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**Call to Order – R. Thomas Slusser, Jr., FSL, Board President**

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

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**Approval of Minutes (p. 4-51)**

- Board Meeting – April 6, 2021
- Formal Administrative Hearing – April 6, 2021
- Public Hearing – June 9, 2021
- For informational purposes – Informal Conferences June 22, 2021

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**Ordering of Agenda**

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**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.*

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**Agency Report**

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**Presentation (p. 53-80)**

- 2021 Workforce Report – Funeral Service Provider – **Yetty Shobo, Ph.D., Healthcare Workforce Data Center**

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**Staff Reports**

- Executive Director’s Report – **Corie E. Tillman Wolf, Executive Director** (p. 82-114)
- Discipline Report – **Kelley Palmatier, Deputy Executive Director**
- Licensing Report – **Sarah Georgen, Licensing and Operations Manager**

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**Board Counsel Report – Erin Barrett, Assistant Attorney General**

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**Committee and Board Member Reports**

- Report from the Board of Health Professions – **Louis R. Jones, FSL** (p. 116-120)
  - Report from the International Conference – **Blair Nelsen, FSL**
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## Legislative and Regulatory Report – Elaine Yeatts, Senior Policy Analyst

- Report on Status of Regulatory Actions (p. 122)
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## Board Discussion and Actions – Corie Tillman Wolf

- Consideration and Adoption of Revisions to Guidance Document 65-10, By-Laws of the Board (p. 124-129)
  - Approval of Memorandum of Understanding with Cemetery Board, Department of Professional and Occupational Regulation (p. 130-131)
    - Repeal of Guidance Document 65-9 (Memorandum of Understanding Between the Cemetery Board of the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions, dated April 2, 1999)
  - Board Approval of Funeral Director Education Program (p. 136-138)
  - Discussion - Alkaline Hydrolysis
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## Board Member Recognition

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**Next Meeting** – October 12, 2021

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## Meeting Adjournment

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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

April 6, 2021

The Virginia Board of Funeral Directors and Embalmers convened virtually via WebEx for a full board meeting on Tuesday, April 6, 2021, with staff coordination on-site at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

R. Thomas Slusser, Jr., FSL, President (On-site)  
Kenneth Scott Hickey, M.D., Citizen Member, Vice-President (Virtual)  
Muhammad Hanif, Citizen Member (Virtual)  
Louis R. Jones, FSL (Virtual)  
Mia F. Mimms, FSL, JD (Virtual)  
Blair H. Nelsen, FSL (Virtual)  
Joseph Frank Walton, FSL (Virtual)  
Joseph Michael Williams, FSL (Virtual)

**BOARD MEMBERS ABSENT:**

Jason Graves, FSL, Secretary-Treasurer (Virtual)

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

Barbara Allison-Bryan, M.D., Deputy Director, DHP (Virtual)  
Erin Barrett, Assistant Attorney General, Board Counsel (Virtual)  
David E. Brown, D.C., Director, DHP (Virtual)  
Sarah Georgen, Licensing and Operations Manager (Virtual)  
Kelley Palmatier, Deputy Executive Director (Virtual)  
Corie Tillman Wolf, Executive Director (On-Site)  
Heather Wright, Program Manager (Virtual)  
Elaine Yeatts, Sr. Policy Analyst (Virtual)

**OTHER GUESTS PRESENT (VIRTUAL)**

Henry Fisher, Video Conferencing Specialist, DHP  
Paul Harris, Regulatory Support Services, Inc.  
Bo Keeney, Association of Independent Funeral Homes of Virginia  
Karen Owens, Virginia Department of Health, Office of Emergency Medical Services  
Dianne Rencsok, Funeral Consumers Alliance of the Virginia Blue Ridge  
Samuel Rhue, Sr., FSL, John Tyler Community College  
Barry Robinson, Virginia Mortician's Association  
Lauren Thomas, The International Conference of Funeral Service Examining Boards  
Ben Traynham  
Unknown Caller (757-4\*\*-\*\*93)  
Unknown Caller (804-9\*\*-\*\*51)

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

## **CALL TO ORDER**

Mr. Slusser called the meeting to order at 9:30 a.m.

