

---

**Call to Order – Kenneth Scott Hickey, MD, Board President**

- Welcome and Introductions
- Mission of the Board
- Emergency Egress Procedures

---

**Approval of Minutes (p. 4-16)**

- Board Meeting – February 11, 2022
- Public Hearing – February 11, 2022
- For informational purposes – Informal Conferences – January 14, 2022 and March 15, 2022

---

**Ordering of Agenda**

---

**Public Comment**

*The Board will receive public comment at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.*

---

**Agency Report**

---

**Staff Reports**

- Executive Director’s Report – **Corie E. Tillman Wolf, Executive Director** (p. 18-23)
- Discipline Report – **Kelley Palmatier, Deputy Executive Director**
- Licensing Report – **Sarah Georgen, Licensing and Operations Manager**
- Inspections Report – **Lynne Helmick, Inspections Compliance Specialist**

---

**Board Counsel Report**

---

**Legislative and Regulatory Report – Erin Barrett, Senior Policy Analyst (p. 25-30)**

- Report on Status of Regulatory Actions
- Legislative Report

---

**Committee and Board Member Reports**

- Board of Health Professions Report – **Kenneth Scott Hickey, MD** (p. 32-35)
  - Report from the International Conference – **Blair Nelsen, FSL**
-

- 
- 
- Report from International Conference Annual Meeting - **Lacyn Barton, FSL, and Blair Nelsen, FSL**
- 
- 

### **Board Discussion and Actions**

- Adoption of Final Regulations for the Licensure of Funeral Directors and Embalmers (18VAC65, Chapters 20, 30, 40)
  - Consideration of Legislative Proposal for 2023 - Amendments to Virginia Code §54.1-2817 - Funeral Service Interns
  - Consideration of Amendments to Preneed Regulations (HB 1269 - 2022 Acts of Assembly, Ch. 18) (18VAC65-30-10 et seq.)
  - Approval of Funeral Director Program - John Tyler Community College Associates Degree in Funeral Directing
- 
- 

### **Board Member Recognition**

---

---

**Next Meeting** - July 15, 2022

---

---

### **Meeting Adjournment**

---

---

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3707(F).

# APPROVAL OF MINUTES

The Virginia Board of Funeral Directors and Embalmers convened for a full board meeting on Friday, February 11, 2022 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #4, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

Kenneth Scott Hickey, M.D., Citizen Member, President  
Jason Graves, FSL, Vice-President  
Joseph Michael Williams, FSL, Secretary-Treasurer  
Lacyn Barton, FSL  
Mia F. Mimms, FSL, JD  
Blair H. Nelsen, FSL  
R. Thomas Slusser, Jr., FSL  
Joseph Frank Walton, FSL

**BOARD MEMBERS ABSENT:**

Muhammad Hanif, Citizen Member

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:**

Barbara Allison-Bryan, M.D., Deputy Director, DHP  
David Brown, M.D., Director, DHP  
Erin Barrett, Senior Policy Analyst  
Sarah Georgen, Licensing and Operations Manager  
Kelley Palmatier, Deputy Executive Director  
James Rutkowski, Assistant Attorney General, Board Counsel  
Corie Tillman Wolf, Executive Director  
Heather Wright, Program Manager  
Elaine Yeatts, Senior Policy Analyst

**OTHER GUESTS PRESENT**

Twila Dickerson, Regulatory Support Services  
Laura McHale, Association of Independent Funeral Homes of Virginia  
Barry Robinson, Virginia Morticians' Association  
Janet Rainey, State Registrar, Office of Vital Records, Virginia Department of Health

*\*participant indicates attendance to count toward continuing education requirements*

**CALL TO ORDER**

Dr. Hickey called the meeting to order at 9:00 a.m. and asked the Board members and staff to introduce themselves.

With eight board members present at the meeting, a quorum was established.

Dr. Hickey read the mission of the Board, which is also the mission of the Department of Health Professions.

Dr. Hickey provided reminders to the Board members and audience regarding microphones, sign in sheets, computer agenda materials, attendance for continuing education requirements, and breaks.

Ms. Tillman Wolf then read the emergency egress instructions.

## **PUBLIC HEARING**

Dr. Hickey called the Public Hearing to order at 9:03 a.m. related to receiving public comments on the proposed regulations to replace emergency regulations for separate licenses currently in effect. Dr. Hickey called on persons who had signed up to speak to the proposed amendments.

Barry Robinson, Virginia Morticians' Association, provided comment regarding clarification of the effective date for the reduction in the number of internship hours.

The Public Hearing concluded at 9:05 a.m.

## **APPROVAL OF MINTUES**

Dr. Hickey opened the floor to any edits or corrections regarding the draft minutes for the Board meeting and formal hearing held on October 12, 2021. With no edits or corrections, the minutes were approved as presented.

## **ORDERING OF THE AGENDA**

Upon a **MOTION** by Mr. Nelsen, properly seconded by Mr. Slusser, the Board voted to accept the agenda as amended. The motion carried (8-0).

## **PUBLIC COMMENT**

Barry Robinson, Virginia Morticians' Association, welcomed the Board back to in-person meetings. He stated that the Virginia Morticians' Association will hold an in-person convention in June 2022 and stated that he will submit a request that a Board member provides a presentation during the convention.

## **AGENCY REPORT**

Dr. Allison-Bryan provided statistics of the COVID-19 vaccines in the Commonwealth and provided an update on COVID vaccines.

Dr. Brown discussed upcoming changes to the DHP building which may include metal screening for public, board member, and staff protection. He provided a brief update on the General Assembly session in regards to non-medical marijuana. Dr. Brown also stated that he has expressed his interest in reappointment to the Governor's Office and hopes to provide more information soon.

With no questions, Dr. Allison-Bryan and Dr. Brown concluded their reports.

## **PRESENTATION**

### ***Update on the EDRS System – Janet Rainey, State Registrar, Office of Vital Records, Virginia Department of Health***

Ms. Rainey provided a presentation on the Electronic Death Reporting System (EDRS) and updates from the Office of Vital Records.

## **STAFF REPORTS**

### ***Executive Director's Report – Corie E. Tillman Wolf, JD, Executive Director***

Ms. Tillman Wolf welcomed Erin Barrett to her new role as Senior Policy Analyst for the Department.

#### *COVID Data*

Ms. Tillman Wolf provided an overview of the COVID Data statistics as of February 7, 2022 as provided by the Virginia Department of Health (VDH).

#### *Board Updates*

Ms. Tillman Wolf provided information to the Board members regarding the continuity of Board operations.

She reported that licensure renewals are due by March 31, 2022. She stated that Board staff has taken steps to obtain email addresses on file for establishments in order to facilitate online renewals.

Ms. Tillman Wolf stated that the Board sent a number of email blasts to licensees in 2021, to include a number of topics and issues such as news briefs, regulatory updates for the practice and preneed regulations, information from the Office of Medical Examiner and the Office of Vital Records, renewal reminders, and scam alerts. She said that the Board will continue to send out notices in 2022, as needed.

Ms. Tillman Wolf stated that Lynne Helmick, Inspections Compliance Specialist with the Board has been able to provide consistency to the inspection review process and that she has meet with or trained inspectors, as needed, regarding inspection reports and board-specific needs. She said that Ms. Helmick will provide an overview of inspections and feedback on the most-cited deficiencies at the next Board meeting.

#### *Licenses for Funeral Directors and Embalmers*

Ms. Tillman Wolf provided an update on licensing operations related to the issuance of Funeral Director and Embalmer licenses to coincide with the Board's Emergency Regulations that became effective on January 5, 2021.

Ms. Tillman Wolf reported that the Board has received 13 Funeral Director applications, 19 Funeral Director Intern applications, one (1) Embalmer application, one (1) Embalmer Intern application, 94 Funeral Service Intern applications, and 55 Funeral Services Licensee applications as of January 31, 2022.

Ms. Tillman Wolf noted that 2,000 internship hours were currently in effect in the Board's emergency regulations.

#### *Looking Ahead – 2022*

Ms. Tillman Wolf stated that in 2022, the Board will continue to send e-communications to licensees, develop more online licensing applications, revisit issues related to internships including extensions and how long internship hours can be accepted, and likely study the issue of Alkaline Hydrolysis.

Ms. Tillman Wolf announced that the Board's updated regulations related to internships are set to become effective on March 3, 2022.

#### *International Conference*

Ms. Tillman Wolf announced that the Conference is offering a virtual one-day regulatory workshop for Board members who may be interested in attending, if they were unable to attend the in-person annual meeting in Houston, Texas.

#### *Exam Statistics*

Ms. Tillman Wolf reported on the Laws, Rules, and Regulations (LRR) examination scores for calendar year 2021. She reported 78 exam attempts with a pass rate of 94.3% in 2021, compared to the 91.7% pass rate in calendar year 2020.

#### *2022 Board Meeting Dates*

Ms. Tillman Wolf announced the upcoming 2022 Board meeting dates.

- April 15, 2022
- July 15, 2022
- October 21, 2022 (tentative)

Ms. Tillman Wolf thanked members for all they do in support of the Board.

With no questions, Ms. Tillman Wolf concluded her report.

#### ***Discipline Report – Kelley Palmatier, JD, Deputy Executive Director***

As of February 4, 2022, Ms. Palmatier reported the following disciplinary statistics:

- 48 Patient Care Cases
  - 1 at Informal
  - 1 at Formal
  - 11 at Enforcement
  - 34 at Probable Cause
  - 1 at APD
- 21 Non Patient Care Cases
  - 1 at Informal
  - 2 at Formal
  - 10 at Enforcement
  - 8 at Probable Cause
  - 0 at APD
- 19 at Compliance

Ms. Palmatier reported the following Total Cases Received and Closed:

- Q1 2020 – 20/20
- Q2 2020 – 35/21
- Q3 2020 – 17/30
- Q4 2020 – 16/13
- Q1 2021 – 15/18
- Q2 2021 – 12/12
- Q3 2021 – 20/22
- Q4 2021 – 22/10
- Q1 2022 – 19/18

Percentage of all cases closed in 365 days

	Q4-20	Q1-21	Q2-21	Q3-21	Q4-21	Q1-22
FDE	88.9%	75.8%	87%	51.4%	69.2%	40.0%
Agency	75.8%	70.1%	64%	71.1%	68.8%	66.0%

With no questions, Ms. Palmatier concluded her report.

***Licensure Report – Sarah Georgen, Licensing and Operations Manager***

Ms. Georgen presented licensure statistics that included the following information:

*Licensure Statistics – All Licenses*

License	October 6, 2021	February 9, 2022	Difference (+/-)
Funeral Service Licensees	1,549	1,566	17
Funeral Director	33	35	2



Embalmer Only	2	3	1
Supervisors	560	576	16
Funeral Service Interns	229	252	23
Funeral Directing Interns	12	15	3
Embalmer Interns	0	0	0
Funeral Establishments	420	422	2
Branch Establishments	85	86	1
Crematories	119	123	4
CE Providers	9	11	2
Courtesy Card Holders	118	123	5
Surface Transport & Removal Svc.	53	57	4
<b>Total (*not incl. supervisors)</b>	<b>2,629</b>	<b>2,693</b>	<b>64</b>

*Customer Satisfaction*

Ms. Georgen reported on the customer satisfaction statistics for 2021:

- Q1 2021 – 100%
- Q2 2021 – N/A
- Q3 2021 – N/A
- Q4 2021 – 95.2%

With no questions, Ms. Georgen concluded her report.

**BOARD COUNSEL REPORT – Jim Rutkowski, Assistant Attorney General**

Mr. Rutkowski did not have a report.

**LEGISLATION AND REGULATORY ACTIONS**

*Report on Status of Regulations*

Ms. Yeatts and Ms. Barrett provided a report on the status of the Board’s pending regulations.

With no questions, Ms. Yeatts and Ms. Barrett concluded their report.

*Legislative Report*

Ms. Yeatts and Ms. Barrett provided a report on pending legislation in the 2022 General Assembly.

With no questions, Ms. Yeatts and Ms. Barrett concluded their report.

## **NEW BUSINESS**

### ***Recognition of Elaine Yeatts***

The Board recognized Elaine Yeatts, Senior Policy Analyst, for her years of service to the Board and to the agency and congratulated her on her upcoming retirement.

## **NEXT MEETING**

The next meeting date is April 15, 2022.

## **ADJOURNMENT**

With all business concluded, the meeting adjourned at 10:29 a.m.

---

Corie Tillman Wolf, J.D., Executive Director

---

Date

Unapproved

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS  
SPECIAL CONFERENCE COMMITTEE MINUTES**

---

January 14, 2022

**Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233**

---

**CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 9:31 a.m.

**MEMBERS PRESENT:** Blair Nelsen, FSL, Chair  
Mia Mimms, FSL

**DHP STAFF PRESENT:** Kelley Palmatier, Deputy Executive Director  
Sarah Georgen, Licensing and Operations Manager  
Claire Foley, Administrative Proceedings Division

**OTHERS PRESENT:** Aaron Moores  
Julia Bennett

**MATTER:** **Carson A. Robbins, FSL Reinstatement Applicant**  
**License No.: 0502-900451 (suspended 07/25/2007)**  
**Case Number: 207044**

**DISCUSSION:** Mr. Robbins appeared before the Committee in accordance with the Board's Notice of Informal Conference dated November 16, 2021.

The Committee fully discussed the allegations as referenced in the Notice of Informal Conference with Mr. Robbins.

**CLOSED SESSION:** Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Carson A. Robbins, FSL Reinstatement Applicant. Additionally, she moved that Ms. Palmatier and Ms. Georgen attend the closed meeting because their presence in the

closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session.

**DECISION:**

Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted and ordered to deny the reinstatement application. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 10:12 a.m.

---

Corie Tillman Wolf, JD, Executive Director

---

Date



Unapproved

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS  
SPECIAL CONFERENCE COMMITTEE MINUTES**

---

March 15, 2022

**Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233**

---

**CALL TO ORDER:**

A Special Conference Committee of the Board was called to order at 9:33 a.m.

**MEMBERS PRESENT:**

Blair Nelsen, FSL, Chair  
Mia Mimms, FSL

**DHP STAFF PRESENT:**

Corie Tillman Wolf, Executive Director  
Angela Pearson, Senior Discipline Manager  
Claire Foley, Administrative Proceedings Division

**OTHERS PRESENT:**

Joyce Fuquay

**MATTER:**

**Townes Funeral Home, Inc.  
License No.: 0501-000410  
Case Number: 209758**

**DISCUSSION:**

David L. Fuquay, Manager of Record, appeared before the Committee in accordance with the Board's Notice of Informal Conference dated February 3, 2022.

The Committee fully discussed the allegations as referenced in the Notice of Informal Conference with David L. Fuquay, Manager of Record of Townes Funeral Home, Inc.

**CLOSED SESSION:**

Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Townes Funeral Home, Inc. Additionally, she moved that Ms. Tillman Wolf and Ms. Pearson attend the closed meeting

because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session.

**DECISION:**

Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted to reprimand the license for Townes Funeral Home Inc. and ordered the establishment to provide current copies of the price lists to the Board.

**ADJOURNMENT:**

The Committee adjourned at 10:54 a.m.

---

Corie Tillman Wolf, J.D., Executive Director

---

Date



Unapproved

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS  
SPECIAL CONFERENCE COMMITTEE MINUTES**

---

March 15, 2022

**Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233**

---

**CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 9:33 a.m.

**MEMBERS PRESENT:** Blair Nelsen, FSL, Chair  
Mia Mimms, FSL

**DHP STAFF PRESENT:** Corie Tillman Wolf, Executive Director  
Angela Pearson, Senior Discipline Manager  
Claire Foley, Administrative Proceedings Division

**OTHERS PRESENT:** Joyce Fuquay

**MATTER:** **David L. Fuquay, F.S.L.**  
**License No.: 0502-740046**  
**Case Number: 209759**

**DISCUSSION:** David L. Fuquay appeared before the Committee in accordance with the Board's Notice of Informal Conference dated February 3, 2022.

