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BOARD MEETINGS

The third regular meeting of the Funeral Division for fiscal year 2024 will be held on April 9, 2024 at 10:00 a.m. 4276 Lomac Street, Montgomery, AL 36104. The Funeral Division and the Preneed Division will hold a joint meeting following the Funeral Division meeting. The second regular meeting of the Preneed Division for fiscal year 2024 will follow the joint meeting. Matters or subjects not on the agenda are not guaranteed for discussion at the meeting. **Please make this notice available to all employees.**

EMAIL CONTACT

Please note the Board uses email as its primary way of contacting all licensees. Please take the time and confirm your email of record is correct as this will affect delivery of current information from the Board. This can be done by visiting online services on the Board's website under licensees. If you have not accessed online services in the past you will have to create a login by putting in your email and select Activate Now. If you have previously set up a password and do not remember it, put in your email and select forgot password to reset it. If you are unable to login please contact the Board for assistance. **Please note: COA holders and PSA's will not be able to log into online services because they are currently not in the Board's system.** We hope all new license, registration, or certificate holders will be able to log into online services within the next 30 days.

Mail all correspondence to:

Mailing Address: P O Box 309522
Montgomery, AL 36310

Physical Address: 4276 Lomac Street
Montgomery, AL 36106

CHANGE OF OWNERSHIP (FUNERAL DIVISION)

Any change in ownership of a funeral establishment shall be immediately reported to the board on a form provided by the board. The new owner of the establishment shall comply with Section 34-13-112 and Section 34-13-113 and shall provide to the board

- signed copy of the asset purchase agreement with dollar amounts redacted
- managing affirmations
- change of ownership application
- certificate of formation from the Alabama Secretary of State (LLC or Corporation)
- proof of \$1,000,000 General Liability listing the policy number, effective date, expiration date, coverage amount, and the address of the insured property
- Copy of business license
- \$250.00 change of ownership application fee

(*If the establishment has a certificate of authority or a branch registration see the instructions listed below under preneed news. This must be approved before closing*).

GENERAL LIABILITY INSURANCE

Section 34-13-113 (e) Commencing on October 1, 2023, each application for license to operate a funeral establishment or to operate a mortuary service shall include proof of general liability insurance in an amount of at least one million dollars (\$1,000,000.00). Beginning October 1, 2023, proof of the establishment's general liability insurance must be made available for review during the establishment's annual inspection and when renewing the establishment license.

PRENEED NEWS

****TRANSFER OF CERTIFICATE OF AUTHORITY OR BRANCH REGISTRATION (PRENEED DIVISION)****

A transaction which has the effect of transferring a certificate of authority or branch registration must be authorized by the Board prior to the closing of the transaction. Without limitation, authorization is required for the sale of a certificate of authority or branch registration, the sale of a certificate holder's business or assets to the extent the transaction includes transfer of the certificate of authority or branch registration, and sale of all or a controlling interest in any business entity certificate holder or branch registrant. Prior to the closing of the transaction which will give rise to a transfer, the certificate holder shall give notice of the proposed transaction in a form prescribed by the Board and the required documents listed on transfer application.

PRENEED DIVISION

Tuesday, March 12, 2024, the Preneed Division of the Board held a public hearing on the proposed rule changes at the Board office. The proposed changes and public comments were discussed and voted on and were adopted as the new rule effective May 15, 2024.

NOTICE TO ALL ENDOWMENT CARE CEMETERY AUTHORITIES: Please take the time to thoroughly read the contents of this letter for important information regarding endowment care trust activity reporting. Reporting will be submitted a bit differently than before with the Alabama Department of Insurance, but we hope to make the process as simple as possible for you. Since the Alabama Board of Funeral Services began regulating endowment care trusting as it pertains to endowment care cemeteries in October, we have been diligently working to create an easy and efficient online experience for you. Until it is ready, we have prepared a paper form to submit your annual report of trust activity. In this letter you will find detailed information about how and when to submit these reports to ensure you are in compliance with the law.

As you know, each year an annual report of trust activity must be submitted to the Board so that we can ensure consumer funds are properly trusted in accordance with Alabama law. These reports are due on or before April 1st for the previous calendar year. **Please understand that this means the reports have to be in our office on or before April 1st.** This does not mean the reports must be postmarked by April 1st. Postmarked dates will not be considered.