Due to the COVID-19 declared state of emergency and consistent with Amendment 28 to HB29 (Budget Bill for 2018-2020) and the applicable provisions of the Freedom of Information Act including Virginia Code § 2.2-3708.2, and with Executive Order 51 (2020) as issued and amended by the Governor due to the current state of emergency declared in the Commonwealth, the Board convened a virtual meeting to consider such regulatory and business matters as presented on the agenda and as necessary for the board to discharge its lawful purposes, duties, and responsibilities.

Mr. Slusser provided the Board members, staff, and the public with contact information should the electronic meeting be interrupted.

Mr. Slusser provided reminders to the Board and public regarding WebEx functions. Mr. Slusser completed a roll call of the Board members and staff.

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

Mr. Slusser read the mission of the Board, which is also the mission of the Department of Health Professions.

## **APPROVAL OF MINTUES**

Mr. Slusser opened the floor to any edits or corrections regarding the draft minutes for meetings held on January 19, 2021, including a Board meeting and formal hearing. Hearing none, the minutes were approved as presented.

## **ORDERING OF THE AGENDA**

Upon a **MOTION** by Dr. Hickey, properly seconded by Ms. Mimms, the Board voted to accept the agenda as written. The motion carried (8-0).

## **PUBLIC COMMENT**

Ms. Tillman Wolf read the written public comment from Barry Robinson, Virginia Morticians Association that was received and distributed to the Board members. (Attachment A)

## **AGENCY REPORT**

Dr. Brown discussed the creation of a Diversity, Equality, and Inclusion (DEI) Council at DHP. He stated that DHP has expanded outreach efforts for positions of leadership within the agency and has continued in-

house sessions for additional training. He also stated that DHP will continue to work with national associations regarding diversity opportunities.

Dr. Brown provided an update on state-level activities related to adult and medical use of marijuana. He stated that the General Assembly Legislative Session was finished and that the Governor introduced a bill to legalize marijuana in Virginia. Dr. Brown provided an update on the Board of Pharmacy program related to THC oils and the flower of the marijuana plant. He stated that the regulation of marijuana would likely be through a different state agency in Virginia.

Dr. Allison-Bryan discussed COVID-19 vaccines. She reported that they will become available to all adults on April 18, 2021 through Phase Two. She reported on Virginia's efforts to vaccinate adults and provided an update on the Virginia Department of Health statistics.

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

## **PRESENTATIONS**

### ***Public Safety Exposure to Decedent Blood (HB 661, 2020) – Karen Owens, Emergency Operations Division Director, Virginia Department of Health, Office of Emergency Medical Services***

Ms. Owens provided a brief presentation on the process to enact the provisions of HB 661 (2020) related to collecting post-mortem blood samples where members of public safety employees may have been exposed to decedent blood.

Ms. Tillman Wolf stated that the Board will assist with getting this information distributed to licensees, along with any updates that may be provided. The Board members did not have any questions.

## **STAFF REPORTS**

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

#### ***COVID Data***

Ms. Tillman Wolf provided an overview of the COVID Data statistics as of January 15, 2021 as compared to April 2, 2021, as provided by the Virginia Department of Health (VDH).

#### ***COVID Response***

Ms. Tillman Wolf provided information on the status of the Mass Fatality Taskforce, convened by the Office of the Chief Medical Examiner (OCME), as well as the FEMA Funeral Assistance Program effective March 19, 2021. FEMA is making funds available to be used to reimburse families for funeral expenses for individuals who died of confirmed or suspected COVID beginning January 20, 2020. FEMA is beginning the application process effective April 12, 2021.

Ms. Tillman Wolf reported on Board operations. She reported on the continued virtual meetings and hearings, as needed. She reported that staff continues to telework and that the DHP building remains

generally closed to the public. She reported that disciplinary and licensing functions have continued successfully, as well as facility inspections, including some virtual inspections.

*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.

She reported that the applications, internship forms, and frequently asked questions were available on the Board's website.

Ms. Tillman Wolf reported that the Board has received five (5) Funeral Director applications, with one (1) license issued. She reminded the Board that these applications are reviewed on a case-by-case basis to ensure satisfaction of the Board's requirements for the licenses.