The Committee fully discussed the allegations as referenced in the Notice of Informal Conference with Mr. Fuquay.

**CLOSED SESSION:** Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A (27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of David L. Fuquay, F.S.L. Additionally, she moved that Ms. Tillman Wolf and Ms. Pearson attend the closed meeting because their presence in the closed meeting was

deemed necessary and would aid the Committee in its discussions.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session.

**DECISION:**

Upon a motion by Mia Mimms and duly seconded by Blair Nelsen, the Committee voted to reprimand the license of Mr. Fuquay and ordered a monetary penalty and continuing education. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 10:54 a.m.

---

Corie Tillman Wolf, J.D., Executive Director

---

Date





# STAFF REPORTS

**DHP  
Board Cash Balance Report**

**104 - Funeral  
Directors and  
Embalmers**

---

<b>Cash Balance as of June 30, 2021</b>	\$	848,630
<b>YTD FY 2022 Revenue</b>		51,430
<b>Less: YTD FY 2022 Direct and Allocated Expenditures</b>		351,092
<b>Cash Balance as of December 31, 2021</b>	\$	<u>548,968</u>

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 10400 - Funeral Directors and Embalmers  
For the Period Beginning July 1, 2021 and Ending December 31, 2021

Account Number	Account Description	Amount	Budget	Amount Under/(Over)	
				Budget	% of Budget
<b>4002400</b>	<b>Fee Revenue</b>				
4002401	Application Fee	31,980.00	49,845.00	17,865.00	64.16%
4002406	License & Renewal Fee	10,880.00	609,375.00	598,495.00	1.79%
4002407	Dup. License Certificate Fee	395.00	360.00	(35.00)	109.72%
4002409	Board Endorsement - Out	1,250.00	3,850.00	2,600.00	32.47%
4002421	Monetary Penalty & Late Fees	-	10,025.00	10,025.00	0.00%
4002430	Board Changes Fee	2,100.00	7,695.00	5,595.00	27.29%
4002432	Misc. Fee (Bad Check Fee)	100.00	35.00	(65.00)	285.71%
	<b>Total Fee Revenue</b>	<u>46,705.00</u>	<u>681,185.00</u>	<u>634,480.00</u>	<u>6.86%</u>
<b>4003000</b>	<b>Sales of Prop. &amp; Commodities</b>				
4003020	Misc. Sales-Dishonored Payments	625.00	-	(625.00)	0.00%
	<b>Total Sales of Prop. &amp; Commodities</b>	<u>625.00</u>	<u>-</u>	<u>(625.00)</u>	<u>0.00%</u>
<b>4009000</b>	<b>Other Revenue</b>				
4009060	Miscellaneous Revenue	4,100.00	3,300.00	(800.00)	124.24%
	<b>Total Other Revenue</b>	<u>4,100.00</u>	<u>3,300.00</u>	<u>(800.00)</u>	<u>124.24%</u>
	<b>Total Revenue</b>	<u>51,430.00</u>	<u>684,485.00</u>	<u>633,055.00</u>	<u>7.51%</u>
<b>5011110</b>	<b>Employer Retirement Contrib.</b>				
5011110	Employer Retirement Contrib.	7,790.73	14,583.00	6,792.27	53.42%
5011120	Fed Old-Age Ins- Sal St Emp	4,227.03	8,369.00	4,141.97	50.51%
5011140	Group Insurance	727.92	1,352.00	624.08	53.84%
5011150	Medical/Hospitalization Ins.	16,748.00	30,993.00	14,245.00	54.04%
5011160	Retiree Medical/Hospitalizatn	608.50	1,130.00	521.50	53.85%
5011170	Long term Disability Ins	331.33	616.00	284.67	53.79%
	<b>Total Employee Benefits</b>	<u>30,433.51</u>	<u>57,043.00</u>	<u>26,609.49</u>	<u>53.35%</u>
<b>5011200</b>	<b>Salaries</b>				
5011230	Salaries, Classified	54,524.60	100,850.00	46,325.40	54.07%
5011250	Salaries, Overtime	466.13	-	(466.13)	0.00%
	<b>Total Salaries</b>	<u>54,990.73</u>	<u>100,850.00</u>	<u>45,859.27</u>	<u>54.53%</u>
<b>5011300</b>	<b>Special Payments</b>				
5011340	Specified Per Diem Payment	950.00	1,550.00	600.00	61.29%
5011380	Deferred Compnstn Match Pmts	351.00	864.00	513.00	40.63%
	<b>Total Special Payments</b>	<u>1,301.00</u>	<u>2,414.00</u>	<u>1,113.00</u>	<u>53.89%</u>
<b>5011400</b>	<b>Wages</b>				
5011410	Wages, General	4,017.00	8,539.65	4,522.65	47.04%
	<b>Total Wages</b>	<u>4,017.00</u>	<u>8,539.65</u>	<u>4,522.65</u>	<u>47.04%</u>
<b>5011600</b>	<b>Terminatn Personal Svce Costs</b>				
5011660	Defined Contribution Match - Hy	64.50	-	(64.50)	0.00%
	<b>Total Terminatn Personal Svce Costs</b>	<u>64.50</u>	<u>-</u>	<u>(64.50)</u>	<u>0.00%</u>
<b>5011930</b>	<b>Turnover/Vacancy Benefits</b>				
	<b>Total Personal Services</b>	<u>90,806.74</u>	<u>168,846.65</u>	<u>78,039.91</u>	<u>53.78%</u>
<b>5012000</b>	<b>Contractual Svs</b>				
5012100	Communication Services				
5012110	Express Services	-	200.00	200.00	0.00%

5012140 Postal Services	673.88	3,500.00	2,826.12	19.25%
5012150 Printing Services	-	1,500.00	1,500.00	0.00%
5012160 Telecommunications Svcs (VITA)	430.41	1,100.00	669.59	39.13%
<b>Total Communication Services</b>	<u>1,104.29</u>	<u>6,300.00</u>	<u>5,195.71</u>	<u>17.53%</u>
5012200 Employee Development Services				
5012210 Organization Memberships	250.00	1,200.00	950.00	20.83%
5012220 Publication Subscriptions	-	600.00	600.00	0.00%
5012240 Employee Training/Workshop/Conf	-	1,945.00	1,945.00	0.00%
5012270 Emp Trning- Trns, Ldgng & Meals	-	3,250.00	3,250.00	0.00%
<b>Total Employee Development Services</b>	<u>250.00</u>	<u>6,995.00</u>	<u>6,745.00</u>	<u>3.57%</u>
5012400 Mgmnt and Informational Svcs	-			
5012420 Fiscal Services	393.47	14,000.00	13,606.53	2.81%
5012440 Management Services	119.53	120.00	0.47	99.61%
5012460 Public Infrmtnl & Relatn Svcs	1.11	-	(1.11)	0.00%
5012470 Legal Services	126.25	500.00	373.75	25.25%
<b>Total Mgmnt and Informational Svcs</b>	<u>640.36</u>	<u>14,620.00</u>	<u>13,979.64</u>	<u>4.38%</u>
5012500 Repair and Maintenance Svcs				
5012510 Custodial Services	133.67	-	(133.67)	0.00%
5012530 Equipment Repair & Maint Srvc	3.30	640.00	636.70	0.52%
<b>Total Repair and Maintenance Svcs</b>	<u>136.97</u>	<u>640.00</u>	<u>503.03</u>	<u>21.40%</u>
5012600 Support Services				
5012640 Food & Dietary Services	492.70	2,100.00	1,607.30	23.46%
5012660 Manual Labor Services	92.34	1,200.00	1,107.66	7.70%
5012670 Production Services	683.25	1,120.00	436.75	61.00%
5012680 Skilled Services	1,778.87	8,310.00	6,531.13	21.41%
<b>Total Support Services</b>	<u>3,047.16</u>	<u>12,730.00</u>	<u>9,682.84</u>	<u>23.94%</u>
5012800 Transportation Services				
5012820 Travel, Personal Vehicle	873.04	6,200.00	5,326.96	14.08%
5012830 Travel, Public Carriers	-	700.00	700.00	0.00%
5012850 Travel, Subsistence & Lodging	205.20	1,600.00	1,394.80	12.83%
5012880 Trvl, Meal Reimb- Not Rprtble	129.75	750.00	620.25	17.30%
<b>Total Transportation Services</b>	<u>1,207.99</u>	<u>9,250.00</u>	<u>8,042.01</u>	<u>13.06%</u>
<b>Total Contractual Svs</b>	<u>6,386.77</u>	<u>50,535.00</u>	<u>44,148.23</u>	<u>12.64%</u>
5013000 Supplies And Materials				
5013100 Administrative Supplies				
5013120 Office Supplies	564.61	1,500.00	935.39	37.64%
5013130 Stationery and Forms	-	675.00	675.00	0.00%
<b>Total Administrative Supplies</b>	<u>564.61</u>	<u>2,175.00</u>	<u>1,610.39</u>	<u>25.96%</u>
5013300 Manufctrng and Merch Supplies				
5013350 Packaging & Shipping Supplies	-	85.00	85.00	0.00%
<b>Total Manufctrng and Merch Supplies</b>	<u>-</u>	<u>85.00</u>	<u>85.00</u>	<u>0.00%</u>
5013400 Medical and Laboratory Supp.				
5013420 Medical and Dental Supplies	1.06	-	(1.06)	0.00%
<b>Total Medical and Laboratory Supp.</b>	<u>1.06</u>	<u>-</u>	<u>(1.06)</u>	<u>0.00%</u>
5013600 Residential Supplies				
5013620 Food and Dietary Supplies	-	30.00	30.00	0.00%
5013630 Food Service Supplies	-	90.00	90.00	0.00%
<b>Total Residential Supplies</b>	<u>-</u>	<u>120.00</u>	<u>120.00</u>	<u>0.00%</u>
5013700 Specific Use Supplies				
5013730 Computer Operating Supplies	-	15.00	15.00	0.00%

Total Specific Use Supplies	-	15.00	15.00	0.00%
Total Supplies And Materials	565.67	2,395.00	1,829.33	23.62%
<b>5015000 Continuous Charges</b>				
<b>5015100 Insurance-Fixed Assets</b>				
5015160 Property Insurance	32.27	36.00	3.73	89.64%
Total Insurance-Fixed Assets	32.27	36.00	3.73	89.64%
<b>5015300 Operating Lease Payments</b>				
5015340 Equipment Rentals	3.84	-	(3.84)	0.00%
5015350 Building Rentals	9.60	-	(9.60)	0.00%
5015360 Land Rentals	-	15.00	15.00	0.00%
5015390 Building Rentals - Non State	687.10	5,892.00	5,204.90	11.66%
Total Operating Lease Payments	700.54	5,907.00	5,206.46	11.86%
<b>5015500 Insurance-Operations</b>				
5015510 General Liability Insurance	202.15	135.00	(67.15)	149.74%
5015540 Surety Bonds	6.83	8.00	1.17	85.38%
Total Insurance-Operations	208.98	143.00	(65.98)	146.14%
Total Continuous Charges	941.79	6,086.00	5,144.21	15.47%
<b>5022000 Equipment</b>				
<b>5022100 Computer Hrdware &amp; Sftware</b>				
5022170 Other Computer Equipment	60.54	-	(60.54)	0.00%
Total Computer Hrdware & Sftware	60.54	-	(60.54)	0.00%
<b>5022600 Office Equipment</b>				
5022610 Office Appurtenances	-	132.00	132.00	0.00%
Total Office Equipment	-	132.00	132.00	0.00%
Total Equipment	60.54	132.00	71.46	45.86%
Total Expenditures	98,761.51	227,994.65	129,233.14	43.32%
<b>Allocated Expenditures</b>				
20600 Funeral\LTCA\IPT	61,821.37	118,429.85	56,608.48	52.20%
30100 Data Center	36,079.41	69,498.03	33,418.62	51.91%
30200 Human Resources	2,837.56	27,302.54	24,464.97	10.39%
30300 Finance	17,044.69	31,222.55	14,177.86	54.59%
30400 Director's Office	5,751.23	11,904.70	6,153.47	48.31%
30500 Enforcement	97,431.09	180,813.78	83,382.68	53.88%
30600 Administrative Proceedings	12,935.42	43,569.92	30,634.49	29.69%
30700 Impaired Practitioners	59.63	217.00	157.37	27.48%
30800 Attorney General	11,946.47	20,699.81	8,753.35	57.71%
30900 Board of Health Professions	1,144.37	808.58	(335.79)	141.53%
31100 Maintenance and Repairs	-	1,057.36	1,057.36	0.00%
31300 Emp. Recognition Program	462.30	2,068.70	1,606.40	22.35%
31400 Conference Center	194.66	2,663.28	2,468.61	7.31%
31500 Pgm Devlpmnt & Implmentn	1,628.80	5,286.90	3,658.11	30.81%
31600 Healthcare Work Force	2,993.91	8,404.16	5,410.25	35.62%
Total Allocated Expenditures	252,330.91	523,947.15	271,616.24	48.16%
Net Revenue in Excess (Shortfall) of Expenditures	(299,662.42)	(67,456.80)	232,205.62	444.23%

## **Funeral Directors and Embalmers Monthly Snapshot for March 2022**

Funeral Directors and Embalmers closed more cases in March than received. Funeral Directors and Embalmers closed 4 patient care cases and 3 non-patient care cases for a total of 7 cases.

Cases Closed	
Patient Care	4
Non Patient Care	3
<b>Total</b>	<b>7</b>

Funeral Directors and Embalmers has received 0 patient care cases and 1 non-patient care cases for a total of 1 cases.

Cases Received	
Patient Care	0
Non Patient Care	1
<b>Total</b>	<b>1</b>

As of March 31, 2022 there were 45 patient care cases open and 23 non-patient care cases open for a total of 68 cases.

Cases Open	
Patient Care	45
Non Patient Care	23
<b>Total</b>	<b>68</b>

There are 3,280 Funeral Directors and Embalmers licensees as of March 31, 2022. The number of current licenses are broken down by profession in the following chart.

Current Licenses	
Branch Establishment	85
Continuing Education Provider	11
Courtesy Card	123
Crematories	123
Embalmer	3
Funeral Directing Internship	15
Funeral Director	36
Funeral Establishment	422
Funeral Service Intern	255
Funeral Service Licensee	1,570
Funeral Supervisor	580
Surface Transport & Removal Services	57
<b>Total for Funeral Directors and Embalmers</b>	<b>3,280</b>

There were 19 licenses issued for Funeral Directors and Embalmers for the month of March. The number of licenses issued are broken down by profession in the following chart.

Licenses Issued	
-----------------	--

Funeral Directing Internship	2
Funeral Director	1
Funeral Service Intern	9
Funeral Service Licensee	4
Funeral Supervisor	3
Total for Funeral Directors and Embalmers	19
Surface Transport & Removal Services	1
<b>Total for Funeral Directors and Embalmers</b>	<b>21</b>

# LEGISLATIVE AND REGULATORY REPORT



**Board****Board of Funeral Directors and Embalmers**

Chapter		Action / Stage Information
<a href="#">[18 VAC 65 - 20]</a>	Regulations of the Board of Funeral Directors and Embalmers	<u>Licenses for funeral directors and embalmers</u> [Action 5635] <u>Proposed</u> - <i>Register Date: 1/3/22</i> [Stage 9241]
<a href="#">[18 VAC 65 - 40]</a>	Regulations for the Funeral Service Intern Program	<u>Periodic review 2019</u> [Action 5221] <u>Final</u> - <i>Register Date: 1/31/22</i> [Stage 9460]

## 2022 Legislative Summary – post-Session

### **HB 99 Continuing education; approved courses for funeral service licensees, funeral directors, etc.**

*Chief patron:* Head

An Act to amend and reenact § 54.1-2816.1 of the Code of Virginia, relating to continuing education requirements for funeral service licensees, funeral directors, and embalmers.

