

ALABAMA BOARD OF FUNERAL SERVICES

DATES TO REMEMBER

Preneed Annual Reports due April 1, 2025

Inactive COA reports due April 1, 2025

Endowment Care reports due April 1, 2025

Financial waivers due April 1, 2025

PSA Renewals begin July, 2025

Apprentice renewals begin July, 2025

REPORTS NOT RECEIVED IN THE BOARD'S OFFICE BY
APRIL 1, 2025 WILL BE CHARGED A LATE FEE OF
\$50.00 PER DAY FOR EACH DAY LATE. (POST MARKS
DO NOT APPLY)

READ AND FOLLOW ALL PRINTED INSTRUCTIONS,
FAILURE TO DO SO MAY RESULT IN APPLICATION
DELAYS



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DEATH CERTIFICATE NEWS FROM ADPH

Section 22-9A-14 (a) A certificate of death for each death which occurs in this state shall be filed with the Office of Vital Statistics, or as otherwise directed by the State Registrar, within five days of the death and shall be registered if it has been completed and filed in accordance with this section.

There is no need for funeral homes to wait for a physician to sign the medical side of the death certificate. To protect the funeral home from having to pay for amendments, we recommend the funeral home use the "Verification of Personal Information" form that is required to be printed off prior to signing the death record as a safe guard. Have the family sign the form stating all information on the form is correct and keep the signed form with the decedents record.

IN ORDER TO REMAIN IN COMPLIANCE WITH THE TIMING REQUIREMENTS OF FILING DEATH CERTIFICATES, WHEN THE DISPOSITION IS IN QUESTION, LIST THE DATE YOU ARE SIGNING AS THE DATE OF DISPOSITION. SELECT THE RADIAL BUTTON FOR "OTHER," AND THEN ENTER "STORAGE" IN THE SPECIFICATION FIELD. (SEE IMAGE BELOW FOR A VISUAL OF THE FIELDS IN QUESTION.) THIS METHOD IS PREFERRED ANY TIME THE DISPOSITION IS DELAYED, FOR ANY REASON, AND THE MEDICAL CERTIFICATION IS ALREADY SIGNED. IF THE FAMILY WISHES FOR THE DISPOSITION TO BE UPDATED AT A LATER DATE, AN AMENDMENT CAN BE DONE BY THE FUNERAL HOME AT THAT TIME.

Place of Death/Disposition

1. If the Coroner/ME will be completing the place of death, check the box, "Entered By Coroner/ME." Checking the box allows the Coroner/ME to have access to this page.
2. The Place of Death and Hospice selected when the record was created transfer to this page. Both items can be corrected on this page. Note: If the decedent died at home, the residence address must be corrected on the **Personal Info 2** page.
3. Enter the Date of Disposition.
4. Select the Method of Disposition. If the body is being shipped, select "Other," and enter "Shipped." Use "Shipped" only when the final disposition is not known.
5. If the body is in storage, select "Other," and enter "Storage." Use "Storage" when the disposition will not be known in the immediate future.
6. Enter the name and location of the cemetery. There are drop down boxes for the city and state.
7. Your funeral home name and address will populate based on your log in information.
8. Click **Save Record**.
9. Click **Validate Record** to check for errors.