Ms. Tillman Wolf stated the Laws, Rules, and Regulations (LRR) exam has been updated.

Ms. Tillman Wolf reported that the Board has received a number of questions related to these licenses. She provided a brief overview of the common questions, which include acceptance of previous internship hours, obtaining a combined license in the future if a single license is obtained now, satisfaction of educational requirements by completion of coursework versus a Board-approved funeral directing program, and confusion regarding the required examinations.

Mr. Nelsen stated that the International Conference of Funeral Service Examining Boards (International Conference) has identified the issues surrounding exam confusion as well and will be working towards a possible solution.

*Board Updates*

Ms. Tillman Wolf provided updates regarding the recently regulatory changes to Chapters 20 and 30 as part of the periodic review process that became effective March 3, 2021. She also discussed the recent Guidance Document updates effective March 18, 2021.

Ms. Tillman Wolf reported on the license renewal cycle that ended on March 31, 2021. She reminded the meeting participants that a "last license" was issued in 2021 for most license types. She also reminded participants that the posting requirements of a license did not change.

Ms. Tillman Wolf reported on the recent email notifications sent by the Board. She also reported on recent trainings and presentations to associations regarding Laws and Regulations and Preneed Regulations.

Ms. Tillman Wolf thanked Senior Investigators Wendy Ashworth and Leith Ellis for their participation in the recent training regarding inspections.

*LRR Exam Scores – CY 2020*

Ms. Tillman Wolf reported on the Laws, Rules, and Regulations examination scores for calendar year 2020. She reported 62 exam attempts with a pass rate of 92% and a fail rate of 8%.

*Updates – International Conference*

Ms. Tillman Wolf reported that the International Conference held a virtual annual meeting on February 24-25, 2021. Five staff members and three Board members were able to attend all or part of the virtual meeting.

Ms. Tillman Wolf reported on common issues noted by other boards including the COVID response, unlicensed practice, and an increase in surface transport and removal applications.

Ms. Tillman Wolf congratulated Blair Nelsen, FSL for his election as President of the International Conference Board of Directors. She further reported that Mia Mimms, JD, FSL served as Virginia’s Delegate at the meeting.

*Expenditure and Revenue Summary as of February 28, 2021*

Ms. Tillman Wolf presented the Expenditure and Revenue Summary as of February 28, 2021.

Cash Balance as of June 30, 2020	\$757,223
YTD FY21 Revenue	\$261,445
<u>Less FY21 Direct &amp; In-Direct Expenditures</u>	<u>\$426,245</u>
<b>Cash Balance as of February 28, 2021</b>	<b>\$592,423</b>

*2021 Board Meeting Dates*

Ms. Tillman Wolf announced the remaining upcoming 2021 Board meeting dates.

- July 13, 2021
- October 12, 2021

*Reminders*

Ms. Tillman Wolf provided reminders to the Board in regards to questions or communications to Board Members. She thanked the Board for their patience with virtual meetings and scheduling meeting requests.

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

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

As of April 2, 2021, Ms. Palmatier reported the following disciplinary statistics:

- 43 Patient Care Cases
  - 4 at Informal
  - 15 at Enforcement
  - 18 at Probable Cause



- 6 at APD
- 12 Non Patient Care Cases
  - 1 at Informal
  - 1 at Formal
  - 2 at Enforcement
  - 6 at Probable Cause
  - 2 at APD
- 16 at Compliance

Ms. Palmatier stated that the Clearance Rate was 75% (Goal is 100%) – 8 cases received, 6 cases closed. Ms. Palmatier stated that the caseload over 250 days was 33% (Goal under 20%) with 13 cases pending over 250 days. Ms. Palmatier stated that the cases closed within 415 days is 3% with 1 case pending over 415 days. Ms. Palmatier stated that the Time to Disposition cases closed within 250 days was 83% with 5 cases closed. She reported cases closed within 415 days is 83% with 5 cases closed.