*Summary as passed House:*

**Continuing education; funeral service licensees, funeral directors, and embalmers.** Provides that approved continuing education courses for funeral service licensees, funeral directors, and embalmers shall include either one hour of compliance with laws and regulations governing the profession or one hour of preneed funeral arrangements per year, provided that at least one hour of continuing education regarding preneed funeral arrangements is completed every three years. Current law requires at least one hour of compliance with laws and regulations governing the profession and at least one hour of preneed funeral arrangements per year. The bill contains technical amendments.

03/02/22 House: Signed by Speaker

03/03/22 House: Impact statement from DPB (HB99ER)

03/03/22 Senate: Signed by President

03/11/22 House: Enrolled Bill communicated to Governor on March 11, 2022

03/11/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

### **HB 286 Nurse practitioners; declaration of death and cause of death.**

*Chief patron:* Adams, D.M.

An Act to amend and reenact §§ 32.1-263 and 54.1-2972 of the Code of Virginia, relating to nurse practitioners; declaration of death and cause of death.

*Summary as passed House:*

**Nurse practitioners; declaration of death and cause of death.** Authorizes autonomous nurse practitioners, defined in the bill, to declare death and determine cause of death; allows nurse practitioners who are not autonomous nurse practitioners to pronounce the death of a patient in certain circumstances; and eliminates the requirement for a valid Do Not Resuscitate Order for the deceased patient for declaration of death by a registered nurse, physician assistant, or nurse practitioner who is not an autonomous nurse practitioner.

03/02/22 House: Signed by Speaker  
03/03/22 House: Impact statement from DPB (HB286ER)  
03/03/22 Senate: Signed by President  
03/11/22 House: Enrolled Bill communicated to Governor on March 11, 2022  
03/11/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**HB 444 Virginia Freedom of Information Act; meetings conducted through electronic meetings.**

*Chief patron:* Bennett-Parker

An Act to amend and reenact §§ 2.2-2455, 2.2-3701, 2.2-3707, 2.2-3707.01, 2.2-3708.2, 2.2-3714, 10.1-1322.01, 15.2-1627.4, 23.1-1301, 23.1-2425, 30-179, and 62.1-44.15:02 of the Code of Virginia and to amend the Code of Virginia by adding a section numbered 2.2-3708.3, relating to the Virginia Freedom of Information Act; meetings conducted by electronic communication means; situations other than declared states of emergency.

*Summary as passed:*

**Virginia Freedom of Information Act; meetings conducted through electronic communication means.** Amends existing provisions concerning electronic meetings by keeping the provisions for electronic meetings held in response to declared states of emergency, repealing the provisions that are specific to regional and state public bodies, and allowing certain public bodies to conduct all-virtual public meetings where all of the members who participate do so remotely and that the public may access through electronic communications means. The bill excepts local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and any board with the authority to deny, revoke, or suspend a professional or occupational license from the provisions that allow public bodies to conduct all-virtual public meetings. Definitions, procedural requirements, and limitations for all-virtual public meetings are set forth in the bill, along with technical amendments. The bill has a delayed effective date of September 1, 2022.

03/21/22 House: Impact statement from DPB (HB444ER)  
03/21/22 Senate: Signed by President  
03/22/22 House: Signed by Speaker  
03/22/22 House: Enrolled Bill communicated to Governor on March 22, 2022  
03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**HB 1269 Preneed funeral contracts; removes requirement relating to life insurance or annuity contract.**

*Chief patron:* Head

An Act to amend and reenact §§ 38.2-3100.3 and 54.1-2820 of the Code of Virginia, relating to preneed funeral contracts; emergency.

*Summary as passed House:*

**Preneed funeral contracts; emergency.** Removes the requirement that if a life insurance or annuity contract is used to fund a preneed funeral contract, the life insurance or annuity contract must provide either that the face value thereof shall be adjusted annually by a factor equal to the annualized Consumer Price Index as published by the Bureau of Labor Statistics of the United States Department of Labor, or a benefit payable at death under such contract that will equal or exceed the sum of all premiums paid for such contract plus interest or dividends, which for the first 15 years shall be compounded annually at a rate of at least five percent. The bill also removes the requirement that interest or dividends continue to be paid after 15 years. The bill provides that for any life insurance or annuity contract that is used to fund a preneed funeral contract, the face amount of any life insurance policy shall not be decreased over the life of such policy except for life insurance policies that have lapsed due to the nonpayment of premiums or have gone to a nonforfeiture option that lowers the amount as allowed for in the provisions of the policy. The bill contains an emergency clause.

#### EMERGENCY

03/01/22 Senate: Signed by President

03/02/22 House: Enrolled Bill communicated to Governor on March 2, 2022

03/02/22 Governor: Governor's Action Deadline 11:59 p.m., March 9, 2022

03/09/22 Governor: Approved by Governor-Chapter 18 (effective 3/9/22)

03/09/22 Governor: Acts of Assembly Chapter text (CHAP0018)

#### **SB 129 Alkaline hydrolysis; work group to determine regulatory & statutory changes needed to legalize, etc.**

*Chief patron:* Morrissey

An Act to direct the Board of Funeral Directors and Embalmers to convene a work group to study how to regulate and implement the process of alkaline hydrolysis in the Commonwealth.

*Summary as passed:*

**Study; Board of Funeral Directors and Embalmers; alkaline hydrolysis work group; report.** Directs the Board of Funeral Directors and Embalmers to convene a work group to study how to legalize, implement, and regulate the process of alkaline hydrolysis in the Commonwealth. The bill requires the Board to report the results of the study to the Chairmen of the Senate Committee on Education and Health and the House Committee on Health, Welfare and Institutions on or before November 1, 2022.

03/08/22 Senate: Signed by President

03/08/22 House: Signed by Speaker

03/09/22 Senate: Impact statement from DPB (SB129ER)

03/22/22 Senate: Enrolled Bill Communicated to Governor on March 22, 2022

03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**SB 169 Practical nurses, licensed; authority to pronounce death for a patient in hospice, etc.**

*Chief patron:* Peake

An Act to amend and reenact § 54.1-2972 of the Code of Virginia, relating to licensed practical nurses; authority to pronounce death.

*Summary as passed Senate:*

**Licensed practical nurses; authority to pronounce death.** Extends to licensed practical nurses the authority to pronounce the death of a patient in hospice, provided that certain conditions are met. Current law provides that physicians, registered nurses, and physician assistants may pronounce death.

03/09/22 House: Signed by Speaker

03/10/22 Senate: Impact statement from DPB (SB169ER)

03/10/22 Senate: Signed by President

03/22/22 Senate: Enrolled Bill Communicated to Governor on March 22, 2022

03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**SB 408 Sentencing documents; transmission to the DHP and DBHDS.**

*Chief patron:* Dunnivant

An Act to amend and reenact § 19.2-298 of the Code of Virginia, relating to transmission of sentencing documents to the Department of Health Professions and Department of Behavioral Health and Developmental Services.

*Summary as passed:*

**Transmission of sentencing documents to the Department of Health Professions and Department of Behavioral Health and Developmental Services.** Provides that after the pronouncement of sentence, if the court is aware that the defendant is registered, certified, or licensed by a health regulatory board or holds a multistate licensure privilege, or is licensed by the Department of Behavioral Health and Developmental Services, and the defendant has been convicted of a felony, crime involving moral turpitude, or crime that occurred during the course of practice for which such practitioner or person is licensed, the court shall order the clerk of the court to transmit certified copies of sentencing documents to the Director of the Department of Health Professions or to the Commissioner of Behavioral Health and Developmental Services.

03/08/22 Senate: Signed by President

03/08/22 House: Signed by Speaker

03/09/22 Senate: Impact statement from DPB (SB408ER)

03/22/22 Senate: Enrolled Bill Communicated to Governor on March 22, 2022

03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**SB 480 Administrative Process Act; final orders, electronic retention.**

*Chief patron:* McClellan

An Act to amend and reenact § 2.2-4023 of the Code of Virginia, relating to the Administrative Process Act; final orders; electronic retention.

*Summary* *as* *introduced:*  
**Administrative Process Act; final orders; electronic retention.** Clarifies that signed originals of final agency case decisions may be retained in an electronic medium. This bill is a recommendation of the Administrative Law Advisory Committee and the Virginia Code Commission.

03/09/22 Senate: Bill text as passed Senate and House (SB480ER)

03/09/22 House: Signed by Speaker

03/10/22 Senate: Signed by President

03/22/22 Senate: Enrolled Bill Communicated to Governor on March 22, 2022

03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

**SB 679 Preneed funeral contracts; life insurance or annuity contracts.**

*Chief patron:* Spruill

An Act to amend and reenact §§ 38.2-3100.3 and 54.1-2820 of the Code of Virginia, relating to preneed funeral contracts.

*Summary as passed:*

**Board of Funeral Directors and Embalmers; life insurance or annuity preneed funeral contract requirements.** Provides that the face amount of any life insurance policy issued to fund a preneed funeral contract shall not be decreased over the life of the life insurance policy except where such policies have lapsed due to nonpayment of premiums or have gone to a nonforfeiture option that lowers the face amount as allowed for in the provisions of the policy.

03/10/22 Senate: Impact statement from DPB (SB679ER)

03/10/22 Senate: Signed by President

03/10/22 House: Signed by Speaker

03/22/22 Senate: Enrolled Bill Communicated to Governor on March 22, 2022

03/22/22 Governor: Governor's Action Deadline 11:59 p.m., April 11, 2022

COMMITTEE AND BOARD  
MEMBER REPORTS

### **Call to Order**

The December 2, 2021, Virginia Board of Health Professions (Board) meeting was called to order at 9:46 a.m. at the Department of Health Professions (DHP), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Henrico, Virginia 23233.

**Presiding Officer** – James Wells, RPh, Chair

### **Board Members Present**

Barry Alvarez, LMFT, Board of Counseling  
Margaret Lemaster, RDH, Board of Dentistry  
Mitchell Davis, NHA, Board of Long-Term Care Administrators  
Brenda Stokes, MD, Board of Medicine  
Sarah Melton, PHARMD, Board of Pharmacy  
Allen Jones, Jr., DPT, PT, Board of Physical Therapy  
Steve Karras, DVM, Board of Veterinary Medicine  
Carmina Bautista, MSN, FNP-BC, BC-ADM, Citizen Member  
Sahil Chaudhary, Citizen Member

### **Members Not Present**

Alison King, PhD, CCC-SLP, Board of Audiology & Speech Language-Pathology  
Kenneth Hickey, MD, Board of Funeral Directors and Embalmers  
Ann Gleason, PhD, Board of Nursing  
Helene Clayton-Jeter, OD, Board of Optometry  
Susan Wallace, PhD, Board of Psychology  
Michael Hayter, LCSW, CSAC, SAP, Board of Social Work  
Sheila Battle, MHS, Citizen Member  
Martha Rackets, PhD, Citizen Member

### **Staff Present**

Leslie L. Knachel, Executive Director, Board of Health Professions  
David E. Brown, DC, Agency Director  
Barbara Allison-Bryan, MD, Chief Deputy Director  
Elaine Yeatts, Sr. Policy Analyst  
Charis Mitchell, Assistant Attorney General, Board Counsel  
Sylvia Robinson, Administrative Assistant  
Corie Tillman Wolf, JD, Executive Director, Boards of Funeral Directors & Embalmers, Long-Term Care Administrators and Physical Therapy  
Jay Douglas, MSM, RN, CSAC, FRE, Executive Director, Board of Nursing  
Jaime Hoyle, JD, Executive Director, Boards of Counseling, Psychology and Social Work  
Sandra Reen, Executive Director, Board of Dentistry  
William Harp, MD, Executive Director, Board of Medicine



**Public Present**

No public attended.

**Establishment of Quorum**

With ten board members present, a quorum was established.

**Mission Statement**

Mr. Wells read the Department of Health Professions' mission statement.

**Introductions**

Since its last meeting, the Board received multiple new board member appointments, a new executive director and new board staff. Mr. Wells requested that all members in attendance introduce themselves.

**Ordering of Agenda**

The agenda was accepted as presented.

**Public Comment**

There were no requests to provide public comment.

**Approval of Minutes**

Mr. Wells opened the floor to any edits or corrections regarding the draft minutes from the January 21, 2021 Nominating Committee meeting minutes and the May 13, 2021 Full Board meeting minutes. Hearing none, Mr. Wells stated that the minutes were approved as presented.

**Director's Report – David E. Brown, D.C., Director**

Dr. Allison-Bryan provided an update on current COVID-19 statistics. Based on this information, Dr. Brown advised that DHP employees would not be returning to the office on January 3, 2022, as originally planned.

Dr. Brown presented Dr. Elizabeth Carter, Chief Data Scientist for the agency, with a plaque for her many years of service as the Executive Director for the Board of Health Professions.

**Legislative and Regulatory Report – Elaine Yeatts**

Ms. Yeatts provided an overview of the agency's regulatory boards' current actions, 2021 general assembly regulatory/policy actions and reports submitted to the general assembly.

**Policy Action – Consideration of Electronic Meeting Policy**

Ms. Yeatts provided information on the purpose of the Electronic Meeting policy.

Dr. Jones, Jr. made a motion to adopt the Electronic Meeting Policy as presented. Dr. Stokes seconded the motion. The motion carried unanimously.

**Board Discussion Items****Review of § 54.1-2510. Powers and Duties of Board of Health Professions**

Ms. Knachel provided a review of the Powers and Duties of the Board of Health Professions.

### Practitioner Self Referral: Peninsula Vascular Center, PC

**Closed Session** - A motion was made by Dr. Karras to convene a closed meeting to reach a decision in the matter regarding the agency subordinate recommendation for the Application for Practitioner Self-Referral Advisory Opinion for Peninsula Vascular Center, PC. Additionally, Dr. Karras moved that Ms. Knachel and Ms. Mitchell attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations. The motion was seconded by Dr. Stokes. The motion carried unanimously. Mr. Wells did not attend the closed meeting.

**Reconvene** – Dr. Karras moved that the Board certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded by Mr. Chaudhary. The motion carried unanimously.

**Decision** - Dr. Jones, Jr., made a motion to adopt the Practitioner Self-Referral recommendation for Peninsula Vascular Center, PC as presented. Dr. Stokes seconded the motion. The motion carried with nine votes in favor of the motion. Mr. Wells abstained.

### Amendments to Guidance Document 75-4 Bylaws

Ms. Knachel reviewed the recommended amendments to Guidance Document 75-4 Bylaws. Based on the current bylaws, a vote on the proposed changes will be taken at the next meeting of the Board.

### Board Member Training

Ms. Knachel asked that the Board discuss training recommendations for board members. The Board requested training be provided on Conflict of Interest, FOIA and Sanction Reference Points.

### Format for Individual Board Reports

Ms. Knachel presented information regarding board reports and opened the floor to discussion. Meeting minutes, report topics and executive director recommendations were discussed. The Board requested that Ms. Knachel discuss format options with the Board Executive Directors and present options at the next meeting.

