



## Exempt Action Final Regulation Agency Background Document

<b>Agency name</b>	Board of Funeral Directors and Embalmers, Department of Health Professions
<b>Virginia Administrative Code (VAC) citation</b>	18VAC65-20 18VAC65-40
<b>Regulation title</b>	Regulations of the Board of Funeral Directors and Embalmers Regulations for the Funeral Internship Program
<b>Action title</b>	Electronic submission of applications and renewals
<b>Final agency action date</b>	September 15, 2009
<b>Document preparation date</b>	September 15, 2009

When a regulatory action is exempt from executive branch review pursuant to § 2.2-4002 or § 2.2-4006 of the Virginia Administrative Process Act (APA), the agency is encouraged to provide information to the public on the Regulatory Town Hall using this form.

Note: While posting this form on the Town Hall is optional, the agency must comply with requirements of the Virginia Register Act, the *Virginia Register Form, Style, and Procedure Manual*, and Executive Orders 36 (06) and 58 (99).

### Summary

*Please provide a brief summary of all regulatory changes, including the rationale behind such changes. Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.*

Amendments to Chapters 20 and 40 are adopted by the Board of Funeral Directors and Embalmers to facilitate electronic submissions of applications and renewals. Requirements for all documents to be submitted in one package and for a *written* application are eliminated to allow the application to be submitted electronically by the applicants and other documents (licensure verification, transcripts, exam scores, etc.) to be sent by the applicant or directly from the source. References to a renewal *application* are amended to use the term *renewal form*, since renewal of a license or certificate can now be accomplished on-line by completion of an electronic form and submission of a fee.

The action is exempt and not subject to requirements of the Administrative Process Act in compliance with Chapter 85 of the 2009 Acts of the Assembly.

**Statement of final agency action**

*Please provide a statement of the final action taken by the agency including (1) the date the action was taken, (2) the name of the agency taking the action, and (3) the title of the regulation.*

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On September 15, 2009, the Board of Funeral Directors and Embalmers adopted final amendments to 18VAC65-20-10 et seq., Regulations of the Board of Funeral Directors and Embalmers and 18VAC65-40-10 et seq., Regulations for the Funeral Internship Program.

**Family impact**

*Assess the impact of this regulatory action on the institution of the family and family stability.*

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This action has no impact on the institution of the family and family stability.