



QUARTERLY NEWSLETTER

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RENEWALS ENDED OCTOBER 1ST

The 2022-2024 renewal period for **ALL LICENSEES** ended October 1, 2022. On October 2, 2022 a license or certificate that was not renewed expired. As of October 2, 2022 Individuals with an expired license or certificate must CEASE and DESIST all practice and apply for reactivation. Application for reactivation can be found on the Board's website. **Current** applications available on the Board's website are required. Old applications will not be accepted.

395-X-2-.03 Fees. (1) The fees to be charged by the Board: (2) All application fees paid to the board are non-refundable.

FEE TYPE/PURPOSE AMOUNT

Funeral Director Application Fee	\$230.00
Embalmer Application Fee	\$230.00
Reciprocity Special Work Permit Application Fee	\$50.00
Cremationist Application Fee	\$150.00
Apprentice Funeral Director Application Fee	\$50.00
Apprentice Embalmer Application Fee	\$50.00
Funeral Establishment Application Fee	\$500.00
Establishment Annual Inspection Fee	\$100.00
Late Penalty for Past Due Inspection Fee	\$150.00
Late Renewal Fee or Lapsed Penalty per license	\$100.00
Reciprocity Licenses Application Fee per license	\$300.00

BOARD MEETING

The Board will hold its second regular meeting of fiscal year 2023 on January 9, 2023 at 10:00 a.m. 4276 Lomac Street, Montgomery, AL 36104. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting.

CONTINUING EDUCATION

LICENSEES IT'S NOT TOO EARLY TO START... get your CEs completed early so there is no rush. The 2022-2024 reporting period began October 2, 2022 and will end October 1,

2024. Keep certificates for you records, do not send them to the Board's office or email. Check your online profile to verify your completions have been reported. Completions must be reported electronically by the provider.

NOMINATIONS

Pursuant to §34-13-20, Code of Alabama, 1975, funeral directors and embalmers of Alabama gathered in Montgomery on October 4, 2022 to select nominations for districts which terms expire December 31, 2022. The following nominees were submitted to the governor for appointment to Board for the next four years:

District One

Scotty White
Ken Bishop
Carole Banks

District Two

Roderick Clark
Terry Sorrells
Carole Ann Spears

District Five

Karen Smith
Greg Spry
Craig Whisenant

HAPPY BIRTHDAY

If you will be celebrating your 65th birthday before October 1, 2024 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.

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:

Samantha Brown

Greisy Valladares

Martin Brown

Toni Rentz

Sharon Shuman

Kelly Robertson

Trent Lewis

Bonita Beck

Andrew Smith

Suzette Stringfellow

Donna Patterson

Joseph Brewer

Jonathan Norris

Makayla Baine

Dexter Gamble

Kayla Clark

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

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 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.

- 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
- All correspondence regarding exams will be received from 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 be present in the exam location no later than 30 minutes prior to the exam.

EXAM DEADLINES AND DATES

Please check the Board’s website for 2023 exam deadlines and dates

Deadline to Qualify	Exam Date
December 5, 2022	December 19, 2022
January 3, 2023	January 17, 2023
February 6, 2023	February 21, 2023
March 6, 2023	March 20, 2023
April 3, 2023	April 17, 2023
May 1, 2023	May 16, 2023
June 5, 2023	June 20, 2023
July 10, 2023	July 24, 2023
August 7, 2023	August 21, 2023
September 5, 2023	September 18, 2023
October 2, 2023	October 16, 2023
November 6, 2023	November 20, 2023
December 4, 2023	December 18, 2023