### **Board Counsel Report**

Ms. Mitchell stated she had nothing to report.

### **Board Chair's Report**

Mr. Wells thanked the board members for their attendance at the meeting and the good work that the Board does in service to the Commonwealth.

### **Staff Reports**

#### Executive Director's Report

Ms. Knachel reviewed the proposed 2022 board meeting calendar dates. She was asked to review with Mr. Wells the committee assignments and provide an explanation of the responsibilities for each of the Board's Committees.

### **New Business**

There was no new business to report.

**Next Meeting**

The next full board meeting is scheduled for Tuesday, March 29, 2022.

**Adjournment**

With no objection, Mr. Wells adjourned the meeting at 12:00 p.m.

---

Leslie L. Knachel, Executive Director    Date

DRAFT

# BOARD DISCUSSION AND ACTIONS

**Agenda Item: Adoption of final regulations for separate funeral director/embalmer licenses;  
vote to request extension of emergency regulations**

**Included in your agenda package are:**

Summary of last stage (proposed)

Final regulations

**Board Action:**

- Vote to accept final regulations
- Vote to request extension of emergency regulations set to expire on July 4, 2022



**Agency** Department of Health Professions

**Board** Board of Funeral Directors and Embalmers

**Chapter** Regulations of the Board of Funeral Directors and Embalmers [\[18 VAC 65 - 20\]](#)

**Action:** Licenses for funeral directors and embalmers

**Proposed Stage** ▶

Action 5635 / Stage 9241

● [Edit Stage](#) ● [Withdraw Stage](#) ● [Go to RIS Project](#)

Documents		
● <a href="#">Proposed Text</a>	4/9/2021 6:02 pm	<a href="#">Sync Text with RIS</a>
📎 <a href="#">Agency Background Document</a>	4/9/2021	<a href="#">Upload / Replace</a>
📎 <a href="#">Attorney General Certification</a>	5/4/2021	
📎 <a href="#">DPB Economic Impact Analysis</a>	6/16/2021	
📎 <a href="#">Agency Response to EIA</a>	8/18/2021	<a href="#">Upload / Replace</a>
● <a href="#">Governor's Review Memo</a>	12/2/2021	
● <a href="#">Registrar Transmittal</a>	12/2/2021	

Status	
<b>Changes to Text</b>	The proposed text has changed from that of the <a href="#">emergency stage</a> .
<b>Incorporation by Reference</b>	No
<b>Exempt from APA</b>	No, this stage/action is subject to Article 2 of the <i>Administrative Process Act</i>
<b>Attorney General Review</b>	Submitted to OAG: 4/9/2021 Review Completed: 5/4/2021 Result: Certified
<b>DPB Review</b>	Submitted on 5/4/2021 Economist: <a href="#">Larry Getzler</a> Policy Analyst: <a href="#">Jerry Gentile</a> Review Completed: 6/16/2021
<b>Secretary Review</b>	Secretary of Health and Human Resources Review Completed: 11/4/2021
<b>Governor's Review</b>	Review Completed: 12/2/2021 Result: Approved
<b>Virginia Registrar</b>	Submitted on 12/2/2021 <a href="#">The Virginia Register of Regulations</a> Publication Date: 1/3/2022 📎 <a href="#">Volume: 38 Issue: 10</a>
<b>Public Hearings</b>	<a href="#">01/28/2022 9:05 AM</a> canceled

[02/11/2022 9:05 AM](#)**Comment Period**Ended 3/4/2022  
0 comments**Contact Information**

<b>Name / Title:</b>	Corie Tillman Wolf / <i>Executive Director</i>
<b>Address:</b>	9960 Mayland Drive Suite 300 Richmond, VA 23233
<b>Email Address:</b>	<a href="mailto:fanbd@dhp.virginia.gov">fanbd@dhp.virginia.gov</a>
<b>Telephone:</b>	(804)367-4479 FAX: (804)527-4471 TDD: (-)

*This person is the primary contact for this board.*

*This stage was created by [Elaine J. Yeatts](#) on 04/09/2021 at 6:02pm*

*This stage was last edited by [Elaine J. Yeatts](#) on 04/09/2021 at 6:02pm*

**Project 6539 - Proposed**

**Board Of Funeral Directors And Embalmers**

**Licenses for funeral directors and embalmers**

**18VAC65-20-140. Reinstatement of expired license or registration.**

A. The board may consider reinstatement of an expired license or registration that has not been renewed within one year of expiration for up to three years following expiration. An application request for reinstatement shall be submitted to the board and shall include payment of the reinstatement fee prescribed in 18VAC65-20-70.

B. If the Virginia license of a funeral service ~~provider~~ licensee, a funeral director and, or an embalmer is lapsed three years or less and the applicant is seeking reinstatement, ~~he~~ the applicant shall provide evidence of having completing the number of continuing competency hours required for the period in which the license has been lapsed.

C. When a license is not reinstated within three years of its expiration date, an applicant shall reapply for licensure and pass the state examination.

**18VAC65-20-151. Continued competency requirements for renewal of an active license.**

A. Funeral service licensees, funeral directors, or ~~funeral~~ embalmers shall be required to have completed a minimum of five hours per year of continuing education offered by a board-approved sponsor for licensure renewal in courses that emphasize the ethics, standards of practice, preneed contracts, and funding, or federal or state laws and regulations governing the profession of funeral service.

1. One hour per year shall cover compliance with laws and regulations governing the profession, and at least one hour per year shall cover preneed funeral arrangements. The one-hour requirement on compliance with laws and regulations may be met once every



two years by attendance at a meeting of the board or at a committee of the board or an informal conference or formal hearing.

2. One hour of the five hours required for annual renewal may be satisfied through delivery of professional services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic. For the purposes of continuing education credit for volunteer service, an approved sponsor shall be a local health department or free clinic.

B. Courses must be directly related to the scope of practice of funeral service. Courses for which the principal purpose is to promote, sell, or offer goods, products, or services to funeral homes are not acceptable for the purpose of credit toward renewal.

C. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

D. The board may grant an exemption for all or part of the continuing education requirements for one renewal cycle due to circumstances determined by the board to be beyond the control of the licensee.

E. A licensee shall be exempt from the continuing education requirements for the first renewal following the date of initial licensure by examination in Virginia.

**18VAC65-20-154. Inactive license.**

A. A funeral service licensee, a funeral director, or an embalmer who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and submission of the required renewal fee, be issued an inactive license.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice funeral service, funeral directing, or embalming in Virginia.

2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. A funeral service licensee, a funeral director, or an embalmer who holds an inactive license may reactivate his license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and

2. Providing proof of completion of the number of continuing competency hours required for the period in which the license has been inactive, not to exceed three years.

**18VAC65-20-231. Requirements for a funeral director license by examination.**

A. To qualify for licensure as a funeral director, a person shall:

1. Be at least 18 years of age and hold a high school diploma or its equivalent;

2. Have completed a funeral service or funeral directing internship as prescribed by the board in regulation;

3. Have graduated from a school of mortuary science or funeral service accredited by the American Board of Funeral Service Education, Incorporated or have completed an associate's degree or its equivalent, which consists of at least 60 credit hours of coursework, of which at least 30 hours shall be from a funeral directing program approved by the board;

4. Have successfully completed coursework in the area of pathology as approved by the board;

5. Have passed the National Board Examination in Arts or State Board Examination in Arts of the International Conference of Funeral Service Examining Boards; and

6. Have passed the Virginia State Board Examination on the laws, rules, and regulations for funeral practice.

B. Applicants shall submit school transcripts and National Board Examination or State Board Examination scores as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

C. The board, in its discretion, may license an individual convicted of a felony if such individual has successfully fulfilled all conditions of sentencing, been pardoned, or has had his civil rights restored. The board may refuse to license an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.

**18VAC65-20-232. Requirements for an embalmer license by examination.**

A. To qualify for licensure as an embalmer, a person shall:

1. Be at least 18 years of age and hold a high school diploma or its equivalent;

2. Have completed a funeral service or an embalming internship as prescribed by the board in regulation;

3. Have graduated from a school of mortuary science or funeral service accredited by the American Board of Funeral Service Education, Incorporated or have completed an embalming program approved by the board;

4. Have passed the National Board Examination in Sciences or State Board Examination in Sciences of the International Conference of Funeral Service Examining Boards; and

5. Have passed the Virginia State Board Examination on the laws, rules, and regulations for funeral practice.

B. Applicants shall submit school transcripts and National Board Examination or State Board Examination scores as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

C. The board, in its discretion, may license an individual convicted of a felony if such individual has successfully fulfilled all conditions of sentencing, been pardoned, or has had his civil rights restored. The board may refuse to license an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.

**18VAC65-20-235. Approval of educational programs.**

All applicants for ~~funeral service~~ licensure as a funeral service licensee are required to have graduated from a funeral service program offered by a school of mortuary science or funeral service accredited by the American Board of Funeral Service Education, Incorporated.

**18VAC65-20-350. Requirements for licensure by reciprocity or endorsement.**

A. Licenses for the practice of funeral service, funeral directing, embalming, or ~~its~~ an equivalent license issued by other states, territories, or the District of Columbia may be recognized by the board and the holder of such license ~~or licenses~~ may be granted a license to practice funeral service, funeral directing, or embalming within the Commonwealth.

Licenses may be granted to applicants by the board on a case-by-case basis if the applicant holds a valid license for the practice of funeral service, funeral directing, embalming, or ~~its~~ an equivalent license in another state, territory, or the District of Columbia and possesses credentials ~~which~~ that are substantially similar to or more stringent than required by the Commonwealth for initial licensure at the time the applicant was initially licensed.

B. An applicant for licensure by reciprocity or endorsement shall pass the Virginia State Board Examination.

### **18VAC65-20-500. Disciplinary action.**

In accordance with the provisions of § 54.1-2806 of the Code of Virginia, the following practices are considered unprofessional conduct and may subject the licensee to disciplinary action by the board:

1. Breach of confidence. The unnecessary or unwarranted disclosure of confidences by the funeral licensee.
2. Unfair competition.
  - a. Interference by a funeral service licensee, funeral director, or registered surface transportation and removal service when another has been called to take charge of a dead human body and the caller or agent of the caller has the legal right to the body's disposition.
  - b. Consent by a funeral service licensee or funeral director to take charge of a body unless authorized by the person or his agent having the legal right to disposition.
3. False advertising.
  - a. No licensee or registrant shall make, publish, disseminate, circulate, or place before the public, or cause directly or indirectly to be made, an advertisement of any sort regarding services or anything so offered to the public that contains any promise, assertion, representation, or statement of fact which is untrue, deceptive, or misleading.
  - b. The following practices, both written and verbal, shall constitute false, deceptive, or misleading advertisement within the meaning of subdivision 4 of § 54.1-2806 of the Code of Virginia:
    - (1) Advertising containing inaccurate statements; and

(2) Advertisement which gives a false impression as to ability, care, and cost of conducting a funeral, or that creates an impression of things not likely to be true.

c. The following practices are among those that shall constitute an untrue, deceptive, and misleading representation or statement of fact:

(1) Representing that funeral goods or services will delay the natural decomposition of human remains for a long term or indefinite time; and

(2) Representing that funeral goods have protective features or will protect the body from gravesite substances over or beyond that offered by the written warranty of the manufacturer.

4. Inappropriate handling and storage of dead human bodies, consistent with § 54.1-2811.1 of the Code of Virginia and regulations of the board. Transportation and removal vehicles shall be of such nature as to eliminate exposure of the deceased to the public during transportation. During the transporting of a human body, consideration shall be taken to avoid unnecessary delays or stops during travel.

5. Failure to furnish price information disclosing the cost to the purchaser for each of the specific funeral goods and funeral services used in connection with the disposition of deceased human bodies.

6. Conducting the practice of funeral services, funeral directing, or embalming in such a manner as to constitute a danger to the health, safety, and well-being of the staff or the public.

7. Inability to practice with skill or safety because of physical, mental, or emotional illness, or substance abuse.

8. Failure to register as a supervisor for a funeral service an intern or failure to provide reports to the board as required by the Code of Virginia and 18VAC65-40-320.

9. Failure to comply with applicable federal and state laws and regulations, including requirements for continuing education.

10. Inappropriate sexual contact between a supervisor and a funeral service intern if the sexual contact is a result of the exploitation of trust, knowledge, or influence derived from the professional relationship or if the contact has had or is likely to have an adverse effect on the practice of funeral services or on intern training.

11. Conducting activities or performing services that are outside the scope of a licensee's practice or for which the licensee is not trained and individually competent.

#### **18VAC65-20-630. Disclosures.**

Funeral ~~providers~~ licensees shall make all required disclosures and provide accurate information from price lists pursuant to the rules of the Federal Trade Commission. Price lists shall comply with requirements of the FTC and shall contain the information included in:

APPENDIX I - General Price List;

APPENDIX II - Casket Price List, Outer Burial Container Price List; and

APPENDIX III - Itemized Statement of Funeral Goods and Services Selected.

#### **18VAC65-30-10. Definitions.**

In addition to those defined in § 54.1-2800 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Appointee" means the individual selected by the contract beneficiary to arrange a preneed funeral plan on behalf of the contract beneficiary.

"Cash advance item" means any item of service or merchandise described to a purchaser as a "cash advance," "accommodation," "cash disbursement," or similar term. A cash advance item

is also any item obtained from a third party and paid for by the funeral provider on the behalf of the contract buyer. Cash advance items may include cemetery or crematory services, pallbearers, public transportation, clergy honoraria, flowers, musicians or singers, nurses, obituary notices, gratuities, and death certificates.

"Consideration," "contract price," or "funds" means money, property, or any other thing of value provided to be compensation to a contract seller or contract provider for the funeral services and funeral goods to be performed or furnished under a preneed funeral contract. Consideration does not include late payment penalties and payments required to be made to a governmental agency at the time the contract is entered into.

"Contract" means a written, preneed funeral contract and all documents pertinent to the terms of the contract under which for consideration paid to a contract seller or a contract provider by or on behalf of a contract buyer prior to the death of the contract beneficiary, a person promises to furnish, make available, or provide funeral services or funeral goods after the death of a contract beneficiary.

"Contract beneficiary" means the individual for whom the funeral services and supplies are being arranged.

"Contract buyer" means the purchaser of the preneed contract.

"Contract provider" means the funeral establishment designated by the contract buyer and contracting with the contract buyer to provide for funeral services and supplies in the preneed funeral contract.

"Contract seller" means the funeral service licensee or funeral director who makes the preneed arrangements with the contract buyer for the funeral service and who makes the financial arrangements for the service and the goods and supplies to be provided.



"Designee" means the individual designated to make arrangements for burial or final disposition of the remains pursuant to § 54.1-2825 of the Code of Virginia.

"Funding source" means the trust agreement, insurance policy, annuity, personal property, or real estate used to fund the preneed plan.

"Funeral supplies and services" means the items of merchandise sold or offered for sale or lease to consumers that will be used in connection with a funeral or an alternative to a funeral or final disposition of human remains including caskets, combination units, and catafalques. Funeral goods does not mean land or interests in land, crypts, lawn crypts, mausoleum crypts, or niches that are sold by a cemetery that complies with Chapter 23.1 (§ 54.1-2310 et seq.) of Title 54.1 of the Code of Virginia. In addition, "funeral supplies and services" does not mean cemetery burial vaults or other outside containers, markers, monuments, urns, and merchandise items used for the purpose of memorializing a decedent and placed on or in proximity to a place of interment or entombment of a casket, catafalque, or vault or to a place of inurnment that are sold by a cemetery operating in accordance with Chapter 23.1 of Title 54.1 of the Code of Virginia.

