the Alabama Funeral Director and/ or Alabama Embalmer exam shall:

1. Submit application for permanent license to the Board's office.
2. Eligibility will be verified by the Board's staff and an email will be sent to the applicant confirming or denying eligibility.
3. After eligibility is confirmed, only then will the applicant be able to register.
4. Applicants must submit their exam registration and payment prior to the registration deadline.
5. The applicant will receive a scheduling authorization via email which will provide instructions to schedule the desired exam.
6. The scheduling authorization will indicate the first available test date the applicant may schedule.
7. The applicant must **RESPOND** to the scheduling authorization **VIA EMAIL** indicating the date the applicant wishes to schedule their exam.
8. The applicant will receive an exam confirmation email approximately one week prior to the scheduled exam.
9. It is the responsibility of the applicant to review and adhere to the exam handbook and rules  
<https://www.fsb.alabama.gov/pdfs/2022/ALABAMAEXAMGUIDERev.pdf>

## **STATE LAW EXAM**

Applicants for the Law, Rules and Regulations exam shall:

1. Submit application for permanent license to the Board's office.
2. Eligibility will be verified by the Board's staff and an email will be sent to the applicant confirming or denying eligibility.
3. After eligibility is confirmed, only then will the applicant be able to register.
4. Applicants must submit their exam registration and payment prior to the registration deadline.
5. The applicant will receive a scheduling authorization via email which will provide instructions to schedule the LRR exam. The scheduling authorization will indicate the first available test date the applicant may schedule.
6. The applicant must **RESPOND** to the scheduling authorization **VIA EMAIL** indicating the date the applicant wishes to schedule their exam.
7. The applicant will receive an exam confirmation email approximately one week prior to the scheduled exam.
8. It is the responsibility of the applicant to review and adhere to the exam handbook and rules <https://www.fsb.alabama.gov/pdfs/2022/ALABAMAEXAMGUIDERev.pdf>

### **NOTE:**

- All correspondence or questions regarding exams shall be sent to [info@fsb.alabama.gov](mailto:info@fsb.alabama.gov)
- All correspondence regarding exams will be received from [info@fsb.alabama.gov](mailto:info@fsb.alabama.gov)
- No late registrations will be accepted after the deadline to qualify.
- All rules and procedures in the exam handbook will be followed without no exceptions.
- Deadlines will be enforced

Alabama Funeral Director exam 8:30 – 11:00 a.m.

Alabama LRR exam 12:00 – 1:00 p.m.

Alabama Embalmer exam 2:00 – 4:30 p.m.

**APPLICANTS SHALL ARRIVE AT THE EXAM LOCATION NO LATER THAT 30 MINUTES PRIOR TO THE EXAM. (LATE APPLICANTS WILL NOT BE ADMITTED, EXAM FEES WILL BE FORFEITED AND THE APPLICANT MUST COMPLETE THE REGISTRATION PROCESS TO SCHEDULE ANOTHER EXAM DATE.)**

### **EXAM DEADLINES AND DATES**

<b>Deadline to Qualify</b>	<b>Exam Date</b>
Tuesday September 6, 2022	Monday September 19, 2022
Monday October 3, 2022	Monday October 17, 2022
Monday November 7, 2022	Monday November 21, 2022
Monday December 5, 2022	Monday December 19, 2022

## **LICENSE APPROVALS (July 11, 2022)**

### **Funeral Director**

Don Cagle	Charles Scott	Randall Weaver	Khadijah Boyd	Bonnie Baugh
Bonita Beck	Deborah Rupright	Lynn Cleghorn	Randall Ricketts	Antoinette Harvey
Paul Kemp	Kimberly Haston	Christie Bullard	Charles Woods	Eldrick Brown
		Michael Cashaw		

**Embalmer**

Amanda Moon

Dylan Chancey

**Funeral Director and Embalmer**

Ivy Godsey  
Johnata Wade

Charles Peek  
Alexia Siniard  
Gorden Wade

Wendy White  
Janet Manger

**Cremationist**

Brandon Trawick  
Suzette Stringfellow

James Gravette  
Janet Manger

James Blackwood  
Gorden Wade

**Reactivation**

Apprentice Embalmer: 1

Funeral Director and Embalmer: 2

Funeral Director: 1

**Establishments**

Serenity Chapel (Ozark)	New
Park Grove, LLC (Grove Hill)	New
B. E. Brown & Co. Mortuary (Mobile)	New

Background Checks as of 9/1/2022	261
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**ACTIVE LICENSE COUNT AS OF September 9, 2022**

Establishments	479	Crematories	66
Mortuary Services	1	Cremationists	308
Funeral Directors	1544	Apprentice Funeral Directors	339
Embalmers	850	Apprentice Embalmers	213
Practical Embalmers	45	CE Providers	41
Special Work Permit-Director	1	Special Work Permit-Embalmer	1
Special Work Permit-Cremationist	0		

**CONSENT AGREEMENTS (April 1, 2022 - July 1, 2022)**

Case Number	Charge	Penalty
ABFS22-0010	1. The Respondents on one (1) occurrence aided and abetted an unlicensed individual in performing the activities and duties of a funeral director without being license by the Board, in violation of Alabama Code §34-13-56(c)(2)(i). 2. The Respondent demonstrated untrustworthiness or improper dealing by altering the statement of goods and services of a deceased individual in violation of Alabama Code §34-13-56(c)(2)(dd).	Fined \$1,000.00 2-year probation for Managing Funeral Director and Embalmer

ABFS22-0021	1. Respondents failed to have a completed Board approved cremation authorization form prior to the cremation of a decedent in violation of Alabama Code §34-13-121(a)(2) and Administrative Code 395-X-6-.14(2).	Fined \$500.00 1-year probation for Funeral Director and Establishment
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**INSPECTION FINDINGS**

**Section 34-13-121 Cremation procedures; authorization; identification of remains; records.**

“(a) Human remains shall not be cremated under either of the following circumstances:

(1) Within 24 hours after the time of death, unless death was a result of an infectious, contagious, or communicable disease and unless the disease is verified, and the time requirement waived by a medical examiner, county health director, county coroner, or attending physician where the death occurred.

(2) Without a completed cremation authorization form approved by the board and signed by the authorizing agent and a completed state identification form. A copy of the cremation authorization shall be presented with the body to the crematory before any cremation process may be initiated.”

The Alabama Cremation Identification Form is prescribed by and available on the Board’s website. **This form may not be altered or amended.**

Cremation authorization(s) shall be obtained prior to the cremation. Establishments shall confirm that the crematories cremation authorization form is in compliance with 395-X-6-.14. The cremation authorization form shall contain all the following:

- 1.The name of the Crematory performing the cremation.
- 2.The name of the funeral home the cremation is being performed for.
- 3.Identifying information of the deceased including: Name, date of birth, date of death, age, place of death, time of death,
- 4.Mechanical or artificial implants
- 5.Authorizing agent(s) signatures and relationships to the deceased.
- 6.Disposition of cremated remains.
- 7.Party to receive cremated remains
- 8.Signature and title of funeral home representative
- 9.Signature for receipt of cremated remains.

The funeral establishments arranging cremations must use the cremation authorization form of the crematory where the cremation will be performed.

**395-X-6-.15 Inspection Penalties** (a). Any violation under this section is a violation of minimum standards and a threat to the health, safety, and welfare of the public. A funeral establishment or mortuary service licensed by the board shall pay a fine to the board for each violation of this section. The requirements for inspections and the citation fines for violations under this section are as follows:

Minimum Standards	Fine for Violating
Cremation Authorization meets requirements	\$500.00
State ID Forms being completed	\$500.00