

December 16  
2025

# The Alabama Board of Funeral Services

## MEETING NOTICE

Second Board Meeting of fiscal year 2026 will be held Tuesday January 6, 2025.

Joint Meeting 9:00 am  
Funeral Division 10:00 am  
Preneed Division 11:00am

4276 Lomac Street Montgomery, Alabama 36106

Items not on the Agenda will not be open for discussion

## What's Inside this Issue

Meeting Notice  
Portal Access  
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Examinations  
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Thank you

**Each Establishment must have it's own email address for receiving correspondence from the board.**

**This email must be on file with the board, as our primary communication is email.**

In addition, each establishment must designate an Authorized Representative to manage all business transactions within the online portal on behalf of the establishment. The Authorized Representative will access the Business Licensing Portal through the Board's website using their personal login credentials, the same credentials used for the individual licensing portal.

Please note that the system can only associate one email address per establishment and one email address per individual. Duplicate email addresses cannot be used in the system for security reasons.

#### **Profile Information**

Please make sure that all the demographic information on licensee profiles and business profiles is up to date.

#### **Communications**

E-mail is the Board's primary method of communication. E-mails may come from the Board's domain or from Thentia Cloud. Please make sure you are checking your e-mail inbox for correspondence from both [fsb.alabama.gov](http://fsb.alabama.gov) and from [thentiacloud.com](http://thentiacloud.com).

#### **Applications**

Applicants that receive a deficiency letter will have a due date to correct deficiencies. If corrections are not received by the Board by the due date, the Board will deny the application and the process will need to start over in order to get an application approved. Please make sure you are checking your email for application deficiency letters.

# Logging In To the Portal

## Steps to access your individual licensee portal.

1. Visit the board's website: [www.fsb.alabama.gov](http://www.fsb.alabama.gov).
2. Click "Licensees."
3. Select "Online Services."
4. Enter your email address.
5. Enter your password. (If you don't know your password, then Click "Reset Password."
6. Follow the prompts to establish a new password.

## Steps to access your Business licensee portal.

1. Visit the Board's website: [www.fsb.alabama.gov](http://www.fsb.alabama.gov)
2. Click "Licensees."
3. Select "Online Services."
4. Click "Business Licensing."
5. Sign in using the same email and password established for their personal "Licensing portal" Login.

An unlicensed person may be designated as an Authorized Representative, but they must have their own email address and a profile established in the system. It has to be different from the establishment.

**Please remember that our primary method of communication is email. This means that any reports or deficiency letters related to the establishment will be sent to the email address we have on file. If no email is on record, you will not receive these important notifications.**

**We strongly encourage you to contact the Board today to verify that a valid email address is listed for your establishment.**

# Preneed News

## REPORT OF PRENEED ACTIVITY

Beginning January 1<sup>st</sup>, the Board will begin accepting reports of preneed activity and endowment care sales reports. All reports should be submitted to the Board on the most recent report form found on our website. Old forms will not be accepted. The following license types are required to submit a report to the Board:

- Active Certificate of Authority license
- Inactive Certificate of Authority license
- Endowment Care Cemetery
- Active Branch Registrant license
- Inactive Branch Registrant license

Reports must be received by the Board ON OR BEFORE APRIL 1<sup>ST</sup>. This means that the report must be in the Board office. Post marked dates will not be considered. Any reports not received by the Board by April 1<sup>st</sup> will incur a \$50.00 PER DAY LATE FEE. Additionally, any active Certificate of Authority or Branch Registrant license that does not report by April 1<sup>st</sup> must IMMEDIATELY CEASE ALL PRENEED SALES ACTIVITY until the report has been received by the Board and the late fees have been paid. Lastly, if a report is not received, the preneed license cannot be renewed until the report and late fees are received by the Board.

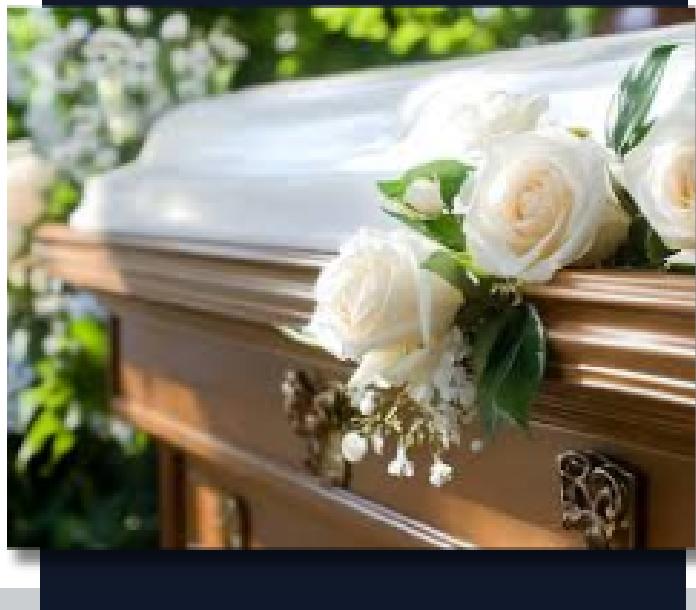


Beginning January 1<sup>st</sup>, the Report of Preneed Activity form will be available on the Board's website for the preneed license to fill out and submit. At this time, the online reporting has been disabled, and all reports must be mailed, emailed, or scanned and uploaded through the Document Upload link on the website. Reporting through the Online Services portal is disabled.