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

- Q1 2019 – 26/13
- Q2 2019 – 23/6
- Q3 2019 – 18/25
- Q4 2019 – 10/16
- Q1 2020 – 20/20
- Q2 2020 – 35/21
- Q3 2020 – 17/30
- Q4 2020 – 16/13
- Q1 2021 – 15/18
- Q2 2021 – 12/12

Percentage of all cases closed in 365 days

	Q1-20	Q2-20	Q3-20	Q4-20	Q1-21	Q2-21
FDE	80.5%	90.3%	68.1%	88.9%	75.8%	87%
Agency	80.6%	72.9%	74.3%	75.8%	70.1%	64%

Ms. Palmatier requested that the Board members contact her with any suggestions regarding additional statistics that they would like to have reported. 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:

*Renewal Statistics – All Licenses*

License	Renewal Percentage as of April 6, 2021
Funeral Service Licensees	88.60%
Funeral Director	85.29%

Embalmer Only	66.67%
Funeral Service Interns	77.90%
Establishments	92.14%
Branch Establishments	84.88%
Crematories	88.98%
Courtesy Card Holders	79.46%
Surface Transport & Removal Svc.	73.58%

*Licensure Statistics – All Licenses*

License	April 5, 2021	January 14, 2021	Difference (+/-)
Funeral Service Licensees	1,490	1,547	-57
Funeral Director	30	33	-3
Embalmer Only	2	2	0
Supervisors	529	609	-80
Funeral Service Interns	187	228	-41
Funeral Directing Interns	1	0	1
Establishments	398	419	-21
Branch Establishments	81	85	-4
Crematories	115	118	-3
CE Providers	9	9	0
Courtesy Card Holders	98	112	-14
Surface Transport & Removal Svc.	45	56	-11
<b>Total (*not incl. supervisors)</b>	<b>2,456</b>	<b>2,609</b>	<b>-153</b>

*Customer Satisfaction*

Ms. Georgen reported on the customer satisfaction statistics to include:

- Q1 20 – N/A
- Q2 20 – 85.7%
- Q3 20 – N/A
- Q4 20 – 83.3%
- Q1 21 – 100%
- Q2 21 – N/A

With no questions, Ms. Georgen concluded her report.

### **BOARD COUNSEL REPORT – Erin Barrett, Assistant Attorney General**

Upon a **MOTION** by Dr. Hickey, properly seconded by Mr. Walton, the Board convened in a closed meeting pursuant to Virginia Code Section §2.2-3711(A)(7) for consultation with legal counsel pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Additionally, he moved that Ms. Tillman Wolf, Ms. Palmatier, Ms. Georgen, Ms. Wright, Dr. Brown, Dr. Allison-Bryan, and Ms. Barrett attend the closed meeting because their presence in the closed meeting was deemed necessary and would air the Board in its consideration of this matter. The motion carried (8-0).

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Board re-convened in open session. The certification vote was unanimous (8-0).

### **BREAK**

The Board took a break at 10:39 a.m. and returned at 10:50 a.m.

### **COMMITTEE AND BOARD MEMBER REPORTS**

#### ***Report from the Board of Health Professions – Louis R. Jones, FSL***

Mr. Slusser noted that the Board of Health Professions Full Board Meeting minutes were sent to Board members prior to the meeting. Mr. Jones reported on the Board of Health Professions' recent election of officers.

With no questions, Mr. Jones concluded his report.

#### ***International Conference Report – Blair Nelsen, FSL, Mia Mimms, FSL, Muhammad Hanif***

Mr. Nelsen stated that the annual meeting was held February 24-25, 2021 with record attendance from 41 states and provinces. He stated that there was discussion of current issues, updates on funeral service legislation and legal issues facing various boards, and discussion on how boards are handling disciplinary processes in a virtual environment.

Mr. Nelsen provided updates on the item writing process for examinations, discussed the possibility of a national database administered by the Conference to report sanctions on licensees, and the possibility of allowing State Boards to provide approval for someone to take the national exam if all requirements had been met.

Mr. Nelsen announced election results through the Conference.

Ms. Mimms stated that the Conference had updated the Model Practice Act, which was available on their website.

Mr. Hanif stated that he was unable to attend the meeting due to technical difficulties.

With no questions, Mr. Nelsen, Ms. Mimms, and Mr. Hanif concluded their reports.

## LEGISLATION AND REGULATORY ACTIONS

### *Legislation/Regulatory Updates*

Ms. Yeatts provided an update on the regulatory actions in process.