"Guaranteed contract price" means (i) the amount paid by the contract buyer on a preneed funeral contract, and income derived from that amount, or (ii) the amount paid by a contract buyer for a life insurance policy or annuity as the funding source and its increasing death benefit. These amounts shall be accepted as payment in full for the preselected funeral goods and services.

"Income" means the amount of gain received in a period of time from investment of consideration paid for a preneed contract.

"Nonguaranteed contract price" means the costs of items on a preneed funeral contract that are not fixed for the specified funeral goods or funeral services selected and nonguaranteed costs may increase from the date of the contract to the death of the contract beneficiary and the family

or estate will be responsible for paying at the time of need for the services and supplies that were nonguaranteed. Cash advance items are not guaranteed.

**18VAC65-30-50. Solicitation.**

A. In accordance with provisions of § 54.1-2806 of the Code of Virginia, a licensee shall not initiate any preneed solicitation using in-person communication by the licensee or his agents, assistants, or employees.

B. After a request to discuss preneed planning is initiated by the contract buyer or interested consumer, any contact and in-person communication shall take place only with a funeral service licensee or a licensed funeral director. Funeral ~~service~~ interns shall not engage in preneed planning or sales.

**18VAC65-40-10. Definitions.**

In addition to words and terms defined in § 54.1-2800 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Direct supervision" means that a person licensed for the practice of funeral service ~~professional~~, funeral directing, or embalming is present and on the premises of the facility.

"Supervisor" means a licensed employee at the training site who has been approved by the board to provide supervision for the funeral intern.

"Training site" means the licensed funeral establishment, facility, or institution that has agreed to serve as a location for a funeral service internship and has been approved by the board.

**18VAC65-40-40. Fees.**

A. The following fees shall be paid as applicable for registration:

1. Funeral service, <u>funeral directing, or embalming</u> intern registration	\$150
2. Funeral service, <u>funeral directing, or embalming</u> intern renewal	\$125
3. Late fee for renewal up to one year after expiration	\$45
4. Duplicate copy of intern registration	\$25
5. Handling fee for returned check or dishonored credit card or debit card	\$50
6. Registration of supervisor	\$35
7. Change of supervisor	\$35
8. Reinstatement fee	\$195

B. Fees shall be made payable to the Treasurer of Virginia and shall not be refundable once submitted.

**18VAC65-40-90. Renewal of registration.**

A. The funeral service, funeral directing, or embalming intern registration shall expire on March 31 of each calendar year and may be renewed by submission of the renewal notice and prescribed fee.

B. A person who fails to renew a registration by the expiration date shall be deemed to have an invalid registration. No credit will be allowed for an internship period served under an expired registration.

C. The funeral service, funeral directing, or embalming intern is responsible for notifying the board within 14 days of any changes in name, address, employment, or supervisor. Any notices shall be validly given when mailed to the address on record with the board.

**18VAC65-40-110. Reinstatement of expired registration.**

A. A funeral service, a funeral directing, or an embalming intern whose registration has expired may be reinstated within one year following expiration by payment of the current renewal fee and the late renewal fee.

B. A funeral service, a funeral directing, or an embalming intern whose registration has been expired for more than one year shall apply for reinstatement by submission of an application and payment of a reinstatement fee. The board may consider reinstatement of an expired registration for up to three years following expiration.

C. When a registration is not reinstated within three years of its expiration date, a new application for registration shall be filed and a new internship begun.

**18VAC65-40-130. Funeral service, funeral directing, or embalming internship.**

A. ~~The~~ An internship for funeral service, funeral directing, or embalming shall consist of at least ~~3,000~~ 2,000 hours of training to be completed within no less than 12 months and no more than 48 months. For good cause shown, the board may grant an extension of time for completion of an internship.

B. The ~~funeral service~~ intern shall be assigned a work schedule of not less than 20 hours nor more than 60 hours per week in order to receive credit for such training. For good cause shown, the board may waive the limitation on an intern's work schedule.

C. A funeral service intern shall receive training in all areas of funeral service.

D. A funeral directing intern shall receive training in all areas of funeral directing, including assisting in at least 25 funerals, 25 arrangement conferences, as well as visitations and financing of funeral services.

E. An embalming intern shall receive training in all aspects of embalming practice, including assisting in at least 25 embalmings, as well as treatment, restorative art, safety and sanitation, and organ, tissue, or anatomical donation.

F. An intern registration shall expire upon issuance by the board of a license to practice as a funeral service licensee, a funeral director, or an embalmer. When an internship has been completed for licensure as a funeral director or as an embalmer, the approval of an additional

internship to meet the requirements for licensure as a funeral service licensee may be approved by the board in accordance with § 54.1-2817 of the Code of Virginia and the regulations of the board. Any additional internship granted shall be limited in duration to the time required for completion of hours and cases required for licensure. An internship may not be used to expand the scope of practice of a licensee.

G. An intern shall be identified to the public as a funeral service intern, a funeral directing intern, or an embalming intern in a title used, name tag worn, and any correspondence or communication in which the intern's name is used.

**18VAC65-40-180. Intern application package for funeral service licensure.**

A. Any person who meets the qualifications of § 54.1-2817 of the Code of Virginia may seek registration with the board as a funeral service intern by submission of an application package, which shall include documentation of the qualifications and signatures of any supervising licensees.

B. Applicants shall submit school transcripts as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

**18VAC65-40-185. Intern application for funeral directing or embalming licensure.**

A. An applicant who attests to holding a high school diploma or its equivalent may seek registration with the board as a funeral directing or an embalming intern by submission of an application package, which shall include documentation of the qualifications and signatures of any supervising licensees.

B. Applicants shall submit school transcripts as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

C. The board, in its discretion, may approve an application to be a funeral directing or an embalming intern for an individual convicted of a felony, if the applicant has successfully fulfilled

all conditions of sentencing, been pardoned, or has had civil rights restored. The board shall not, however, approve an application to be an intern for any person convicted of embezzlement or of violating subsection B of § 18.2-126 of the Code of Virginia. The board, in its discretion, may refuse to approve an application to be a funeral directing or an embalming intern for an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.

**18VAC65-40-220. Qualifications of training site.**

A. The board shall approve only an establishment or two combined establishments to serve as the training site or sites that:

1. Have a full and unrestricted Virginia license;
2. Have complied in all respects with the provisions of the regulations of the Board of Funeral Directors and Embalmers; and
3. ~~Have~~ For a funeral service internship, have 50 or more funerals and 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period of training. If the establishment does not meet the required number of funerals or embalmings, the funeral service intern may seek approval for an additional training site-; or
4. For a funeral directing internship, have 50 or more funerals over a 12-month period for each person to be trained. This total must be maintained throughout the period of training. If the establishment does not meet the required number of funerals, the funeral directing intern may seek approval for an additional training site; or
5. For an embalming internship, have 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period

of training. If the establishment does not meet the required number of embalmings, the embalming intern may seek approval for an additional training site.

B. The board may grant approval for a ~~resident trainee~~ funeral service or an embalming intern to receive all or a portion of the embalming training at a facility of state or federal government or an accredited educational institution.

**18VAC65-40-250. Requirements for supervision.**

A. Training shall be conducted under the direct supervision of a licensee ~~or licensees~~ approved by the board. Credit shall only be allowed for training under direct supervision.

B. The board shall approve only funeral service licensees, licensed funeral directors, or licensed embalmers to give funeral training who have a full and unrestricted Virginia funeral license, have at least two consecutive years in practice and are employed full time in or under contract with the establishment, facility, or institution where training occurs.

C. A supervisor licensed as an embalmer or a funeral director shall provide supervision only in the areas of funeral practice for which he is licensed.

D. Failure to register as a supervisor may subject the licensee to disciplinary action by the board.

E. If a supervisor is unable or unwilling to continue providing supervision, the ~~funeral service~~ intern shall obtain a new supervisor. Credit for training shall resume when a new supervisor is approved by the board and the intern has paid the prescribed fee for the change of supervisor.

F. No more than a combined total of two funeral service, funeral directing, or embalming interns shall be concurrently registered under any one person licensed for the practice of funeral service, funeral directing, or embalming. Each supervisor for a registered funeral directing intern or a registered embalming intern must be actively employed by or under contract with a funeral establishment.

**18VAC65-40-280. Supervisor application package.**

A. A licensee seeking approval by the board as a supervisor shall submit a completed application and any additional documentation as may be required to determine eligibility.

B. The application for supervision of a funeral service, a funeral directing, or an embalming intern shall be signed by the establishment manager and by the persons who will be providing supervision for embalming ~~and, for funeral directing, or for the~~ funeral services.

**18VAC65-40-320. Reports to the board.**

A. The intern, the supervisor or supervisors, and the establishment shall submit a written report to the board at the end of every 1,000 hours of training. The report shall:

1. Specify the period of time in which the 1,000 hours has been completed and verify that the intern has actually served in the required capacity during the preceding period; and
2. Be received in the board office no later than 14 days following the end of the completion of 1,000 hours. ~~Late reports may result in additional time being added to the internship.~~

B. If the internship is terminated or interrupted prior to completion of 1,000 hours or if the intern is changing supervisors or training sites, the intern and the supervisor shall submit a partial report to the board with a written explanation of the cause of program termination or interruption or of the change in training or supervision.

1. The partial report shall provide the amount of time served and the dates since the last reporting period. Credit for partial reports shall be given for the number of hours of training completed.
2. Partial reports shall be received in the board office no later than 14 days after the interruption or termination of the internship or after the change in supervisors or training sites. ~~Credit may be deducted for late reports.~~



C. An intern shall not receive credit for training hours on a new 1,000-hour report until the previous 1,000-hour report has been approved by the board.

D. Credit shall not be allowed for any period of internship that has been completed more than three years prior to application for license or more than five years prior to examination for license. If all requirements for licensure are not completed within five years of initial application, the board may deny an additional internship. A funeral directing or an embalming intern may continue to practice for up to 90 days from the completion of internship hours or until the intern has taken and received the results of all examinations required by the board. However, the board may waive such limitation for any person in the armed service of the United States when application for the waiver is made in writing within six months of leaving service or if the board determines that enforcement of the limitation will create an unreasonable hardship.

### Part III

#### Internship: ~~Funeral~~ Supervisors' Responsibilities

##### **18VAC65-40-340. Supervisors' responsibilities.**

A. The supervisor shall provide the intern with all applicable laws and regulations or sections of regulations relating to the funeral industry.

B. The supervisor shall provide the intern with copies of and instruction in the use of all forms and price lists employed by the funeral establishment.

C. The supervisor shall provide the funeral service or funeral directing intern with instruction in all aspects of funeral services and shall allow the intern under direct supervision to conduct all necessary arrangements for a minimum of 25 funerals.

D. The embalming supervisor shall provide instruction on all necessary precautions, embalming functions, and reporting forms and shall allow the funeral service or embalming intern under direct supervision to perform a minimum of 25 embalmings.

E. The supervisor shall provide the funeral service or funeral directing intern with instruction in making preneed funeral arrangements and instruction on the laws and regulations pertaining to preneed funeral contracts and disclosures.

F. The supervisor shall provide the funeral service or funeral directing intern instruction on cremation and on the laws and regulations pertaining to cremation.

G. If a training site does not offer preneed funeral planning or cremation services, the supervisor shall arrange for such training at another licensed funeral establishment that does.

**18VAC65-40-640. Disciplinary action.**

The board may refuse to issue or renew a license, registration, or approval to any applicant; and may suspend for a stated period of time or indefinitely, or revoke any license, registration, or approval, or reprimand any person, or place his license or registration on probation with such terms and conditions and for such time as it may designate or impose a monetary penalty for failure to comply with the laws and regulations of the Board of Funeral Directors and Embalmers.

**Agenda Item: Consideration of Legislative Proposal for 2023 – Amendments to Virginia Code § 54.1-2817 – Funeral Service Interns**

**Included in your agenda package is:**

Draft legislative proposal

**Board Action:**

- Motion to advance legislative proposal for consideration for inclusion in Governor's legislative package for 2023 General Assembly Session

## Legislative Proposal

A BILL to amend the *Code of Virginia* by amending § 54.1-2817, regarding the funeral internship program.

**Be it enacted by the General Assembly of Virginia:**

**1. That § 54.1-2817 of the *Code of Virginia* is amended as follows:**

§ 54.1-2817. Funeral service interns.

A person desiring to become a funeral service intern shall apply on a form provided by the Board. The applicant shall attest that he holds a high school diploma or its equivalent. The Board, in its discretion, may approve an application to be a funeral service intern for an individual convicted of a felony, if he has successfully fulfilled all conditions of sentencing, been pardoned, or has had his civil rights restored. The Board shall not, however, approve an application to be a funeral service intern for any person convicted ~~of embezzlement or~~ of violating subsection B of § [18.2-126](#).

The Board, in its discretion, may refuse to approve an application to be a funeral service intern for an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.

When the Board is satisfied as to the qualifications of an applicant, it shall issue a certificate of internship. When a funeral service intern wishes to receive in-service training from a person licensed for the practice of funeral service, a request shall be submitted to the Board. If such permission is granted and the funeral service intern later leaves the proctorship of the licensee whose service has been entered, the licensee shall give the funeral service intern an affidavit showing the length of time served with him. The affidavit shall be filed with the Board and made a matter of record in that office. Any funeral service intern seeking permission to continue in-service training shall submit a request to the Board.

A certificate of internship shall be renewable as prescribed by the Board, but in no event shall an internship extend more than five years in total. The Board shall mail or send electronically at such time as it may prescribe by regulation, to each registered funeral service intern at his last known address, a notice that the renewal fee is due and that, if not paid by the prescribed time, a penalty fee shall be due in addition to the renewal fee.

The registration of any funeral service intern who is in the active military service of the United States may, at the discretion of the Board, be held in abeyance for the duration of his service. The Board may also waive the renewal fees for such military personnel.

All registered funeral service interns shall report to the Board on a schedule prescribed by the Board upon forms provided by the Board, showing the work which has been completed during the preceding period of internship. The data contained in the report shall be certified as correct by the person licensed for the practice of funeral service under whom he has served during this period and by the person licensed for the practice of funeral service owning or managing the funeral service establishment.

Before such funeral service intern becomes eligible to be examined for the practice of funeral service, evidence shall be presented along with an affidavit from any licensee under whom the intern worked showing that the intern has assisted in embalming at least 25 bodies and that the intern has assisted in conducting at least 25 funerals. In all applications of funeral service interns for licenses for the practice of funeral service, the eligibility of the applicant shall be determined by the records filed with the Board. The successful completion by any person of the internship shall not entitle him to any privilege except to be examined for such license.

Credit shall not be allowed for any period of internship that has been completed more than ~~three~~ five years prior to application for license ~~or more than five years prior to examination for license~~. If all requirements for licensure are not completed within five years of the initial application for internship, the Board may deny an additional internship. A funeral service intern may continue to practice for up to ~~90~~ 180 days from the completion of his internship or until he has taken and received the results of all examinations required by the Board, whichever occurs first. However, the Board may waive such limitation for any person in the armed service of the United States when application for the waiver is made in writing within six months of leaving service or if the Board determines that enforcement of the limitation will create an unreasonable hardship.

The Board shall have power to suspend or revoke a certificate of internship for violation of any provision of this chapter.

No more than two funeral service interns shall be concurrently registered under any one person licensed for the practice of funeral service, funeral directing or embalming. Each sponsor for a registered funeral service intern must be actively employed by or under contract with a funeral establishment.