CONTACT ADPH WITH
ADDITIONAL QUESTIONS



THIRD QUARTERLY BOARD MEETINGS

FUNERAL DIVISION
APRIL 1, 2025 9:00 AM

JOINT MEETING
APRIL 1, 2025 10:00 AM

PRENEED DIVISION
APRIL 1, 2025 11:00 AM

4276 LOMAC STREET
MONTGOMERY, AL 36106

ITEMS NOT ON THE AGENDA WILL NOT
BE OPEN TO DISCUSSION

A P P L I C A T I O N S

FAILURE TO FOLLOW THE ITEMS BELOW MAY DELAY YOUR APPLICATION

- Online applications are available thru online services on the Board's website
- Paper forms are still accepted. Use the current form on the Board's website (old forms will not be accepted)
- Read the application and answer all the questions on the application (NA is acceptable if it does not apply)
- ALL applications for personal license/certification require a background check. Background checks are only valid for 12 months (If it has been 12 months since your last background you must complete another check) (This does not apply to renewals).
- Two signed fingerprint cards are required (Federal blue card, signed by applicant and individual taking prints)
- Submit all requested documents (diplomas, Identification, affidavits, degrees, annual reports, case reports, skills evaluations)
- Request official documents be sent directly to the Board (scores, transcripts, license verification)
- Alabama exams are administered the third Monday of each month (See the Exam tab on the Board's website) (See The Conference website for information on the NBE).
- Submit exam registration with application
- Submit all fees (including background check fee \$38.25 not \$25.00) at time of application (fees can be combined in one form of payment)
- You will receive an email when your application is approved.



INSPECTIONS

Establishment inspections have begun for 2025. As a reminder ALL license issued by the Board are to be on public display to include PSA and COA's.

Proof of \$1,000,000.00 general liability insurance coverage must be presented to the inspector during the annual inspection. Failure to provide this documentation will result in a non-complaint inspection and possible inspection citation.

Inspection reports and invoices, which are due within 45 days after the inspection date WILL NOT be emailed to the establishment. The establishment will receive an email stating the inspection has been completed and to log into the business portal to review the report and pay the invoice.

Remember

- All price lists will be inspected for FTC compliance
- Files must be available and will be inspected
- Hearse tags must be current,
- ID bands must be present and have required information
- Cremated remains must have required paperwork present with the cremains
- Cremated remains must be labeled with the identifying information
- Cremation authorizations and state ID forms must be completed and signed
- Licenses must be current and posted
- City Business license must be current
- Nasal Tube aspirator is required for Branch locations
- Funeral merchandise must be present (urns)
- Price cards must be present on each casket, photo, cut, or electronic image

CONTINUING EDUCATION

The reporting period for the 2024-2026 began October 1, 2024 and will end October 1, 2026. Get a head start and get those hours completed now.

Licensees must complete 8 hours per person (not per license). The 8 hours must include a BOARD APPROVED course in ethics and a BOARD APPROVED course in bloodborne pathogens. There is no hour requirements for these courses. Alabama does not have a requirements for completion of in person hours.

When registering for a course whether online or in person please provide the SAME license number for each program. If you hold more than one license please provide your FUNERAL DIRECTOR LICENSE NUMBER. If you are not a funeral director please provide the same license number each time you register for a course.

Completions are reported by the provider and are available on the personal profile of the licensee. Providers have 10 days to report completions. If after this time the completion is not posted, contact the provider.



Licenses

Establishments should review all posted licenses for expiration dates. All active licenses expire October 1, 2026. Any license without this expiration date is EXPIRED, and the establishment or individual must cease and desist from practice until the license is reactivated by the Board.

All active establishment licenses are available for print at any time thru the business profile and all active personal licensees are available for print at any time thru the personal profile via online services on the Board's website.

The Board does not mail licenses, all licenses must be printed by the license holder. Hard cards were mailed to all active licensees following renewal of the license.

Reactivations

Check your license. Did you forget to renew before October 1, 2024?

In order to reactivate a license the following must be completed and approved by the Board:

- complete the application for reactivation of a license/certification
- complete the background check application and submit two complete sets of fingerprint cards. (If it has been more than a year since your last background check, If you have never submitted to a background check you must complete one)
- submit a Laws and Rules exam registration form (you must have a passing score on the Laws and Rules exam on file with the Board, if you do not, you must take the law exam)
- submit the fees for each license/certification (\$230.00/ \$150.00/\$50.00) for each year not renewed. See the reactivation application on the Boards' website.
- submit the late fees for each license/certification (\$100.00 for each)
- submit the fee for background check (\$38.25 payable to ABFS) (if applicable)
- submit the fee for the Laws and Rules exam (\$50.00) (if applicable)
- submit the certificates of completion for the required 8 hours of continuing education (ethics, bloodborne pathogen)
- all fees can be made payable in one form of payment.

