

APPROVED
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
SPECIAL INTERNSHIP SUB-COMMITTEE
MEETING MINUTES

The Virginia Board of Funeral Directors and Embalmers Committee met on Friday, February 19, 2010 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Hearing Room #4, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Billie Watson Hughes, F.S. P Chairperson
Blair Nelsen, F.S.P., Board Member

BOARD MEMBERS ABSENT:

W. D. Tharp, F.S.P., Board Member

DHP STAFF PRESENT:

Lisa R. Hahn, Executive Director
Elaine Yeatts, Senior Policy Analyst
Jeanette Meade, Licensing Administrative Assistant

GUESTS PRESENT:

David Partridge, Regulatory Support Services, Inc.

CALLED TO ORDER

Ms. Hughes called the committee meeting to order at 10:00 a.m.

REVIEWED THE CURRENT INTERNSHIP PROGRAM

The subcommittee discussed the Internship Program in regards to improving the program and addressing issues regarding granting internship extensions. The subcommittee recommended changes in the areas regarding the educational requirement and the requirement of the supervisor's responsibilities

**FUNERAL DIRECTORS AND EMBALMERS GENERAL REGULATION
AMENDMENT**

Ms. Hughes requested that Regulation §18VAC65-20-240 be amended to reflect the correct name of the examination vendor "The International Conference of Funeral Service Examining Boards". Ms. Yeatts agreed to make the regulatory change.

SUGGESTIONS DISCUSSED:

Education

- Require the intern to be enrolled in mortuary college/school at least part-time (a minimum of six (6) credit hours per semester) before the beginning of their second or third year of their internship with the expectation of finishing by the 48 month timeframe of the internship. This would require a regulatory change.

Draft Guidance Document for Internship Extensions

The subcommittee recommends that a draft guidance document be developed to address internship extensions:

- The intern must submit a letter addressing the impediments that are interfering with the completion of the internship.
- The intern shall submit a copy of their college transcripts to demonstrate what they have completed toward the mortuary educational requirement.
- The intern should provide a specific timeframe for the extension request providing adequate time to complete requirements for this internship program
- The Board will grant no more than 2 extensions to an intern.

Draft Supervisor and Intern Verification Form

- Develop a form that will be included with the intern application packet. This document will require the supervisor to initial all intern and supervisory responsibilities and must be submitted as part of the application package.

Establish Supervisor Certification Training Course

- Develop a supervisor training course in collaboration with the mortuary colleges/schools
- Virginia mortuary schools have offered to provide this training for free
- Supervisor could receive continuing education credit for taking the course
- The Funeral Profession should benefit from having trained supervisors.

Next Steps

The Internship Subcommittee plans to meet with the mortuary schools to discuss the development of a supervisor's training program as well as address the educational component of the internship and the possibility of requiring enrollment in the program at the second or third year of the internship.

The Internship Subcommittee will draft regulatory amendments and Code revisions to 54.1-2817 related to the Internship Program.

ADJOURNMENT

With no further business, the meeting was adjourned at 11:45 a.m.

Billie Watson Hughes, F.S.P., Chair

Lisa R. Hahn, Executive Director

Date

Date