The following licenses were approved during the October Board meeting

Funeral Director

Deauna Wright
 Jessie White
 Jamaal Hunter
 Linda Johnson
 Billy Boland

Jacqueline Weatherly
 Allen Hawthorne
 Demetria McCarver
 Duana Shears

Jemonde Moore
 Douglas Click
 Gary Whitley
 Devonte Williams
 Chris Turner

Funeral Director and Embalmer

Tory Schroeder
Bailee Walker

Marisa Friar
Sarah Burkett
Emily Walker

Bruce Johnson
Heather Van Dyne

Embalmer

Aleisha Braden

Deborah Rupright

Crystal Tolbert

Cremationist

Cortez Priget
James Hyche
Stephanie Hughes
Philip Curran
Amber Isham

Tory Schroeder
John Higginbotham
Howard Johnson
Mark Craddock

Kimberly Bradshaw
William Hodge
Allison Owens
Mindy McClantoc
Jonathan Smith

Reactivation

Apprentice Funeral Director: 1 Apprentice Funeral Director and Apprentice Embalmer: 1
Funeral Director and Embalmer: 1

Establishments

Sharpley Funeral Home (Decatur)	Change of Ownership
Christian Memorial Funeral Home (Phenix City)	New
Unity Family Funeral Home (Dothan)	Change of Ownership
Harmony Funeral Home & Memorial Park (Lanett)	New
Johnson Brown Service (Valley) (Lanett)	Change of Ownership
Legendary Embalmings, LLC (Prichard)	New
Glencoe-Hokes Bluff Cremation Center (Steele)	Buy Out

Background Checks as of 10/1/2022	284
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ACTIVE LICENSE COUNT AS OF October 1, 2022

Establishments	478	Special Work Permit-Cremationist	0
Mortuary Services	1	Special Work Permit-Embalmer	1
Funeral Directors	1440	Cremationists	285
Embalmers	802	Apprentice Funeral Directors	250
Practical Embalmers	40	Apprentice Embalmers	146
Special Work Permit-Director	1	CE Providers	32

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:
Inspection Findings (7/1/2022-10/1/2022)

Minimum Standards	Fine for Violating
Does the establishment pricing meet the rules established by the Federal Trade Commission?	\$500
Are there 8 full size different adult caskets on the premises?	\$300
Are price cards displayed on each casket as merchandised?	\$100
Non-Porous Floor and Walls?	\$200
Method of IDENTIFICATION as required by §395-X-6-.07?	\$100
Aspirator, trocar, nasal tube aspirator, aspirating hoses?	\$200
Are outside openings screened, covered, or sealed to prevent the entrance of insects or rodents?	\$100
Are openings between the preparation room and public areas sealed to prevent fumes from escaping?	\$100
All licenses Current?	\$200
Does identification have required Information	\$200
Is the cremation log complete and current?	\$200

CREMATION IDENTIFICATION FORM (Updated)

The Alabama Board of Funeral Service Cremation Identification Form has been UPDATED. All establishments are required to use the current form available on the Board’s website. This form cannot be altered or amended. Please discard all old Cremation Identification Forms (State ID forms).

34-13-121 (a)(2) Human remains shall not be cremated ... without a completed state identification form. The following explains the form in sections.

THIS FORM BECOMES EFFECTIVE JANUARY 1, 2023



STATE OF ALABAMA
ALABAMA BOARD OF FUNERAL SERVICE
CREMATION IDENTIFICATION FORM



****THIS FORM SHALL ACCOMPANY THE REMAINS THROUGH ALL PHASES OF TRANSPORTING****

1. The Cremation Identification Form (State ID form) is started when the authorizing agent authorizes cremation (signs the cremation authorization form). ALL PHASES OF TRANSPORTING means once a deceased individual is authorized for cremation (signed cremation authorization form) the Cremation Identification Form (State ID form) stays with the body when ever it is moved. (moved from the prep room to the dressing room, to the chapel, to the transportation vehicle, to the cooler, to alternative container, etc.) IF the body moves so does the Cremation Identification Form (State ID). This form stays with the body.