In order to submit the reports to the Board, please follow these steps: Obtain the report form by visiting our website, www.fsb.alabama.gov. Once you have arrived at the home page of the website, navigate to the top of the page, and find the tab called "Preneed". Hovering your mouse over this tab will reveal a drop-down menu. Click on the second option in the drop-down menu, called "Preneed Forms". Doing this will open a new page. Navigate to the bottom of this page and find the section named "Reporting". The second form under this section, called "Annual Report of Trust Activity-Endowment Care Cemetery", is the form you will need to fill out, sign, and submit to our office.

The form gives detailed instructions for completing the form. Please make sure that you are completing the entire form and acknowledging every line requiring input, even if it is acknowledged with “N/A”. Incomplete forms will be sent back for completion. Information submitted in this report should come from your trust statements and from your property sales log. After you have completely filled out the report, please sign it and submit it to our office. You may submit in one of 3 ways: mail, email, or fax. Mailed reports should be sent to 4276 Lomac Street, Montgomery, Alabama 36106. Emailed reports should be sent to info@fsb.alabama.gov. Faxed reports should be sent to 334-353-7988.

NOTICE TO ALL CERTIFICATE HOLDERS: February 14th was the deadline for certificate holders to submit their quarterly or semi-annual report of preneed activity to the board. Those who have still not submitted are incurring a \$50 per day late fee for every day it is not submitted.

NOTICE TO ALL CERTIFICATE HOLDERS AND PRENEED SALES AGENTS: July will begin our renewal for Certificates of Authority and Preneed Sales Agents. Please be on the lookout for an email detailing instructions for renewing your certificate of authority or preneed sales agent license. Keep in mind that new Certificate Numbers and Agent License numbers will be issued for all certificates of authority and all preneed sales agents that were previously certified and registered with the Department of Insurance. If you have received a license from our Board on or after October 01, 2023, you will keep the number that was issued to you by our Board office.

CONTINUING EDUCATION

LICENSEES YOU HAVE SIX (6) MONTHS LEFT IN THIS REPORTING PERIOD... get your CEs completed. License renewals will open in July of 2024. The 2022-2024 reporting period began October 2, 2022 and will end October 1, 2024. The Board is transitioning to a new licensing system and the CE portal has been closed since September. **We anticipate the portal being open in the next 30 days for licensees to view their completions.** Keep certificates for you records, do not send them to the Board’s office or email.

EXAMINATIONS

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

KENNEDI BYRD	JADEN WRIGHT	DANIELLE CALLOWAY
JAVONDA BLAKE	CHARLES BOX	REBECCA HALL
THERESA MILLER	EBONEE PHILLIPS	VALERI MILLER
ALLISON WHITE	ASHLAN CALVIN	LADARIUS WOODS
JELESA MARTIN	JAZMINE REAL	WILLIAM BICKMEIER
ADRIENNE ELLIS	MICHAEL PEPPE	DAKOTA GARNER
	ASHLYN RONE	

THE CONFERENCE

The National Funeral Director and Embalmer’s exams are given by The Conference through Pearson VUE testing centers at five locations statewide. Please see The Conference’s website for registration and exam information.

The Conference: www.theconferenceonline.org

Phone: 479-442-7076

THE ALABAMA FUNERAL DIRECTOR AND ALABAMA EMBALMER EXAM

The Board now administers the Alabama Funeral Director and Alabama Embalmer Exams in addition to the Laws and Rules exam. The Alabama Funeral Director and Alabama Embalmer exams offer an added option to become licensed in the State of Alabama. A qualified applicant may still take the NBE (National Board Exam) depending on eligibility, bachelor’s degree

(FD only). The exam’s intended 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. Individuals interested in registering for an exam administered by the Board can review the “examination tab” located on the Board’s website by clicking “applicants” then “examinations”.

STATE LAW EXAM

For information about the State Law please see the “examination tab” located on the Board website by clicking “applicants”. See the website for exam deadlines, testing dates and times.

