

UNAPPROVED

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

MINUTES OF EXAMINATION COMMITTEE

Tuesday, December 13, 2005
Professions
6603 West Broad Street, 6th Floor
Richmond, Virginia 23230-1712
Conference Room #1

Department of Health

CALLED TO ORDER

Ms. Billie Watson-Hughes, Chair, called the quarterly meeting of the Examination Committee to order at 9:07 a.m., on Tuesday, December 13, 2005 in Conference Room #1, at 6603 West Broad Street, 5th Floor, Richmond, Virginia.

PRESIDING

Billie Watson-Hughes

MEMBERS PRESENT

Willard D. Tharp

MEMBERS ABSENT

None

STAFF PRESENT

Elizabeth Young, Executive Director
Donna Shropshire, Agency Contracts and Records Manager
Annie B. Artis, Operations Manager

GUESTS

Claus H. Lang, V.P., Marketing, Professional Credential Services (PCS)
Linda Kellner, Director of Test Development, P.C.S.
Allan Hicks, Operations Supervisor, P.C.S.

QUORUM

With two members of the Committee present, a quorum was established.

PUBLIC COMMENT

There was no public comment.

ORDERING OF THE AGENDA

The agenda was accepted as written.

INTRODUCTIONS

The Board members and staff introduced themselves to the Professional Credential Services, Inc. staff. Mr. Lang, Ms. Kellner and Mr. Hicks from the Professional Credential Services, Inc., introduced themselves to the board members and staff.

Closed Meeting

On a properly seconded motion by Ms. Watson-Hughes the Board voted 2-0 in favor of the motion to enter into a closed meeting pursuant to §2.2-3711(A)(11) to deliberate to discuss the logistics of the jurisprudence examination at 9:21 a.m.

Reconvene

On a properly seconded motion by Watson-Hughes, the Board voted 2-0 in favor of the motion, that only public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the closed meeting and only public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

The Board reconvened in open session pursuant to §2.2-3712(D) at 11:11 a.m.

December 13, 2005

RECOMMENDATIONS TO THE BOARD

The Examination Committee made the following recommendations to be submitted to the full Board on January 17, 2006:

- Changing the number of examination questions from 75 to 50
- Having an open window to test for a week per month
- Certify applicants for a 6 month period
- Certification of applicants at least 30 days prior to examination date
- Create a Candidate Information Bulletin (C.I.B.) in lieu of a study guide at no additional charge
- Paper and pencil examination to be given in Richmond, Virginia for the months of January and February at a cost of \$90.00 to be proctored and scored by Professional Credential Services, Inc. (PCS)

MEETING DATES

The next Examination Committee meeting was scheduled for January 18, 2006 at 9:00 a.m. The Legislative/Regulatory Committee scheduled in January was cancelled.

ADJOURNMENT

With no further business, the meeting was adjourned at 11:17 a.m.

Billie Watson-Hughes, Chair

Elizabeth Young, Executive Director

Date

Date