**Agenda Item: Adoption of amendments as exempt action; discussion of GPL**

**Included in your agenda package are:**

Chapter 18 of the 2022 Acts of Assembly

Draft of exempt regulations

**Board Action:**

- Vote on adoption of exempt changes to 18VAC65-30-220
- Discussion of any changes to GPL that may come by later regulatory action

## 2022 SESSION

### CHAPTER 18

*An Act to amend and reenact §§ 38.2-3100.3 and 54.1-2820 of the Code of Virginia, relating to preneed funeral contracts; emergency.*

[H 1269]

Approved March 9, 2022

Be it enacted by the General Assembly of Virginia:

1. That §§ **38.2-3100.3** and **54.1-2820** of the Code of Virginia are amended and reenacted as follows:

§ **38.2-3100.3**. Requirements of life insurance or annuity contracts used to fund preneed funeral contracts.

A. For purposes of this section, "preneed funeral contract" means any agreement where payment is made by the insured prior to the receipt of services or supplies contracted for, which evidences arrangements prior to death for (i) the providing of funeral services or (ii) the sale of funeral supplies.

B. Each individual and group life insurance policy issued or issued for delivery in Virginia, each individual and group annuity contract issued or issued for delivery in Virginia, and each certificate issued in connection with a group life insurance policy or group annuity contract issued or issued for delivery in Virginia shall include a provision specifying the means by which face amount adjustments will be made and benefits payable upon death will be adjusted, ~~according to the provisions of subsection C of § 54.1-2820~~, when such a policy or contract will be used to fund a preneed funeral contract.

C. Each insurer proposing to issue individual or group life insurance policies or individual or group annuity contracts in Virginia for purposes of funding preneed funeral contracts shall clearly disclose the intended purpose and market for such policies and contracts when submitting the forms with the Commission for approval, in accordance with § **38.2-316**.

§ **54.1-2820**. Requirements of preneed funeral contracts.

A. It shall be unlawful for any person residing or doing business within this Commonwealth, to make, either directly or indirectly by any means, a preneed funeral contract unless the contract:

1. Is made on forms prescribed by the Board and is written in clear, understandable language and printed in easy-to-read type, size and style;
2. Identifies the seller, seller's license number and contract buyer and the person for whom the contract is purchased if other than the contract buyer;
3. Contains a complete description of the supplies or services purchased;
4. Clearly discloses whether the price of the supplies and services purchased is guaranteed;
5. States if funds are required to be trusted pursuant to § **54.1-2822**, the amount to be trusted, the name of the trustee, the disposition of the interest, the fees, expenses and taxes which may be deducted from the interest and a statement of the buyer's responsibility for taxes owed on the interest;
6. Contains the name, address and telephone number of the Board and lists the Board as the regulatory agency which handles consumer complaints;
7. Provides that any person who makes payment under the contract may terminate the agreement at any time prior to the furnishing of the services or supplies contracted for except as provided pursuant to subsection B; if the purchaser terminates the contract within 30 days of execution, the purchaser shall be refunded all consideration paid or delivered, together with any interest or income accrued thereon; if the purchaser terminates the contract after 30 days, the purchaser shall be refunded any amounts required to be deposited under § **54.1-2822**, together with any interest or income accrued thereon;

8. Provides that if the particular supplies and services specified in the contract are unavailable at the time of delivery, the seller shall be required to furnish supplies and services similar in style and at least equal in quality of material and workmanship and the representative of the deceased shall have the right to choose the supplies or services to be substituted;
9. Discloses any penalties or restrictions, including but not limited to geographic restrictions or the inability of the provider to perform, on the delivery of merchandise, services or prearrangement guarantee; and
10. Complies with all disclosure requirements imposed by the Board.

If the contract seller will not be furnishing the supplies and services to the purchaser, the contract seller must attach to the preneed funeral contract a copy of the seller's agreement with the provider.

B. Subject to the requirements of § 54.1-2822, a preneed funeral contract may provide for an irrevocable trust or an amount in an irrevocable trust that is specifically identified as available exclusively for funeral or burial expenses, where:

1. A person irrevocably contracts for funeral goods and services, such person funds the contract by prepaying for the goods and services, and the funeral provider residing or doing business within the Commonwealth subsequently places the funds in a trust; or
2. A person establishes an irrevocable trust naming the funeral provider as the beneficiary; however, such person shall have the right to change the beneficiary to another funeral provider pursuant to § 54.1-2822.

C. If a life insurance or annuity contract is used to fund the preneed funeral contract, ~~the life insurance or annuity contract shall provide either that the face value thereof shall be adjusted annually by a factor equal to the annualized Consumer Price Index as published by the Bureau of Labor Statistics of the United States Department of Labor, or a benefit payable at death under such contract that will equal or exceed the sum of all premiums paid for such contract plus interest or dividends, which for the first 15 years shall be compounded annually at a rate of at least five percent. In any event, interest or dividends shall continue to be paid after 15 years. In addition, the~~ face amount of any life insurance policy issued to fund a preneed funeral contract shall not be decreased over the life of the life insurance policy except for life insurance policies that have lapsed due to the nonpayment of premiums or have gone to a nonforfeiture option that lowers the face amount as allowed for in the provisions of the policy. The following must also be disclosed as prescribed by the Board:

1. The fact that a life insurance policy or annuity contract is involved or being used to fund the preneed contract;
2. The nature of the relationship among the soliciting agent, the provider of the supplies or services, the prearranger and the insurer;
3. The relationship of the life insurance policy or annuity contract to the funding of the preneed contract and the nature and existence of any guarantees relating to the preneed contract; and
4. The impact on the preneed contract of (i) any changes in the life insurance policy or annuity contract including but not limited to changes in the assignment, beneficiary designation or use of the proceeds, (ii) any penalties to be incurred by the policyholder as a result of failure to make premium payments, (iii) any penalties to be incurred or moneys to be received as a result of cancellation or surrender of the life insurance policy or annuity contract, and (iv) all relevant information concerning what occurs and whether any entitlements or obligations arise if there is a difference between the proceeds of the life insurance policy or annuity contract and the amount actually needed to fund the preneed contract.

D. When the consideration consists in whole or in part of any real estate, the contract shall be recorded as an attachment to the deed whereby such real estate is conveyed, and the deed shall be recorded in the clerk's office of the circuit court of the city or county in which the real estate being conveyed is located.

E. If any funeral supplies are sold and delivered prior to the death of the subject for whom they are provided, and the seller or any legal entity in which he or a member of his family has an interest thereafter stores these supplies, the risk of loss or damage shall be upon the seller during such period of storage.

2. That an emergency exists and this act is in force from its passage.



**Project 7137 - Exempt Final**

**Board Of Funeral Directors And Embalmers**

**Implementation of preneed funding changes from the 2022 Session**

**18VAC65-30-220. Content of preneed contracts.**

Part VIII

Required Content of Contracts and Disclosures

The following information shall be contained in any contract for preneed funeral planning.

Date: \_\_\_\_\_

Contract: \_\_\_\_\_

**PRENEED FUNERAL CONTRACT**

for

(Name of Recipient of Services)

\_\_\_\_\_

\_\_\_\_\_ (Zip) \_\_\_\_\_

**I. SUPPLIES AND SERVICES PURCHASED**

If goods and services are guaranteed and your contract is fully paid or funded at the time of your death, no additional cost will incur for your family or estate even though the actual prices of goods and services may increase between the date of this contract and the time of need. (Please see the disclosure document.)

If goods and services are nonguaranteed, your family or estate may incur additional costs for goods and services as the prices for these items may increase from the date of the contract to the time of need.

Cash advance items are not guaranteed. A cash advance item is any item obtained from a third party by the funeral home on your behalf. Cash advance items may include cemetery or crematory services, pall bearers, public transportation, clergy honoraria, flowers, musicians or singers, nurses, obituary notices, gratuities, and death certificates.

Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use an item, we will explain the reasons in writing below. If you selected a funeral that may require embalming, such as a funeral with a viewing, you may have to pay for embalming. You do not have to pay for embalming you did not select if you select arrangements such as a direct cremation or immediate burial.

Guaranteed Services Purchased	
I. BASIC SERVICES OF FUNERAL DIRECTOR AND STAFF	\$ _____
II. FUNERAL HOME FACILITIES	
A. Facilities and Staff for visitation/viewing	\$ _____
B. Facilities and Staff for funeral ceremony	\$ _____
C. Facilities and Staff for memorial service	\$ _____
D. Equipment and Staff for graveside service	\$ _____
(NOTE TO FUNERAL HOME: If you have additional charges such as facilities and staff for home/church viewing, or a charge for additional staff person or through calculation of manhours, etc., add here as extra items. If you have a charge for equipment for interment, add here.)	
III. EMBALMING	
A. Normal remains	\$ _____
B. Autopsy remains	\$ _____
IV. OTHER PREPARATION OF THE BODY	\$ _____
(NOTE: List all items that you placed under Other Preparation on your General Price List.)	
V. IMMEDIATE BURIAL	\$ _____
VI. DIRECT CREMATION	\$ _____
VII. TRANSFER OF REMAINS TO FUNERAL ESTABLISHMENT	\$ _____
VIII. FORWARDING REMAINS TO ANOTHER FUNERAL HOME	\$ _____
IX. RECEIVING REMAINS FROM ANOTHER FUNERAL HOME	\$ _____

X. AUTOMOTIVE EQUIPMENT		
A. Hearse		\$ _____
B. Limousine		\$ _____
(NOTE: List all others that you placed on General Price List.)		
XI. FUNERAL MERCHANDISE		
A. Casket (*describe)		
_____		
_____		\$ _____
B. Outer Burial Container (*describe)		
_____		
_____		\$ _____
C. List any others		
_____		\$ _____
Supplies Purchased		
Clothing		\$ _____
Temporary marker		\$ _____
Acknowledgment cards		\$ _____
Register/attendance books		\$ _____
Memorial folders		\$ _____
Other		\$ _____
SUBTOTAL COSTS OF (GUARANTEED) SUPPLIES PURCHASED:		\$ _____
XII. PACKAGE PRICES		
(NOTE: List all package prices by name.)		
SUBTOTAL COSTS OF (GUARANTEED) SUPPLIES PURCHASED:		\$ _____
Nonguaranteed Goods and Services Purchased		
The actual prices of goods and services below are NOT GUARANTEED. These items may include obituary notices, death certificates, cemetery fees, flowers, sales tax, etc. The prices are estimated and the estimates will be included in the Grand Total Contract Price. The differences between the estimated prices below and the actual cost will be settled with your family or estate at the time of need:		
SUBTOTAL ESTIMATED COSTS OF NONGUARANTEED ITEMS:		\$ _____
GRAND TOTAL FOR PRENEED ARRANGEMENTS		
1. Total cost of (guaranteed) services purchased		\$ _____

2. Total cost of (guaranteed) supplies purchased	\$ _____
3. Total estimated cost of nonguaranteed items	\$ _____
<b>GRAND TOTAL</b>	\$ _____
The only warranties, express or implied, granted in connection with the goods sold in this preneed funeral contract, are the express written warranties, if any, extended by the manufacturers thereof. No other warranties and no warranties of MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are extended by the (funeral home) _____.	
<b>GENERAL INFORMATION</b>	
In order that the Buyer may understand the relationship of all parties involved in this preneed arrangement and contract, the following is provided:	
A. Buyer:	
B. Funeral Home Providing Services:	
C. Contract seller:	
Employed by: (Funeral Home)	
Virginia Funeral Director or Funeral Service Licensee License Number:	

## II. METHOD OF FUNDING

### A. Trust.

The following information will be given if a trust is used to fund this agreement:

1. Amount to be trusted:
2. Name of trustee:
3. Disposition of Interest:
4. Fees, expenses, taxes deducted from earned interest:
5. Buyer's responsibility for taxes owned on interest:

### B. Insurance or annuity contract.

The following information will be given if an insurance policy or annuity contract is used to fund this agreement:

1. Buyer:

2. Insurance Company:

3. Insurance Agent:

Employed by: (Insurance Company)

Licensed Funeral Director or Funeral Service Licensee in Virginia: \_\_\_yes \_\_\_no

Funeral Director or Funeral Service Licensee License Number (If Applicable):

Employed by Funeral Home (If Applicable):

4. The life insurance or annuity contract provides that the face amount of any life insurance policy issued to fund a preneed funeral contract shall not be decreased over the life of the life insurance policy except for life insurance policies that have lapsed due to the nonpayment of premiums or have gone to a nonforfeiture option that lowers the face amount as allowed for in the provisions of the policy. either that:

~~\_\_\_\_\_ The face value thereof shall be adjusted annually by a factor equal to the Consumer Price Index as published by the Office of Management and Budget of the United States;~~

~~or~~

~~\_\_\_\_\_ A benefit payable at death under such contract that will be equal or exceed the sum of all premiums paid for such contract plus thereon at the annual rate of at least 5.0%, compounded annually.~~

### III. CONSUMER INFORMATION

The Board of Funeral Directors and Embalmers is authorized by Chapter 28 (§ 54.1-2800 et seq.) of Title 54.1 of the Code of Virginia to regulate the practice of preneed funeral planning.

Consumer complaints should be directed to:

The Board of Funeral Directors and Embalmers

9960 Mayland Drive, Suite 300

Richmond, Virginia 23233

Telephone Number: (804) 367-4479

Toll Free Number for complaints: 1-800-533-1560

FAX: (804) 527-4413

Website: [www.dhp.virginia.gov](http://www.dhp.virginia.gov)

#### IV. DISCLOSURES

The disclosure statements will be available for your review. The General Price List shall be furnished to you by the contract seller. These contain information that you must receive by law and/or the authority of the Board of Funeral Directors and Embalmers. You are entitled to receive all information in clear and simple language including the language of the funding agreement for this preneed arrangement.

If any law, cemetery, or crematory requires the purchase of any of those items listed in Part I, the requirements will be explained in writing.

By signing this contract, buyer acknowledges availability of and opportunity to read a copy of all of the required documents.

By signing this contract, contract seller acknowledges that the General Price List and the required disclosures have been furnished to the contract buyer.

#### V. TERMINATION OF CONTRACT

This person who funds this contract through a trust agreement may terminate this preneed contract at any time prior to the furnishing of the services or supplies contracted for:

Within 30 days

If you terminate this preneed contract within 30 days of the date of this contract, you will be refunded all payments of whatever type you have made, plus any interest or income you may have earned.

More than 30 days

If you terminate this preneed contract more than 30 days after the date on this contract, you will be refunded whatever amount was required to be placed in a revocable trust fund, plus any interest or income it has earned.

Any person who funds this contract through a trust fund that is irrevocable or through an insurance/annuity policy or through the transfer of real estate/personal property may not be eligible for a refund.

#### VI. STATEMENT OF GUARANTEE

By signing this contract, (Funeral Home) \_\_\_\_\_ agrees to the statement checked below (check one):

\_\_\_\_\_ Prefinancing guarantees that no additional payment will be required from the family or estate for guaranteed services and supplies provided the Grand Total of these arrangements is paid in full and the interest is allowed to accumulate in your account (see page \_\_\_\_\_ for Grand Total amount). Payment of the difference will be required for the nonguaranteed estimated items if they increase in price.

\_\_\_\_\_ The prices for items under supplies and services are not guaranteed.

#### VII. AGREEMENT

In witness whereof, the Buyer and the Funeral Home have executed this contract, intending its terms to be in accordance with the Code of Virginia and any regulations implementing the

Code. By signing this contract you acknowledge that you have been provided access to and the opportunity to read the Disclosure Statements.

(Designee of Funeral Home)	(Buyer)
(Funeral Home)	(Contract Date)

### VIII. PENALTIES OR RESTRICTIONS

The (funeral home) \_\_\_\_\_, has the following penalties or restrictions on the provisions of this contract.