She reported that periodic review updates to the Regulations of the Virginia Board of Funeral Directors and Embalmers (Chapter 20) and the Regulations for Preneed Funeral Planning (Chapter 30) became effective on March 3, 2021.

She reported that the proposed Regulations for the Funeral Service Internship Program (Chapter 40) remain at the Governor's office for approval.

Ms. Yeatts reviewed the legislation report from the 2021 General Assembly. Ms. Yeatts reviewed two bills that were related to the Board including HB 2005: *Disposition of the remains of a decedent; persons to make arrangements for funeral* which failed to report out of the General Laws and Technology Committee; and HB 2116: *Funeral service licensees, etc.; priority for personal protective equipment and immunization, etc.* which was passed by the Senate and House.

With no questions, Ms. Yeatts concluded her report.

## BOARD DISCUSSIONS AND ACTIONS

### *Adoption of Proposed Regulations Governing the Practice of Funeral Services to Replace Emergency Regulations for Licensure of Funeral Directors and Embalmers (18 VAC 65-20-10 et seq., 18 VAC 65-30-10 et seq., and 18 VAC 65-40-10 et seq.)*

Ms. Yeatts provided an overview of the Proposed Regulations Governing the Practice of Funeral Services to Replace Emergency Regulations for Licensure of Funeral Directors and Embalmers (18 VAC 65-20-10 et seq., 18 VAC 65-30-10 et seq., and 18 VAC 65-40-10 et seq.). She reviewed the suggested changes to the regulations, including amendments to the existing Emergency Regulations.

Upon a **MOTION** by Mr. Walton, properly seconded by Mr. Nelsen, the Board voted to adopt the Proposed Regulations to replace the Emergency Regulations for Licensure of Funeral Directors and Embalmers (18 VAC 65-20-10 et seq., 18 VAC 65-30-10 et seq., and 18 VAC 65-40-10 et seq.) as presented and amended. The motion carried (8-0). (Attachment B)

***Adoption of Revisions to Inspection Forms for Funeral Establishments and Crematories to Conform to Recent Regulatory Changes; Incorporation of Internships – Guidance Documents 76-21.3.1 and 76-21.3.2***

Ms. Tillman Wolf provided a review of proposed amendments to the inspection forms for funeral establishments and crematories to conform to recent regulatory changes.

Upon a **MOTION** by Mr. Nelsen, properly seconded by Mr. Walton, the Board voted to adopt the revisions to the inspection forms for funeral establishments and crematories to conform to recent regulatory changes numbered as Guidance Documents 76-21.3.1 and 76-21.3.2 as presented and amended. The motion carried (8-0).

***Consideration of Additional Guidance – Documentation of Express Permission for Embalming, 18VAC65-20-510; Test Cremations, 18VAC65-20-435***

Ms. Tillman Wolf provided information pertaining to the consideration of additional guidance regarding the documentation of express permission for embalming (18 VAC 65-20-510) and test cremations (18 VAC 65-20-435). The Board did not make a motion to adopt additional guidance at this time.

**NEXT MEETING**

The next meeting date is July 13, 2021.

**CONTINUING EDUCATION CREDIT**

Mr. Slusser provided the steps necessary to be awarded continuing education for the attendance at the meeting pursuant to 18 VAC 65-20-151. He announced that continuing education would be awarded to those that provided their first name, last name, license number, and the meeting code by email to [fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov) by April 13, 2021.

**ADJOURNMENT**

With all business concluded, the meeting adjourned at 11:52 a.m.

An audio recording of this meeting can be accessed at:  
[https://www.dhp.virginia.gov/funeral/fun\\_calendar.htm](https://www.dhp.virginia.gov/funeral/fun_calendar.htm)

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R. Thomas Slusser, FSL, Board President

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Corie Tillman Wolf, J.D., Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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## Fwd: Public Comments for April 6, 2021 Quarterly Board Meeting

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----- Forwarded message -----

From: <m\*\*\*\*\*@aol.com>

Date: Mon, Apr 5, 2021 at 10:48 AM

Subject: Public Comments for April 6, 2021 Quarterly Board Meeting

To: [corie.wolf@dhp.virginia.gov](mailto:corie.wolf@dhp.virginia.gov) <[corie.wolf@dhp.virginia.gov](mailto:corie.wolf@dhp.virginia.gov)>

Greetings Board Staff and Members

On behalf of President Chavela' D. Painter, and the entire membership of the Virginia Morticians' Association, Inc. we would like to thank Ms. Corie Tillman Wolf, Mr. Blair Nelson, Ms. Wendy Ashworthy and Mr. Lee Ellis for providing continuing education to our association recently.