# PRENEED NEWS CONTINUED

## REPORT OF PRENEED ACTIVITY

Reports must be accompanied by any and all trust statements, policy detail reports, surety bonds, and/or letters of credit. The preneed contract sales log will also need to accompany the report to assist with the report and the mini exam. These statements and reports must be for the calendar year 2025 (January 1 – December 31, 2025). Similarly, the report should be completed according to the 2025 calendar year. This means the report should show the beginning value of the trust account or insurance company, surety bond, or letter of credit; and the beginning number of contracts as it is on January 1, 2025. The report should also show the number of contracts that were written in the 2025 calendar year, the number of contracts fulfilled in the 2025 calendar year, the number of contracts cancelled in the 2025 calendar year, and the number of contracts that were transferred in the 2025. Finally, the report should show the ending value of the trust account or insurance company, surety bond, or letter of credit; and the ending number of contracts as it is on December 31, 2025.



Reports should be completed based on the licensees' preneed contract sales log. The accompanying trust statements and/or insurance policy detail reports should reflect what is reported from the preneed contract sales log. Please check that your records are corresponding with your statements and reports to avoid delay in approving the report submitted to the Board.

# PRENEED NEWS CONTINUED

## MINIATURE EXAMINATIONS

As the Board has made mention of before, there is little to no historical documentation that came over from the Department of Insurance to show previous examinations of Certificate of Authority and Branch license holders. Therefore, the Board must do what it can to establish a base line for licensees. It is the goal of the Board to examine licensees on an annual basis through what is called a "mini exam". Because the Board has little to no historical data on examination performed by the Department of Insurance, a base line must be established in order to meet the goal of an annual mini exam. The following will explain how the Board plans to execute the mini exams so that the amount of reporting as well as the amount of time spent at the facility performing the exam will be minimized.



**Phase 1. Establishing a Base Line:** The Board's method of establishing the base line is to collect data from the license holder back to 2020. Once we collect this data the first time, it will not be asked for again, as we will save this data to the licensee's records. The things that are being asked for include:

- a. A list of the Preneed Sales Agent licenses that were registered with the COA or Branch from 2020 to present
- b. Copies of every approved contract that the COA or Branch license used to write preneed contracts from 2020-present (do not include contracts that the licensee has not used within this timeframe, even if there are still outstanding contracts)
- c. Copies of all price lists (General Price List, Casket Price List, Outer Burial Container Price List, Cemetery Price List) from 2020-present
- d. All trust agreements in effect as of today (even if the licensee no longer writes trust contracts there still must be an agreement in place if there are outstanding trust contracts)
- e. Copies of trust transmittal forms (not blank forms) that show funds being sent to the trust from 2020-present
- f. An acknowledgement of receipt of the letter requesting the documents that is signed and returned to the Board

Obtaining these documents and information will help the Board establish a base line to see how the licensee operated preneed sales activity on a normal basis. Collecting the information ahead of the mini exam itself will prevent the licensee from having to either allow an employee access to sensitive files or come into the business on an otherwise off day. Once this information is received, it will become part of the licensee's file and will not have to be collected again for the next examination cycle.

# PRENEED NEWS CONTINUED

**Phase 2. Preliminary Phase:** The Board will use the data collected as well as the most recent annual reporting submitted to the Board to conduct the preliminary phase of the mini exam. Currently, the mini exam costs the licensee \$335 per day. This preliminary phase will be done at the Board office to answer basic questions about the licensee that can be answered without having to spend more time at the business entity and increasing the cost of the mini exam to the licensee. The Board's goal is to only be at the facility for one day.

**Phase 3. On-Site Phase:** The final phase of the mini exam is the on-site examination. This is when the field officer that is assigned to your mini exam will conduct a mini exam on the premises of the business that holds the COA or Branch license. The field officer will sample files, trace payments from receipt to withdrawal and inspect preneed and at-need files. Each fiscal year thereafter, the field officer will be sampling files from the preneed activity since the last exam performed. By completing the preliminary phase, the field officer should be able to perform the on-site phase as well as the funeral establishment inspection in the same visit.