IDENTIFICATION:

NAME OF DECEASED: _____ SOCIAL SECURITY NUMBER: _____

PLACE OF DEATH: _____ DATE OF DEATH: _____ TIME OF DEATH: _____
(PHYSICAL ADDRESS OR INSTITUTION)

CITY: _____ COUNTY: _____ STATE: _____

DATE OF BIRTH: _____ AGE: _____

I _____ attest that I have ____ have not ____ refused to ____
(PRINTED NAME OF AUTHORIZING AGENT OR REPRESENTATIVE OF)

identified the deceased individual named above. (date signed _____)

SIGNATURE OF AUTHORIZING AGENT *(or representative of)*: _____

1. **IDENTIFICATION:** All information in the identification section is required (NO BLANKS). IF the social security number is not known by the authorizing agent (“unknown” is acceptable) (TIME OF DEATH is REQUIRED) IF the time of death is truly unknown, “unknown” is acceptable. If the time of death is on other documentation, then it was not truly unknown. Make the call to get the information
2. “Authorizing agent or representative of” must select that they have, have not, or refused to identify the deceased individual.
3. “Authorizing agent or representative of” must attest to their selection by signing.
4. Complete the date signed

FUNERAL ESTABLISHMENT ORIGINALLY RECEIVING REMAINS:

NAME: _____
ADDRESS: _____ CITY/STATE: _____

FUNERAL ESTABLISHMENT ORIGINALLY RECEIVING REMAINS: This section is the funeral home who is caring for the deceased individual (arranged the cremation with the family)
All information in this section is required

ESTABLISHMENT PERFORMING CREMATION:

ESTABLISHMENT NAME: _____	
ADDRESS: _____	CITY/STATE: _____
SIGNATURES: _____	
<small>(INDIVIDUAL RELEASING REMAINS TO CREMATORY)</small>	<small>(CREMATORY REPRESENTATIVE RECEIVING REMAINS)</small>
<small>(PRINTED NAME OF INDIVIDUAL RELEASING REMAINS)</small>	<small>(PRINTED NAME OF CREMATORY REPRESENTATIVE)</small>

1. **ESTABLISHMENT PERFORMING CREMATION:** This is the crematory information
2. This is the person who PHYSICALLY takes the deceased individual to the crematory. (could be a funeral director, apprentice, transport company, ambulance service, etc.) Person’s printed name and signature (NO BLANKS) Sign when custody of deceased individual is given to crematory.
3. This is the person at the crematory who is present when the deceased individual arrives. (could be a cremationist, apprentice, other employee, etc.) Person’s printed name and signature (NO BLANKS) Sign when accepting custody of deceased individual.

NOTIFICATION

M.E./CORONER: _____ DATE: _____ TIME: _____

CONSENT INFORMATION: _____

NOTIFICATION: This section is not required to be completed by the coroner and may be blank. Licensees must follow the procedures of the coroner who has jurisdiction over the death.

This section may be completed but this does not relieve the licensee from complying with the coroner's procedures.

M.E./Coroner permission is required before a cremation is performed.

CERTIFICATION OF CREMATIONIST

2 → _____, do hereby attest and certify that I personally performed the cremation of
(Print name of individual who performed cremation)

_____ at _____ on _____ beginning at
(Print name of deceased) (Print name of crematory) (Date)

_____ and concluding on _____ at _____. I further attest that the deceased was assigned
(Time) (Date) (Time)

identification number _____ prior to _____ **3** and that this number has accompanied the remains through
the entire cremation process and has been placed with the cremated remains for return to the specified destination.

(Signature of Cremationist) ABFS92022 **4** ←

1. **CERTIFICATION OF CREMATIONIST:** This section is completed by the cremationist who performed the cremation. **This section must be completed**
 2. This is the name of the cremationist who performed the cremation
 3. Confirm the number on the form with the metal disk attached to the cremains
 4. This is the signature of the cremationist. Confirm the name matches the name in #1 of this section. Confirm you are using the current form ABFS092022.
Confirm this section is complete **before** accepting the cremated remains.
-

- A copy of the completed Cremation Identification Form remains at the crematory.
- A copy of the completed Cremation Identification Form stays with the cremated remains and is given to the individual listed on the cremation authorization form as the person to receive the cremated remains.
- A copy of the completed Cremation Identification Form remains in the file of the deceased at the funeral home, that arranged the cremation with the family

Failure to have a completed State ID form prior to the cremation of a deceased individual is a violation of the Code of Alabama, 1975 §34-13-121(a)(2) and Administrative Code 395-X-6-.14(4)(a) which may result in disciplinary action.