General Information

- Please make sure you are using the current license number for the Certificate of Authority or Branch. The numbers issued by the Department of Insurance are no longer valid. Check your most current license for the new number issued by the Board.
- A onetime questionnaire will begin circulating soon to obtain data from certificate holders. The purpose of this is to make sure the data we received from the Department of Insurance is current and matches the certificate holder information. Please take the time to answer the questionnaire and send back to us. Your cooperation is greatly appreciated.
- The Board has begun performing preneed mini exams. Please make sure the documentation requested in the October newsletter is available for examiners upon arrival for the mini exam.
- Remember that all change of ownership applications must be approved for preneed 30 days before closing BEFORE the establishment change of ownership application can be approved for the establishment.
- Updates have been made to our website, including forms and applications. While we encourage everyone to familiarize themselves with the online portal, please make sure you are using the most current forms and applications if you do use paper forms. The website provides steps and details on how to navigate through the online portal.
- When filling out forms, please make sure each blank space is answered. If the question does not apply, please provide "N/A" or some form of acknowledgement to the question rather than skipping altogether. This will reduce the deficiency letters that are sent to the applicant and will lessen the process time for your application.

Annual Reporting

- Annual reports of preneed activity are due for Active Certificates of Authority and Branch Registrants, and Inactive Certificates of Authority and Branch Registrants ON OR BEFORE APRIL 1ST.
- Endowment Care annual reports are also due ON OR BEFORE APRIL 1ST.
- EVERY active or inactive COA, Branch, or Endowment Care Cemetery is required to report annually, unless otherwise specified by the Board. Semi-annual reporting is no longer required, unless specified by the Board. If your COA, Branch, or Endowment Care Cemetery is required to report more frequently than annually, the Board will notify each COA individually and there will be clear instruction for those. If the Board has not specifically reached out to your COA, Branch, or Cemetery, then you are only required to report annually.
- Please make sure you are submitting trust statements, insurance policy reports, and bond/LOCs with the reports.
- Please make sure you are using the most current COA or Branch license number issued by the Board.
- Deficiency letters will be sent out via email for inaccurate or incomplete reports. If deficiencies are not corrected on or before April 1st, the report will begin to accrue a \$50 per day late fee until deficiencies are corrected. Please check deadlines on the deficiency letters to avoid late penalties.

PRENEED NEWS CONTINUED

- Any reports received after April 1st will have a \$50 per day late fee.
- Financial statements are NOT due with the annual report. Please do not submit financial statements at this time. Financial statements are due during the renewal period.

Financial Statement Waiver

- Certificate holders that wish to apply for the financial statement waiver must submit the application ON OR BEFORE APRIL 1ST.
- Please submit contract detail reports with the application to show proof of 100% trust funding.
- Waivers can be submitted with annual reports.
- Those who are approved for the waiver will receive an approval letter from the Board and will not be required to submit financial statements for the renewal period but the attach the approval letter must be attached to the renewal
- Financial waivers are only valid for one year and must be applied for every year the certificate holder wishes to be exempt from submitting financial statements.
- The preneed division now has a general email to send correspondence. The email is preneed@fsb.alabama.gov. Please save the email in your contact and being using this email as the main method of communication,

LICENSEE PORTAL

- Visit the Board's website www.fsb.alabama.gov.
- Select "Licensees."
- Select "Online Services."
- Select Are you a licensee.
- Enter your email address.
- Select "Reset Password."
- Follow the prompts to establish a new password.

BUSINESS LICENSE

- Visit the Board's website: www.fsb.alabama.gov.
- Select "Licensees."
- Select "Online Services."
- Select "Business Licensing."
- Enter the authorized representative email address
- Select "reset password"
- Follow prompts to establish a new password

Portal Access

Email is how the Board communicates with its licensees.

All licensees must access their person profile thru online services to print each license or certificate they hold, manage their personal, and employment information. This requires an active email address that the licensee can access. If you do not have an email address on file with the Board please email the office immediately and provide an email address that can be added to your profile so you can access and print your license/certificate and receive vital communications from the Board.