1. (Insert geographic restrictions);
2. (Insert an explanation of the Funeral Home's inability to perform the request(s) of the Buyer);
3. (Insert a description of any other circumstances that apply);
4. (Insert information that if particular goods and services specified in the contract are unavailable at the time of need):
  - A. The funeral home shall be required to furnish supplies and services similar in style and at least equal in quality of material and workmanship; and
  - B. The representative of the deceased shall have the right to choose the supplies or services to be substituted.

### IX. ADDENDUM TO PRENEED CONTRACT

#### APPOINTEE AGREEMENT

I appoint \_\_\_\_\_ of (address) \_\_\_\_\_ to assist with the preneed arrangements in my behalf. The relationship of my appointee to me is \_\_\_\_\_.

Contract Beneficiary: \_\_\_\_\_ Date: \_\_\_\_\_



I accept the request of (contract beneficiary) \_\_\_\_\_ to assist with his/her preneed arrangements.

Appointee: \_\_\_\_\_ Date: \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_

# **VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

Perimeter Center

9960 Mayland Drive, Suite 300 – Henrico, Virginia 23233-1463

E-Mail: FanBd@dhp.virginia.gov Website: www.dhp.virginia.gov Phone: 804-367-4479

## **APPENDIX I**

### **GENERAL PRICE LIST**

**Note to Establishments:** The following General Price List has been prepared as a guideline. All General Price Lists must contain at least the following content if you offer the goods and services for sale at your establishment. You may use any format arrangement you choose and may add to this information to fit your establishment's services.

This sample form has notes throughout that are for your information only and are not intended to be included on the form when you prepare the form for use at your establishment. The board has marked these notes with asterisks (\*).

**The statements in italics are required by the Federal Trade Commission and the Board.** The FTC disclosure requirements must be placed under the appropriate category as indicated on this sample form.

## APPENDIX I

Any Funeral Home

Main Street

Anytown, Virginia

Telephone Number

### GENERAL PRICE LIST

These prices are effective as of \_\_\_\_\_ (Date)

(Prices are subject to change without prior notice)

#### I. General Information:

**Required Disclosure:** *"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."*

"Certain funeral services may be provided off-premises by other funeral service providers."

**Optional Disclosure:** "This list does not include prices for certain items that you may ask us to buy for you such as cemetery or crematory services, flowers, and newspaper notices. The prices for these items will be shown on your bill or the statement describing the funeral goods and services you selected."

#### II. Professional Services of Funeral Director and Staff

A. Basic Services of Funeral Director and Staff \$ \_\_\_\_\_

*"This fee for our basic services and overhead will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains.)" OR*  
*Please note that a fee of \$ \_\_\_\_\_ for the use of our basic services and overhead is included in the price of our caskets. This same fee shall be added to the total cost of your funeral arrangements if you provide the casket."*

Our services include: (\*Note: List what charge for basic services includes)

**III. Funeral Home Facilities**

- A. Facilities and staff for visitation and viewing \$ \_\_\_\_\_  
Our charge includes:
- B. Facilities and staff for funeral ceremony \$ \_\_\_\_\_  
Our charge includes:
- C. Facilities and staff for memorial service \$ \_\_\_\_\_  
Our charge includes:
- D. Equipment and staff for graveside service \$ \_\_\_\_\_  
Our charge includes:

(\*Note: If you have additional charges such as facilities and staff for home/church viewing, of a charge for additional staff per person or through calculation of manhours, etc., add here as extra items. If you have a charge for interment, add here. Describe what charges include.)

**IV. Embalming**

*"Embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."*

- A. Normal remains. \$ \_\_\_\_\_
- B. Autopsy remains. \$ \_\_\_\_\_

(\*Note: If the cost for embalming is the same for normal and autopsied remains, only one price may be listed)

**V. Other Preparation of the Deceased**

(\*Note: List below each preparation service that you offer and the price. If you do not charge for other preparation, remove this section.)

- A. \$ \_\_\_\_\_
- B. \$ \_\_\_\_\_
- C. \$ \_\_\_\_\_

**VI. Immediate Burial (\*List price range) \$ \_\_\_\_\_**

(\*Note: A price range must be given for this service. Your prices should range from your immediate burial package with container provided by purchaser to your immediate burial package plus your highest priced casket.)

Our charges include: (\*Note: List under each category what the charge includes)

- A. Immediate burial with container provided by purchaser \$ \_\_\_\_\_
- B. Immediate burial with lowest priced alternative container \$ \_\_\_\_\_

(\*Note: If an alternative container is not offered, this line item may be omitted; if an alternative container is offered, include a brief description of the container.)

- C. Immediate burial with highest priced casket \$ \_\_\_\_\_

**VII. Direct Cremation** (\*List price range) \$ \_\_\_\_\_ to \$ \_\_\_\_\_

*"State and local laws do not require a casket for direct cremation. If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are [specify containers]."*

(\*Note: A price range must be given for a direct cremation. Your prices should range from direct cremation with a container provided by the purchaser to the price for direct cremation plus the highest priced casket acceptable for cremation. Describe the services included for each category listed below.)

- A. Direct cremation with container provided by the purchaser. \$ \_\_\_\_\_

- B. Direct cremation with (list each alternative container specified in the above disclosure) \$ \_\_\_\_\_

(\*A price and description for alternative container should be provided)

- C. Cremation with highest priced casket acceptable for cremation \$ \_\_\_\_\_

**VIII. Transfer of Remains to Funeral Establishment** \$ \_\_\_\_\_

(\*Note: This is added only when it is not included under professional services. You must explain what this charge includes if listed separately.)

**IX. Forwarding Remains to Another Funeral Establishment** \$ \_\_\_\_\_

Our charge includes:

**X. Receiving Remains from Another Funeral Establishment** \$ \_\_\_\_\_

Our charge includes:

**XI. Automotive Equipment and Services**

(\*Note: Specify a range of miles for local service. If a fee is charged beyond local miles, please specify the fee per mile. The cost of any vehicle that you must rent should be included on the itemized statement as a cash advance item.)

- A. Use of hearse \$ \_\_\_\_\_
- B. Use of limousine \$ \_\_\_\_\_
- C. Other automotive equipment and services \$ \_\_\_\_\_

(\*Note: You should provide a description and price for each automotive equipment and service listed.)

**XII. Funeral Merchandise**

- A. Caskets \$ \_\_\_\_\_ to \$ \_\_\_\_\_

*"A complete price list will be provided at the funeral home."*

- B. Outer Burial Containers \$ \_\_\_\_\_ to \$ \_\_\_\_\_

*"A complete price list will be provided at the funeral home."*

- C. Other funeral merchandise

(\*Note: List all other merchandise that you offer including acknowledgment cards, register book, memorial folders, etc. and include the price.)



Tillman Wolf, Corie &lt;corie.wolf@dhp.virginia.gov&gt;

---

## Preneed Questions

1 message

---

**Jay McIntyre** <jrmcintyre685@gmail.com>  
To: "Tillman Wolf, Corie" <corie.wolf@dhp.virginia.gov>

Mon, Mar 7, 2022 at 5:40 PM

Good Afternoon Corie,

Thanks for following up with me about this change. I know that some are uneasy with how all this is going to work, but in the end, I think it will make them put greater emphasis on their preneed and perhaps allow them to have greater long term stability with the product they sell. Here are the suggestions of how to work with these new changes:

1. A set fee to guarantee your preneed. Firms have mentioned charging a set amount as would match a fee on their GPL to guarantee the preneed cost to their consumer. Others have also mentioned guaranteeing only services, and not merchandise or cash advances. I believe the set fee is a simpler method.
2. Firms have also mentioned charging a percentage rate of the total expense. A 10% amount has been discussed to cover that guarantee, and that way the amount is dictated by the overall cost of funeral expenses, not just a flat amount. In both cases, the flat fee and the percentage, there is also a feeling that as is the case now, any excess available should be able to be retained (whether it is or isn't would be a business decision of the funeral home firm) because the funeral home is taking the financial risk associated with the preneed, not the consumer. Again, as is the case now.
3. The last option is not to guarantee any expenses, or only to guarantee for a certain period of time. That is an option some consumers may choose, taking the chance that their loved one would pass away before the costs increase. Obviously if chosen, the firm would be wise to have the consumer sign a form that indicates such a decision has been made, so that way if the expenses are in excess of the preneed proceeds, the funeral home has it in writing that the difference must be paid at the time of death.

Our biggest question on behalf of our membership is how we can establish such charges on our GPLs. It is fairly easy with a set fee to give it a name (preneed protection fee for instance) , explain what it is, and set a fee. Where the questions arise is more relevant to if a percentage of the fee is charged. I don't know if the board will allow that to be listed as just "10% of the total preneed expenses" or whatever wording may be chosen. Would the board also allow for a hybrid of the two. Meaning the description could read "\$895 or 10% of the funeral expenses" or some similar wording.

This is all very new to us. As this change occurs, I think we will all learn as we go, but I believe we as a profession need to be prepared for how we can move forward and still keep our doors open. Thanks for your response, I look forward to a further discussion regarding this matter.

Thanks  
Jay McIntyre

***Jay McIntyre, CFSP***  
***Virginia Funeral Directors Association President***  
***Shenandoah Valley Funeral Directors Association President***  
***Funeral Service Licensee***  
***Reynolds Hamrick Funeral Homes***  
***540.949.8383-Work***  
***540.421.6585-Cell***

**Agenda Item: Approval of Funeral Director Program – John Tyler Community College Associates Degree in Funeral Directing**

**Included in your agenda package are:**

- Course documents provided by Sam Rhue, Program Director, John Tyler Community College

**Board Action:**

- Motion to approve program as meeting the educational requirements established by the Board in current Emergency Regulations (18VAC65-20-231 – see below excerpt)

Current Emergency Regulations for Licensure of Funeral Directors and Embalmers:

**18VAC65-20-231. Requirements for a funeral director license by examination.**

A. To qualify for licensure as a funeral director, a person shall:

3. Have graduated from a school of mortuary science or funeral service accredited by the American Board of Funeral Service Education, Incorporated, or have completed an Associate's Degree or its equivalent, which consists of at least 60 credit hours of coursework, from a funeral directing program approved by the board;

4. Have successfully completed coursework in the area of pathology as approved by the board;



**REQUEST FOR NEW CURRICULUM (VCCS-102)**

College: John Tyler Community College College Code: JT290 FICE Code: 004004

1. Title of Curriculum: **Funeral Directing**

2. Proposed Initiation Date: Fall  Spring  Summer Year 2022  
 Proposed 1<sup>st</sup> Degree Conferral: Fall  Spring  Summer  Year 2023

3. Program Level

Transfer:  AA  AS  AA&S  AFA  
 Occupational/Technical:  AAS  AAA  Diploma  Certificate  CSC

Specialization  (Check the box to the left if this is a Specialization request)

Major:  (Check the box to the left if this is a Major request)

4. Additional funding required: No new funds required   
 New funds required: Facilities \$ \_\_\_\_\_ Equipment \$ \_\_\_\_\_  
 Operations \$ \_\_\_\_\_ Other \_\_\_\_\_

5. Faculty required: No new faculty required   
 Additional Faculty First year: \_\_\_\_\_ FT \_\_\_\_\_ Adjunct  
 Required Second Year: \_\_\_\_\_ FT \_\_\_\_\_ Adjunct

6. Costs to be funded by:  Increased enrollments in existing courses taught at the college  
 (Check all that apply) \_\_\_\_\_ Savings through program restructuring or discontinuances  
 \_\_\_\_\_ Savings through attrition from other programs  
 Enrollments in new courses  
 \_\_\_\_\_ Other \_\_\_\_\_

7. FTES Enrollment Projections: 1<sup>st</sup> year 10 2<sup>nd</sup> year 15 3<sup>rd</sup> year 20

If after 3 years the program does not sustain an enrollment of 20 FTES, the program will be analyzed to determine whether or not it should be continued.

8. Can this program and all associated degree/certificate requirements be completed as follows?  
 a) On the main campus or through a combination of courses taken on the main campus and online? Yes  No   
 b) At one of the listed off-campus sites or through a combination of courses taken at the off-campus site and online? Yes  No   
 c) Solely via distance learning? Yes  No

9. Is this program defined as a "High Risk" Instructional program; a program that has identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness? Yes  No

10. Do you recommend this program be considered for G3 funding eligibility based on alignment with the G3 targeted industry sectors? Yes  No  (Note: Question 10 does not apply to Transfer Degrees.)

11. Estimated Annual Job Openings Local 20-30 Estimate Source and Date of Data (Note: Question 11 is not required for Transfer Degrees.)  
 Virginia Healthcare Workforce Data Center 2020

12. Is the program eligible for Title IV support? Yes  No  (Note: Question 12 applies to CSC & Certificates for submission to SCHEV)

COLLEGE APPROVAL:	
VICE PRES/PROVOST (s/)	Date: <u>11/17/21</u>
COLLEGE PRESIDENT (s/)	Date: <u>11/17/21</u>
LOCAL BOARD (s/)	Date: <u>11.30.21</u>

## **Proposal for a Major in AAS: Funeral Directing**

### **Description of New Major**

The Funeral Director major will prepare students for Virginia licensure to manage a funeral establishment and direct funerals. Focused coursework in the Funeral Directors major is designed for students who intend to pursue the Funeral Director only licensure.

### **Justification of a New Major**

John Tyler (becoming Brightpoint) Community College offers an Associate of Applied Science (AAS) in Funeral Service, with full accreditation from the American Board of Funeral Service Education (ABFSE). The AAS prepares students for Virginia licensure to practice both funeral directing and embalming, a requirement in Virginia until the passage of SB 1044 during the 2020 Virginia Legislative session.

SB 1044 allows for creation of two new licenses, Funeral Director Only and Embalmer Only. In recognition that some individuals may not want to be an Embalmer, JTCC proposes to offer a funeral services program that prepares students for the Funeral Director Only licensure. The proposed major in Funeral Directing incorporates the necessary coursework critical to the practice of funeral directing and management of funeral establishments. The proposed new Funeral Director major was developed in conjunction with Tidewater Community College, whose major was approved by the VCCS for fall 2021 implementation.

### **Differences in Funeral Services and Funeral Directing Majors**

VCCS Policy allows for creation of a major when a grouping of 100 and 200-level courses define a discipline or interdisciplinary specialty, share the same CIP code, and share a common core of courses, defined as 25% of total credits required for the degree, excluding the general education core.

The proposed major varies from the current AAS degree in that it eliminates nine science-related courses. These nine courses include: Embalming I and II and associated laboratory classes, Microbiology, Survey of Chemistry, Basic Human Anatomy and Physiology, Restorative Art I and associated laboratory class. It replaces those courses with courses that are critical to the practice of funeral directing and management of funeral establishments, such as business management, public speaking, and a seminar course where students will participate in an internship. The courses chosen were selected at the recommendation of the Funeral Service Advisory Committee.

### **Summary of Differences Between the Majors**

- Removal of FNS 111, 112, 113, 114, 125, 213, 214, 290, CHM 110 and BIO 145 (22 credits)
- Replacement with PHI 220, ITE 115, CST 100, FNS 295, FNS 298, Science or Math elective

- Reduction of total credits by 4

### **Delivery Modalities**

The classes in this curriculum are taught in a variety of formats including face-to-face, hybrid, and on-line formats. Courses in this curriculum are taught on the Chester Campus

### **Equipment and Resources**

Additional adjunct faculty may be required as demand for the program increases.

**John Tyler Community College  
Minutes of Board Meeting #282  
November 4, 2021**

The John Tyler Community College Board meeting convened at 3:00 p.m. on the Midlothian Campus, on Thursday, November 4, 2021.