At the completion of the on-site phase, the field officer will conduct an exit interview with an authorized representative of the COA or Branch license. The exit interview will discuss the findings from both the preliminary and on-site phases, as well as discuss any Corrective Action Plans that will be put in place by the Board. A copy of the examination will be given to the authorized representative at the conclusion of the exit interview. The licensee has 45 days to pay the examination fee and funeral establishment inspection fee from the time the examination is complete.



# Board Appointments

Prior to the October Board Meeting, nominations were conducted for seats concluding their current terms. The Board extends its sincere appreciation to Gov. Kay Ivey for her prompt appointments of the following members:

## Funeral Division

**District 3: James Martin Jr. (New Appointment)**  
**District 4: James Doug Williams (Reappointment)**  
**District 6: Cody Caldwell (New Appointment)**  
**District 7: Christal Whitfield (New Appointment)**

## Preneed Division

**District 1: Brian Shake (Reappointment)**  
**District 7: Bry'Onda Collins (Reappointment)**



# A Term Well Served



The Board gratefully acknowledges Mr. Lance Brooks and Ms. Rachel Arrington for your unwavering support, dedication, and commitment to the mission of the Alabama Board of Funeral Services.

Your leadership, integrity, and willingness to serve have made a meaningful impact on the profession and the communities that depend on it. Through your thoughtful guidance and steadfast commitment, you continue to uphold the highest standards of care, compassion, and professionalism within funeral service across our state.

Thank you for the time, expertise, and heart you bring to this work. Your service does not go unnoticed, and it is truly appreciated.

# New Licenses

**Having passed the state law exam, having met the passing criteria on the licensure exam or having met the requirements for licensure by reciprocity, the following individuals have met the qualifications for licensure in the State of Alabama in accordance with Title 34 Chapter 13 of the Code of Alabama 1975 and Administrative Code 395 as a funeral director, embalmer, or cremationist.**

## Funeral Division

### Funeral Director

Jayda K. Raney  
Nathaniel C. Davis  
Moshiu T. Knox  
Jesse Mae L. Payne  
Ashtyn R. Pate  
Austin J. Guy  
Valeri C. Miller  
Micheal L. Clark  
Carl M. Dorrough  
Elizabeth G. Dempsey  
Madison F. Allen  
Kristofer Lassiter  
Joe L. Powell  
Christa I. Eastman  
Jalisa J. Hill  
Hollie Marie Owens  
Brandon E. Bell  
Kimberly L. Stewart  
Sarah E. Boling  
Olivia K. McCord  
Nedra M. Craft  
Randi E. Moton  
Elizabeth U. Biel  
Jerald Wayne Shutz  
Emily N. Wittig  
Lawana Wilson Tyus  
Timothy D. Barnes  
Delbert L. Freeman  
Kimberly B. Bradshaw  
Stacy D. Simpson  
Haleigh Lanay Burgess Burks  
Stephen Marshall Vermilya

### Embalmer

Micheal L. Clark  
Valeri C. Miller  
Jayda K. Raney  
Stephen Marshall Vermilya  
Ashtyn R. Pate  
Austin J. Guy  
Nathaniel C. Davis  
Jesse Mae L. Payne  
Christa I. Eastman  
Elizabeth G. Dempsey  
Madison F. Allen  
Joshua J. Williams  
Johnnie Michael Walley  
Kristofer Lassiter  
Zachary J. Fricks  
Joe L. Powell  
Jalisa J. Hill  
Sarah E. Boling  
Hollie Marie Owens  
Kimberly L. Stewart  
Brandon E. Bell  
Randi E. Moton  
Olivia K. McCord  
Nedra M. Craft  
Orlando Rodriquez Johnson  
Jerald Wayne Shutz  
Haleigh Lanay Burgess Burks  
Emily N. Wittig  
Blake A. Montgomery

### Cremationist

Byron Caleb Couch  
Leonard S. Murphy  
Autumn Boyd  
John W. Parrack  
Jesse Mae L. Payne  
Kimberely D. Stewart  
Sarah E. Boling  
Kenneth R. Martin  
Haleigh Lanay Burgess Burks

Board Approved October 7, 2025

# New Licenses cont...

**Having met the requirements for licensure and registration as a Preneed Sales Agent in the state of Alabama in accordance with Titel 34 Chapter 13 of the Code of Alabama 1975 and administrative code 395, the following individuals have been approved for licensure as a Preneed Sales Agent.**