NEW LICENSEES (approved during the January 9, 2024 Board meeting)

FUNERAL DIRECTOR

ANDRE LOVE	BETTY MILLER	BILLY JONES, JR
RUBY ANDERSON	MIRANDA COOK	TYSON BURWELL
ROGERY PERINE	ROBIN MASON	ARIEL HARRIS
RACHEAL DAVENPORT	TAYLOR SHERER	RANDALL LEGGE
	CODY GILLIAM	

FUNERAL DIRECTOR & EMBALMER

DAKOTA GOODWIN	WILLIAM SUMLAR	AUBREY KING
REN MAYEAUX	BRIAN KEITH	AUTUMN HUGHES
IVAN HERNANDEZ		YOLANDA COLLINS

EMBALMER

ALLEN MALONE	BARAKA TRUSS	WAYLON POWELL
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CREMATIONIST

MONICA CRIST	MALCOLM BEARD	BRIAN SMITH
JOHN MCLENDON	CHARLES FRICKS	ZACHERY FERRELL
LISA MCBRIDE	GEOFFREY HALBROOKS	JOHN PERKINS
JAMES A. PECK	ROBERT HALBROOKS	SCOTT EVANS
	DYLAN CHANCEY	

ESTABLISHMENTS

BOTTOMS GARDEN CHAPEL FUNERAL HOME (HARTFORD)	BUY OUT
BOTTOMS GARDEN CHAPEL FUNERAL HOME (GENEVA)	BUY OUT
CHAMPION FUNERAL CONTRACTING SERVICES, LLC (COKER)	NEW
WOLFE BAYVIEW FUNERAL HOMES & CREMATORY, Inc. Jubilee Chapel (DAPHNE)	NEW

REACTIVATIONS

Apprentice Funeral Director and Apprentice Embalmer: 21

Apprentice Funeral Director: 15

Apprentice Embalmer: 1

Funeral Director: 1

Funeral Director and Embalmer: 1

ACTIVE LICENSE COUNT (as of January 1, 2024)

ESTABLISHMENTS	489	SPECIAL WORK PERMIT-EMBALMER	0
MORTUARY SERVICES	3	SPECIAL WORK PERMIT-CREMATIONIST	0
FUNERAL DIRECTOR	1562	APPRENTICE FUNERAL DIRECTORS	284
EMBALMERS	870	APPRENTICE EMBALMERS	175
PRACTICAL EMBALMERS	39	CE PROVIDERS	39
CREMATIONISTS	343	APPLICATIONS RECEIVED	109
SPECIAL WORK PERMIT-FD	0	LICENSES ISSUED	111
BACKGROUND CHECKS	308	PRENEED	1491
CREMATORY	72	INSPECTIONS YTD	3

EXAMINATION STATISTICS (October 1, 2023-January 1, 2024)

EXAM	#GIVEN	PASS	FAIL
FUNERAL DIRECTOR	18	11	7
EMBALMER	2	2	0
LAWS AND RULES (FD/EM)	25	24	1
LAWS AND RULES (CREMATIONIST)	5	4	1

PRENEED (October 1, 2023-January 1, 2024)

PRENEED	TOTAL	NEW	CANCELED
CERTIFICATE OF AUTHORITY	239	2	0
BRANCHES	115	0	0
PRENEED SALES AGENTS	953	20	3
CEMETERIES	184	0	0
AUDITS YTD	0		

COMPLAINTS (October 1, 2023-January 1, 2024)

COMPLAINTS	FUNERAL	PRENEED	CEMETERY
RECEIVED	6	7	11
NO ACTION TAKEN	1	0	0
REPRIMAND/CONSENT	1	0	0
PENDING	7	7	11
COMPLAINTS HANDLED SINCE 2013:	496		

CONSENT AGREEMENTS (October 1, 2023 – January 1, 2024)

ABFS23-0011	<ol style="list-style-type: none">1. Violated Alabama Code § 34-13-56.1 on at least six occasions by engaging in the practice of a funeral director without being licensed by the Board as such.2. Violated Alabama Code § 34-13-56(c)(2)(i) by aiding and abetting an unlicensed individual in his performance of the activities and duties of a funeral director without being licensed by the Board in violation of Alabama Code § 34-13-56.1 (a).3. Failed to operate the funeral establishment t under his own full charge, control, and supervision as the managing funeral director in violation of Alabama Code § 34-13-112 (c) (as incorporated through Ala. Code § 34-13-26 (c)(2)(l) by allowing unlicensed individual to engage in the practice of a funeral director without being licensed by the Board in violation of Alabama Code § 34-13-56.1(a).	<ol style="list-style-type: none">1. MFD - 4 yr. probation. Fined \$2500.002. FD - 4 yr. probation. Fined \$2500.003. Establishment - 90-day suspension stayed contingent on all terms of consent agreement met. Fined \$2500.004. Owner - Fined \$15,000.00
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