

**APPROVED**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**  
**CONTINUING EDUCATION COMMITTEE**  
**MEETING MINUTES**

The Continuing Education Committee convened for a meeting on Tuesday, July 20, 2010 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, 2<sup>nd</sup> Floor, Hearing Room #4, Henrico, Virginia.

**The following Board members were present:**

Billie Watson Hughes, FSP, Chair  
Michael Leonard, FSP  
Robert Burger, FSP  
Randolph T. Minter, FSP

**DHP staff present for all or part of the meeting included:**

Lisa R. Hahn, Executive Director  
Annie B. Artis, Licensure Operations Manager

**Guests Present:**

Meredyth Partridge, Regulatory Support Services, Inc. (RSS)

**CALLED TO ORDER**

Ms. Hughes, Chair, called the Continuing Education Committee meeting to order at 9:00 a.m.

The Committee reiterated current policy and/or recommended the following to be implemented:

- Continuing Education Providers when submitting applications for approval must specify whether the course is on-line or on-site;
- On-line courses shall be no more than 2 hours;
- The application fee for each course submitted for approval is \$300 (per course); no longer may a group of courses be submitted under one application;
- Certificates may not have multiple blocks to be checked (Example: Ethics and Law); there must be a separate certificate for law and another for ethics; all certificates must be signed;
- All regulation approved continuing education providers must submit a list of course offerings and instructors annually;
- Continuing education providers specifically listed in the regulations must provide the name of the course and the syllabus electronically;
- Board members will attend regulation approved continuing education sponsor courses occasionally; if they find that the course does not appear to meet the

requirements, they will send a letter to the Board alerting them that they do not approve of the course and bring to full board for possible action.

- Repeated violations may result in expulsion from the regulations;
- When submitting curricular vitas and resumes; limit to 2 pages;
- Crematory Certification Trainers – in order to be certified, ICCFA and CANA guidelines must be followed. The instructor must provide training and instruction in regard to the Virginia regulations and law. Only crematory manufacturers may provide the crematory training, and
- Annual renewal of sponsors – only the \$300 renewal fee and application are required if there are no changes to the course syllabus, hours, speakers and content.

Ms. Hughes will provide an oral report to the full board at the board meeting scheduled at 10:00 a.m. today.

### **ADJOURNMENT**

There being no further business before the Committee, the meeting adjourned at 9:56 a.m.

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Billie Watson Hughes, FSP, Chair

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Lisa R. Hahn, Executive Director

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