COMBUSTIBLE CREMATION CONTAINER

All human remains shall be cremated in a combustible container that provides a complete covering of the remains. The combustible container shall be marked with

1. First and Last name of the deceased
2. Date of Death

3. Name of Funeral Establishment (the establishment arranging the cremation with the family)
4. The information shall be marked directly on the container

This information is also on the non-detachable identification band, Cremation Authorization Form, and the Cremation Identification Form (State ID).

CREMATION AUTHORIZATION FORM

Establishments arranging cremations must use the cremation authorization form of the crematory where the cremation will be performed. Cremation Authorization forms must contain all the required provisions below and may also contain any additional information the crematory feels necessary.

1. The name of the crematory performing the cremation
2. The name of the funeral home the cremation is being performed for (the name of the establishment arranging the cremation with the family)
3. Identifying information of the deceased including name, date of birth date of death, age, place of death, time of death (this information is also on the Cremation Identification Form)
4. Mechanical or artificial implants (answer with appropriate response the form requires yes, no, type, etc.)
5. Authorizing agent(s) signature and relationship to the deceased (mother, father, spouse, etc.)
6. Disposition of cremated remains (the authorizing agent plans for the cremains, burial, scattering, etc.)
7. Party to receive cremated remains (name the individual(s) to get the cremated remains) multiple individuals may be beneficial. **ONLY** release the cremated remains to the individual(s) whose names are written on the authorization form, signed by the authoring agent.
8. Signature and title of funeral home representative (Funeral Director, etc.)
9. Signature for receipt of cremated remains (this may or may not be a separate form) The person(s) signing the receipt should be the same person(s) listed as the party to receive the cremated remains. **AGAIN, ONLY** release the cremated remains to the individual(s) whose names are written on the authorization form, signed by the authoring agent.

Crematory authorization forms that do not have all the required provisions above are in violation of the Code of Alabama, 1975 §34-13-121(a)(2) and Administrative Code 395-X-6-.14(2) which may result in disciplinary action against the establishment arranging the cremation and the crematory performing the cremation.

Crematory Authorization Forms have blanks for a reason, blanks require acknowledgment. If the response is not applicable use "NA". Ensure all blanks have been acknowledged prior to getting the authorizing agent's signature. If an Alabama establishment contracts with a crematory that is outside the State of Alabama, that crematory's form must contain all the Alabama requirements listed above.

34-13-121 (a)(2) Human remains shall not be cremated ... without a completed cremation authorization form approved by the Board.

The non-detachable identification band, cremation authorization form, cremation identification form, and cremation container information provide a chain of custody for the identification of the deceased individual to be cremated, or who has been cremated.

APPRENTICES NEWS

If you were an active apprentice on May 1, 2022, you received correspondence from the Board in October of 2022. This correspondence was to inform you of changes to the course of your apprenticeship because of HB48, which passed during the 2022 legislative session. You were informed of the START DATE and END DATE of the course of your apprenticeship. The course of apprenticeship is now 60 months. **YOU DO NOT HAVE TO COMPLETE THE ENTIRE 60 MONTHS.** You must complete all the minimum requirements below within the 60 months in order to apply for examination and permanent license.

1. Serve a minimum 24 consecutive months of apprenticeship
2. Submit annual renewals including case reports, annual reports, and skills evaluation
3. Submit 50 total cases (a minimum of 10 cases per year) for each issued certificate (i.e.: funeral director/ embalmer)
4. Graduate of an accredited mortuary science program **or** completed a certificate program (funeral director only) of an accredited mortuary science program **or** hold a bachelor's degree (funeral director only) from an accredited university or school.

If the requirements listed above are not completed within the 60 months noted in your letter, your apprenticeship will end, and you will not be eligible for any additional time or another apprenticeship in the State of Alabama.