Members Present:

Ms. Tammie Collins, Chair  
Ms. Linda Gholston  
Mr. Aubrey Lindsey  
Dr. Deborah Marks  
Mr. Kenneth Pritchett  
Mr. Douglas Smith  
Ms. Lorie Camp Southall  
Ms. Zelda Tucker-Dugger  
Dr. Joseph Tylus  
Ms. Ann Williams  
Ms. Christine Wilson  
Dr. Lisa Winfield

Members Absent:

Mr. William Barnes  
Mr. Elliot Eliades  
Ms. Michelle Johnson

Staff Present:

Dr. Edward E. Raspiller, President  
Ms. Kara Armstrong, Assistant to the President  
Ms. Rachel Biundo, Vice President of Institutional Advancement  
Ms. Heather Busch, Creative Services Manager  
Dr. Bill Fiege, Vice President of Learning and Student Success  
Ms. Susan Grinnan, Vice President of Administration  
Mr. Chip Kramer, Director of Facilities Operation and Safety  
Ms. Dana Newcomer, Contract Training Coordinator, CCWA  
Dr. Larry Olanrewaju, Faculty Association Representative  
Dr. Keri-Beth Pettengill, Director of Institutional Effectiveness  
Ms. Natolyn Quash, Associate Vice President of Finance  
Mr. Fred Taylor, Director of Governmental and Administrative Services  
Ms. Holly Walker, Public Relations Manager

1. CALL TO ORDER – Ms. Collins

The meeting was called to order at 3:00 p.m.

2. PUBLIC COMMENT – Ms. Collins

There was no public comment.

3. ADOPTION OF THE MINUTES– Ms. Collins (Tab 1)

A motion was made by Ms. Ann Williams, seconded by Dr. Deborah Marks, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 281 DATED SEPTEMBER 9, 2021.” The motion passed unanimously.

4. ACADEMIC PROGRAMS – Dr. Fiege (Tab 2)

Dr. Fiege presented the following programs for approval:

*New -Funeral Services Director, AAS*

The college currently offers a Funeral Service Associate of Applied Science degree with full accreditation from the American Board of Funeral Service Education (ABFSE). The proposed major varies from the current AAS degree in that it eliminates seven science courses. Those courses are Embalming I and II and associated laboratory classes, Microbiology, Chemistry, Restorative Art I and II, Anatomy for Funeral Services. It replaces those with courses that are necessary for the successful practice of funeral directing and management of the funeral home facility. The additional courses include Computer Applications and Concepts, Public Speaking, Ethics, and a funeral service seminar course. There will also be a Survey of Embalming and Disposition course that is intended to provide an overview and basic understanding of the embalming process. The program and the courses selected were approved by the Funeral Service Advisory Board held in December 2020.

*Updating - CIP Code for Architectural Engineering Technology, Associate of Applied Science (AAS)*

During the past academic year, JTCC reviewed its technical programs and corresponding CIP Codes. Upon review, the college noted that the current CIP Code for Architectural Engineering Technology AAS (**04.0901 - Architectural Technology/Technician**) was not accurately aligned to the spirit, academic content and career and education pathways of the degree. JTCC proposes updating to the more appropriate and accurate CIP Code of: **15.0101: Architectural Engineering Technology/Technician**.

Updating CIP Code 04.0901 Architectural technology/Technician to CIP Code 15.0101 Architectural Engineering Technology/Technician will more accurately represent the career tracks of the program to ensure alignment with the curriculum and learning outcomes. There are no substantive changes to the curriculum. Existing students

enrolled in the Architecture Engineering Technology AAS program will not be impacted by the intended change of CIP Code. JTCC anticipates that the new CIP Code will become effective by the spring 2022 semester. Since there will not be any substantive changes to the academic program, all resources (student, physical and faculty) will be unaffected as a result of the implementation of this proposed CIP Code change.

*New - Pharmaceutical Manufacturing, CSC*

This program is geared toward students who have a high school diploma and prepares students for a career as a process technician for a biotechnology, pharmaceutical, or chemical manufacturing company. Students who complete this are eligible to take more non-credit courses and obtain the BioNetwork Capstone Certificate in Biomanufacturing at Wake Tech and several other community colleges. In summary, the proposed CSC Pharmaceutical Manufacturing will help meet the regional need for entry-level Pharmaceutical Manufacturing Technicians, a need that is expected to double over the next few years. The proposed program is initially being partially supported financially by a grant from GoVirginia, and there is a regional commitment as well as support from the College leadership for the establishment of the proposed program. Having a thriving Pharmaceutical Manufacturing cluster in Petersburg, supported by workers who get trained by the proposed program, will be transformational for the Petersburg community and its vitality. Furthermore, this sector will help address and alleviate the growing shortage of prescription medications.

*New -Web Design, Graphics Specialization, AAS*

In 2019, the Visual Arts Department went through the process of converting the Visual Arts, Graphic Design Specialization AAA to the Web Design AAS. This change was motivated by two major factors. First, Web Design is a growing industry that requires a 2-year degree and has a tremendous amount of student interest. Second, the Graphic Design industry, while rooted in the Visual Arts, was adapting, requiring individuals to have at least a minimal amount of coding and user interface experience. This program is for students who intend to pursue careers in graphic design. Program coursework allows students to learn techniques specific to computer-generated design and imagery, explore all stages of print-based publication, and learn to design and manage web-based platforms. Students are required to prepare portfolios of their work.

A motion was made by Ms. Chris Wilson, seconded by Dr. Deborah Marks, that “THE BOARD APPROVE THE FUNERAL SERVICES DIRECTOR AAS, PHARMACEUTICAL MANUFACTURING CSC, WEB DESIGN, GRAPHICS SPECIALIZATION AAS, AND UPDATE THE CIP CODE FOR ARCHITECTURAL ENGINEERING TECHNOLOGY AAS AS PRESENTED.” The motion passed unanimously.

**ASSOCIATE OF APPLIED SCIENCE – FUNERAL DIRECTOR MAJOR  
(PROPOSED)**

**PURPOSE:** The proposed Funeral Director major offers focused coursework and training for students specifically seeking a career in managing a funeral home and directing funerals. The typical course selections for completion of the major in four semesters is provided below. Major-specific distinctions from the Funeral Services AAS are summarized in the new major proposal and associated crosswalk.

**SEMESTER 1:**

<b>ENG 111 – College Composition I</b>	<b>3 Credits</b>
<b>Science or Math Elective</b>	<b>3 Credits</b>
<b>PSY 116 – Psychology of Death and Dying</b>	<b>3 Credits</b>
<b>SDV 100 – College Success Skills</b>	<b>1 Credit</b>
<b>ITE 115 – Introduction to Computer Applications and Concepts</b>	<b>3 Credits</b>
<b>SOC 200 – Principles of Sociology</b>	<b>3 Credits</b>
	<b>16 Credits</b>

**SEMESTER 2:**

<b>FNS 110 – Introduction to Funeral Services</b>	<b>2 Credits</b>
<b>BUS 100 – Introduction to Business</b>	<b>3 Credits</b>
<b>REL 230 – Religions of the World</b>	<b>3 Credits</b>
<b>ACC 211 – Principles of Accounting I</b>	<b>3 Credits</b>
<b>CST 100 – Principles of Public Speaking</b>	<b>3 Credits</b>
<b>PHI 220 – Ethics</b>	<b>3 Credits</b>
	<b>17 Credits</b>

**SEMESTER 3:**

<b>FNS 126 – Pathology for Funeral Services</b>	<b>3 Credits</b>
<b>BUS 241 – Business Law I</b>	<b>3 Credits</b>
<b>FNS 231 – Principles of Funeral Management I</b>	<b>4 Credits</b>
<b>FNS 295 – Survey of Embalming and Disposition</b>	<b>4 Credits</b>
	<b>14 Credits</b>

**SEMESTER 4:**

<b>FNS 236 – Funeral Service Law</b>	<b>3 Credits</b>
<b>FNS 232 – Principles of Funeral Management II</b>	<b>4 Credits</b>
<b>FNS 298 – Funeral Service Seminar</b>	<b>3 Credits</b>
<b>FNS 270 – Funeral Service Review</b>	<b>3 Credits</b>
	<b>13 Credits</b>
	<b>60 Total Credits</b>



Current Funeral Services AAS		Proposed Funeral Directors Major	
1 <sup>st</sup> Semester Courses (Current)	Credits	1 <sup>st</sup> Semester Courses (Proposed)	Credits
ENG 111 – College Composition I	3	ENG 111 – College Composition I	3
CHM 110 – Survey of Chemistry	3	Science or Math Elective	3
PSY 116 – Psychology of Death and Dying	3	PSY 116 – Psychology of Death and Dying	3
SDV 100 – College Success Skills	1	SDV 100 – College Success Skills	1
SOC 200 – Principles of Sociology	3	SOC 200 – Principles of Sociology	3
		ITE 115 – Introduction to Computer Applications and Concepts	3
2 <sup>nd</sup> Semester Courses (Current)	Credits	2 <sup>nd</sup> Semester Courses (Proposed)	Credits
FNS 110 – Introduction to Funeral Services	2	FNS 110 – Introduction to Funeral Services	2
BUS 100 – Introduction to Business	3	BUS 100 – Introduction to Business	3
REL 230 – Religions of the World	3	REL 230 – Religions of the World	3
ACC 211 – Principles of Accounting I	3	ACC 211 – Principles of Accounting I	3
BIO 145 – Basic Human Anatomy and Physiology	4	CST 100 – Principles of Public Speaking	3
		PHI 220 – Ethics	3
3 <sup>rd</sup> Semester Courses (Current)	Credits	3 <sup>rd</sup> Semester Courses (Proposed)	Credits
FNS 126 – Pathology for Funeral Services	3	FNS 126 – Pathology for Funeral Services	3
BUS 241 – Business Law I	3	BUS 241 – Business Law I	3
FNS 231 – Principles of Funeral Management I	4	FNS 231 – Principles of Funeral Management I	4
FNS 111 - Theory of Embalming I	3	FNS 295 – Survey of Embalming and Disposition (new)	4
FNS 113 - Theory of Embalming Laboratory: I	1		
FNS 125 - Microbiology for Funeral Service	3		
FNS 213 - Restorative Art	3		
FNS 214 - Restorative Art Technical Applications	1		
4 <sup>th</sup> Semester Courses (Current)	Credits	4 <sup>th</sup> Semester Courses (Proposed)	Credits
FNS 112 - Theory of Embalming II	3	FNS 298 – Funeral Service Seminar (new)	3



FNS 232 - Principles of Funeral Management II	4	FNS 232 – Principles of Funeral Management II	4
FNS 236 - Funeral Service Law	3	FNS 236 – Funeral Service Law	3
FNS 270 - Funeral Service Review	3	FNS 270 – Funeral Service Review	3
FNS 114 - Theory of Embalming Laboratory: II	1		
FNS 290 - Coordinated Internship	1		
	64		60

### Official Course Outline

Discipline Prefix: FNS	Course Number: 295	Course Title: Survey of Embalming and Disposition	
Credit Hours: 4	Lecture Hours: 4	Clinical Hours: 0	Lab Hours: 0
Contact Hours: 4	Studio Hours: 0		

#### Course Description

Presents an overview of the embalming process and the disposition of human remains. Aspects of protection of public health, and compliance with federal, state, and territorial laws are also discussed. Use of proper terminology, limits on preparation/restoration, personal hygiene, and ethical care of remains are also covered.

**Prerequisites:** None

**Corequisites:** None

#### General Education Core Competencies Supported by this Course

After completion of this course, students will be able to:

- Critical Thinking**  
 Critical thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will create, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.
- Professional Readiness**  
 Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

## Course Learning Outcomes

After completion of this course, students will be able to:

- Explain the concepts of sanitation, disinfection, temporary preservation, and restoration of human remains.
- Explain the implications of the types of death to embalming.
- Define and employ the necessary terminology to facilitate communication with members of allied professions and the public.
- Demonstrate adequate methods of self-protection from communicable and infectious diseases and hazardous chemicals.
- Demonstrate and explain adequate methods of personal and environmental protective measures in the art and science of embalming.
- Discuss the proper methods of disposal of blood and body fluids.
- Demonstrate and explain how the handling, treatment, and disposition of the dead human body meets the sociological, psychological, theological, physical and legal requirements of family and community.
- Explain the importance of ethical standards as it applies to preparation and disposition of dead human bodies.
- Demonstrate adequate methods of preparing deceased remains for cremation.
- Define and employ the steps in preparing a decedent for shipment via a common carrier for domestic transport and international transport.

## Topics Covered in this Course

- Overview of Embalming and Preservation of Human Remains
- Overview of Cremation Best Practices
- Requirements for Disposition
- Preparing Remains for Disposition without Embalming
- Ethical Care of Deceased Human Remains
- OSHA Safety Requirements
- Safe Handling of Human Remains and Contaminated Items
- Federal, State, and Territorial Requirement for Disposition
- Limitations on Embalming and Restorative Procedures

## Methods of Assessment Used in this Course

Direct Assessments	Indirect Assessments	Other Assessments (please describe below)
<input checked="" type="checkbox"/> Tests/Exams/Quizzes		
<input checked="" type="checkbox"/> Projects		

## Standardized Assessments Used

- Test required for certification or licensure:



### Official Course Outline

Discipline Prefix: FNS	Course Number: 298	Course Title: Funeral Service Seminar	
Credit Hours: 3	Lecture Hours: 3	Clinical Hours: 0	Lab Hours:
Contact Hours: 3	Studio Hours: 0		

#### Course Description

Prepares the student for national and state licensing examination for funeral directing. Covers all funeral service licensing examination materials, and provides test-taking techniques. This is a capstone course designed to prepare students for the Arts section of the National Board Examination (NBE) or State Board Examination in Arts of the International Conference of Funeral Service Examining Boards.

**Textbook:** The National Board Exam Study Guide, International Conference of Funeral Service Examining Boards , The National Board Exam Study Guide, 12 Edition , Virginia Beach Campus NBE Study Guide

**Prerequisites:** Instructor Permission

**Corequisites:** None

#### General Education Core Competencies Supported by this Course

After completion of this course, students will be able to:

<input checked="" type="checkbox"/> <b>Critical Thinking</b> Critical thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will create, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.
<input checked="" type="checkbox"/> <b>Written Communication</b> Written Communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.
<input checked="" type="checkbox"/> <b>Professional Readiness</b> Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

## Course Learning Outcomes

After completion of this course, students will be able to:

- Identify legal relationships, rights, duties and liabilities between the funeral director and the dead body and the consumer.
- Recognize legal issues in order to avoid liability.
- Identify the laws and regulations affecting funeral service.
- Recognize the impact of the grief process for individuals and the family unit.
- Identify best practices as it applies to disposition of remains.
- Demonstrate the concept of planning funeral rites.
- Describe the memorialization process for deceased individuals.

## Topics Covered in this Course

- Legal responsibilities in funeral service
- Disposition choices and requirements
- Compliance with Federal, State and Territorial law impacting disposition
- Psychological concerns brought about by grief
- Sociological concerns brought about by grief
- Funeral home management
- Small business management
- Funeral home merchandise

## Methods of Assessment Used in this Course

<b>Direct Assessments</b>	<b>Indirect Assessments</b>	<b>Other Assessments</b> (please describe below)
<input checked="" type="checkbox"/> Tests/Exams/Quizzes	<input checked="" type="checkbox"/> Course Exit Surveys	

## Standardized Assessments Used

<input checked="" type="checkbox"/> Test required for certification or licensure:
---