## Preneed Division

### Preneed Sales Agent

Alice A Stewart	Heidi Rajecki
Kenneth Jacob Quigley	Arielle Crittenden
Richard A Sherrow	David Hayes
Autumn Boyd	Emily Mauffray
Kerry Michelle Mone	Tammy Sharp
Kelvin French	Alexis Renne DeFreitas
Caleb Jones	Haven Merrill
Sarah Ann Stone	Tony Crouch
Jesus E. Hernandez	Sharon Moody
LETITA SPEIGHT REED	Leonetta Prevo
Courtney Tyrone Jackson	Justin Graves
Robert Deon Branch	Humberto Vasquez
Ruth Ann Stone	Marvin Wilson
Javonda R. Blake	Carole J. Banks
Terry R. Davis	Frank J. Banks
Savio Dias	Ann Bishop
Sherri Taylor	Stacy D. Simpson
Michell S. McCarver	Samuel C. Mann
Raechelle J. McCoy	Moshiu T. Knox

**The Following have met the Requirements for Licensure in  
the State of Alabama: Board Approved October 7, 2025**

# **New Establishments**

Decatur Brown Service Funeral Home LLC

## **New Certificate of Authority licenses**

Sharpley McCarver Funeral Home

Band Memorial Funeral Home and Cremation

MarPov Enterprises LLC DBA Wilson Funeral  
Home and On-site Crematory



# Complaints

Consent Agreement(s) July 1<sup>st</sup>- October 7, 2025

Complaint No.	Penalty	Violation
ABFS25-0078	PSA License Surrender	34-13-56 (c)(2) (n) Falsely stated that they had never been convicted of a felony or misdemeanor on the application.
ABFS25-0001	Fine \$2,500	34-13-191 (a), -192, -198, and 395-X-9-.13(1) Failed to timely provide reports and records to the Board pursuant to Board's request.

# Examinations



**The Alabama Board of Funeral Service certified the following individuals as having met the qualifications to take an exam for licensure. For additional Information regarding exams please see the exam tab on the Board's website.**

## Examination Notice July 2025-October 2025

Sarah E. Boling  
Abriam Brown  
Jalisa Janay Hill  
Johnathon Johnson  
Olivia McCord  
Elizabeth Biel  
Randi Moton

Sederick Fluker  
Jeffrey Scott Jordan  
Christopher Pschirer  
Willie Shelby  
Naieshia Thomas  
Candice Williams  
Maurice Woodard

Deadline to Qualify	Exam Date
December 1, 2025	December 29, 2025
January 5, 2026	January 26, 2026
February 2, 2026	February 23, 2026
March 2, 2026	March 30, 2026
April 6, 2026	April 28, 2026
May 4, 2026	May 26, 2026
June 2, 2026	June 29, 2026
July 6, 2026	July 27, 2026
August 3, 2026	August 31, 2026
September 7, 2026	September 28, 2026
October 5, 2026	October 26, 2026
November 2, 2026	November 30, 2026
December 7, 2026	December 28, 2026

## Exam Schedule 2026

# Examinations Continued

**In order to qualify to take the law exam, an apprentice must have 24 consecutive months, 50 or more cases, be finished with school and have made application for permanent license.**

**-Fingerprints-Signed affidavits  
-Certified Transcript  
-All Associated Fees  
-Any Annual Reports and Case reports that have not been submitted, to verify your time and cases**

**In order to qualify for the exam you must apply for permanent licensing and pay all the associated fees.**

**Submitting an exam registration form does not guarantee approval to take the exam.**

**An official exam confirmation email from the Board is required to verify that you are scheduled. If you have submitted paperwork, do not wait until after the deadline to contact the Board. If you have not received a confirmation email with your exam date and time, you are not scheduled.**

**Individuals who arrive without confirmation will not be permitted to test.**

Application Checklists are available for each license via the Boards website

**Exam Statistics July 1, 2025-October 7, 2025**



**84.62% 15.38%**

Pass Rate

Fail Rate

# Merry Christmas

As this Christmas season arrives, I want to personally thank each and every one of you who serves in this profession.

What you do matters more than words can fully express. You meet families at some of the hardest moments of their lives, and you do so with compassion, patience, and dignity. You listen, you guide, and you care—often carrying the weight of others' grief long after the services are over. That kind of service takes heart, strength, and an unwavering sense of purpose.

Scripture reminds us, "Blessed are those who mourn, for they shall be comforted." (Matthew 5:4) Through your work, you are often the hands and presence that bring that comfort to others. Your professionalism and dedication do not go unnoticed, and I want you to know how deeply appreciated you are—not just by the Board, but by the families and communities you serve.

As we celebrate the birth of our Savior, my prayer is that this season brings you peace, rest, and renewed strength. May you find joy in quiet moments, comfort in time with loved ones, and encouragement in knowing that your work is a blessing to so many.

Thank you for all that you do, for all that you give, and for the compassion you carry into this calling.

Merry Christmas and warmest wishes for the New Year.

With heartfelt appreciation,

Charles M. Perine  
Executive Director





ALABAMA BOARD OF FUNERAL SERVICES

Until Next  
~~time~~  
Thank you for  
Reading

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