If you have not accessed your profile please follow the steps listed to the left.

ESTABLISHMENT "AUTHORIZED REPRESENTATIVE

To establish an authorized representative for an establishment please email the Board at info@fs.alabama.gov with the individuals name, email address, and name of establishment. Their email address CANNOT be the same as the establishment or any other individual associated with the establishment.

Exams

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.



See the examination
tab on the Board's
website at
www.fsb.alabama.gov
for more information

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

Lakeitha Seroyer
 Jake Butler
 Lafaith S. Phillips
 Carl M. Dorrough

Veneka T. Williams
 Kimberly W. Jackson
 Haley Rodgers
 Angel S. Wilson

Exam Statistics

Exam Administered (10/31/24-12/13/24)	Number given	Pass	Fail
Funeral Director	17	10	7
Embalmer	5	3	2
FD/EM Law Exam (LRR)	30	19	11
Cremationist LRR	0	0	0

Complaints FY 2025 YTD

FUNERAL DIVISION

Received: 9
 Resolved: 2
 Consent: 4
 Pending 24/25: 16

PRENEED DIVISION

Received: 4
 Resolved: 0
 Consent: 0
 Pending 24/25: 11

CEMETERY

Received: 0
 Resolved: 0
 Consent: 0
 Pending 24/25: 5

Inspections/Audits FY 2025 YTD

Inspections

Completed: 9
 Compliant: 7
 Non-Compliant: 2
 New Establishments: 2
 New Crematory: 1

Exams

Mini: 7
 Full: 0
 Pending: 2



Active License Counts

License	Active Count	App Received YTD	License Issued YTD
Apprentice Director	252	21	27
Apprentice Embalmer	161	11	17
Funeral Director	1486	11	19
Embalmer	859	8	11
Cremationist	333	5	5
Practical Embalmer	27	0	0
SP WP FD	1	1	1
SP WP EM	1	1	1
SP WP Cremationist	0	0	0
Mortuary Services	4	2	0
Establishments	471	5	2
CE Provider	39	0	0
Preneed Sales Agent	721	41	54
COA	222	2	2
Branches	108	2	0
Endowment Care	184	0	0
Inactive COA	61		
Inactive Branch	29		
Total:	4959	110	139



Reactivations:

Apprentice Reactivations:2

Permanent License Reactivations: 6

Closure Notifications: (Voluntary)

Sharpley Funeral Home (Decatur)

Brooks Family Funeral Home (Hueytown)

Establishments:

Ervin Funeral Chapel (C/O)(Anniston)

Lake Martin Funeral Home (New)(Dadeville)

Cherokee Memorial Funeral Home (New)(Centre)

Ellison Memorial Funeral Home (crematory registration)(Clanton)

Akins Funeral Home (C/O) (Russellville)

New Licensees

Congratulations to the new licensees approved during the Board's January 7, 2025 meeting.

KENNETH EAST
EAROL MINOR
JOHN FREDERICK
GARY MURPHY
ERICA DEREMER
HELENDRIA GOLDMAN
CLEOPATRA HUGHES

GENE SIMS
LACANDACE PASTER
ANDREA SPRINKLE
MATTIE BROOKS
KRISTEN PERRY
DAVID BYRD

BRADEN MORRISON
KEVIN FOXWORTH
LAUREN BURNKE
ASHLEY FISCHER
JOSEPH MASHBURN
EBONY COLBERT
KIMBERELY STEWART

Mass Fatality Questionnaire

Establishments please be on the look out for a questionnaire regarding your establishments capacity for dignified and humane storage numbers. Your participation in this survey would be greatly appreciated.

Contact us:

Alabama Board of Funeral Services
Physical Address: 4276 Lomac Street
Montgomery, AL 36106
Mailing Address: P O Box 309522
Montgomery, AL 36130
Office: 334-242-4049
Fax: 334-353-7988
website: www.fsb.alabama.gov
email: info@fsb.alabama.gov
preneed: preneed@fsb.alabama.gov

Until Next time
thank for reading