Also, we wish to thank Ms. Wright and the entire the support staff for their quick and professional support over this past year.

Barry D. Robinson  
Legislative Chairman VMA

**Project 6539 - Proposed**

**Board Of Funeral Directors And Embalmers**

**Licenses for funeral directors and embalmers**

**18VAC65-20-130. Renewal of license; registration.**

A. A person, establishment, crematory, courtesy card holder or surface transportation and removal service that desires to renew its license or registration for the next year shall, not later than the expiration date as provided in 18VAC65-20-120, submit the renewal form and applicable fee.

1. In order to renew an active funeral service, funeral director, or embalmer license, a licensee shall be required to comply with continuing competency requirements set forth in 18VAC65-20-151.

2. The board shall not renew a license for any licensee who fails to attest to compliance with continuing competency requirements on the renewal form.

B. A person who or entity that desires to renew an expired license for up to one year following expiration shall comply with requirements of subsection A of this section and also submit the applicable fee for late renewal.

C. A person who or entity ~~which~~ that fails to renew a license, registration, or courtesy card by the expiration dates prescribed in 18VAC65-20-120 shall be deemed to have an invalid license, registration, or courtesy card and continued practice may subject the licensee to disciplinary action by the board.

**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, funeral director ~~and~~ or 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.

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

A. A funeral service licensee, funeral director, or 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 of \$115, be issued an inactive license. The fee for late renewal up to one year following expiration of an inactive license shall be \$40.

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, funeral director, or 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 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 embalming internship 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 which 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 which 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. 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.

"Capper," "steerer," or "shill" means a person who serves to entice another to purchase a product or to direct the course of action and choice of the buyer in a preneed funeral contract sale.

"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, ~~but are not limited to,~~ 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, 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 funeral director. Funeral ~~service~~ interns shall not engage in preneed planning or sales.

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

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 the prices of goods and services are guaranteed, 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.)

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	\$ _____
<b>SUBTOTAL COSTS OF (GUARANTEED) SUPPLIES PURCHASED:</b>	<b>\$ _____</b>
<b>XII. PACKAGE PRICES</b>	
(NOTE: List all package prices by name.)	
<b>SUBTOTAL COSTS OF (GUARANTEED) SUPPLIES PURCHASED:</b>	<b>\$ _____</b>
Nonguaranteed Goods and Services Purchased	
The actual prices of goods and services below are NOT GUARANTEED. These items may include, but not be limited to, 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:	
<b>SUBTOTAL ESTIMATED COSTS OF NONGUARANTEED ITEMS:</b>	<b>\$ _____</b>
<b>GRAND TOTAL FOR PRENEED ARRANGEMENTS</b>	
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>	<b>\$ _____</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) _____.	
II. GENERAL INFORMATION	
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 License Number:	

Method of Funding

A. Insurance

B. Trust

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:

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

A. Buyer:

B. Insurance Company:

C. Insurance Agent:

Employed by: (Insurance Company)

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

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

Employed by Funeral Home (If Applicable):

D. The life insurance or annuity contract provides 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 1-800-533-1560

FAX: (804) 527-4413

### 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.

#### 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 which 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 which 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.

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 \_\_\_\_\_, 19\_\_\_\_

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

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

**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, funeral directing, or 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, funeral directing, or 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, funeral director, or 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, funeral directing intern, or 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 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, funeral directing, or 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.

Unapproved

**VIRGINIA BOARD OF FUNERAL DIRECTORS & EMBALMERS  
FORMAL ADMINISTRATIVE HEARING - VIRTUAL  
MINUTES**

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**April 6, 2021**

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

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**CALL TO ORDER:** The formal hearing of the Board was called to order at 1:00 p.m.

**MEMBERS PRESENT:** R. Thomas Slusser, Jr. FSL, President (In-Person)  
Kenneth "Scott" Hickey, M.D., Vice-President (Virtual)  
Mia Mimms, FSL Member (Virtual)  
Joseph Frank Walton, FSL Member (Virtual)  
Muhammad Hanif, Citizen Member (Virtual)

**BOARD COUNSEL:** Erin L. Barrett, Assistant Attorney General (Virtual)

**DHP STAFF PRESENT:** Corie Tillman Wolf, Executive Director (In-Person)  
Sarah Georgen, Licensing and Operations Manager (Virtual)

**COURT REPORTER:** Able Forces Court Reporters (Virtual)

**PARTIES ON BEHALF OF COMMONWEALTH:** Emily Tatum, Adjudication Specialist (Virtual)

**COMMONWEALTH'S WITNESS:** Katie Land, Senior Investigator, DHP (Virtual)

**OTHERS PRESENT:** Kelley Palmatier (Virtual)  
Henry Fisher (Virtual)  
Angela Pearson (In-person)

**MATTER:** Pleshette Cook  
Funeral Service Intern Applicant  
Case No.: 207025

**ESTABLISHMENT OF A QUORUM:**

With seven (5) members present, a quorum was established.

**DISCUSSION:**

Pleshette Cook appeared before the Board virtually in accordance with a Notice of Formal Hearing dated March 2, 2021.

The Board received evidence and sworn testimony on behalf of the Commonwealth and Ms. Cook regarding the allegations in the Notice.

**CLOSED SESSION:**

Upon a motion by Dr. Scott Hickey, and duly seconded by Frank Walton, the Board 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 Pleshette Cook. Additionally, he moved that Ms. Barrett, Ms. Tillman Wolf, and Ms. Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.

**RECONVENE:**

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, upon motion by Dr. Scott Hickey, the Board reconvened in open session and announced its decision.

**DECISION:**

Upon a motion by Frank Walton and duly seconded by Mia Mimms, the Board moved to deny the Funeral Service Intern Application for Pleshette Cook. The motion carried.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Board adjourned at 1:58 p.m.

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R. Thomas Slusser, Jr, FSL, Chair

---

Corie Tillman Wolf, JD, Executive Director

---

Date

---

Date

An audio recording of this meeting can be accessed at:

[https://www.dhp.virginia.gov/funeral/fun\\_calendar.htm](https://www.dhp.virginia.gov/funeral/fun_calendar.htm)

**June 9, 2021**

The Virginia Board of Funeral Directors and Embalmers convened virtually via WebEx for a public hearing on Wednesday, June 9, 2021.

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

Sarah Georgen, Licensing and Operations Manager  
Corie Tillman Wolf, Executive Director

**OTHER GUESTS PRESENT**

None

**CALL TO ORDER**

Ms. Tillman Wolf called the public hearing to order at 9:00 a.m.

Due to the COVID-19 declared state of emergency and consistent with Item 4-0.01 of HB1800 (Budget Bill for 2020-2022) and the applicable provisions of the Freedom of Information Act including Virginia Code § 2.2-3708.2 and with Executive Order 51 (2020), the Board convened a virtual meeting to consider such regulatory and business matters as was presented on the agenda necessary for the Board to discharge its lawful purposes, duties, and responsibilities.

Ms. Tillman Wolf read the mission of the Board, which is also the mission of the Department of Health Professions.

**CALL FOR PUBLIC COMMENT**

Ms. Tillman Wolf called for comment on the proposed regulatory action regarding the Funeral Service Intern Program (18 VAC 65-40-10 et seq.).

**PUBLIC COMMENT**

The Board did not receive any written public comment or request to provide verbal public comment.

Ms. Tillman Wolf reminded everyone that a public comment period will remain open until July 9, 2021.

**ADJOURNMENT**

With all business concluded, the public hearing adjourned at 9:06 a.m.

---

Corie E. Tillman Wolf, J.D., Executive Director

---

Date

Unapproved

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

---

June 22, 2021

**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 9:32 a.m.

**MEMBERS PRESENT:**

Louis Jones, FSL, Chair (Virtual)  
Blair Nelsen, FSL (Virtual)

**DHP STAFF PRESENT:**

Kelley Palmatier, Deputy Director (Virtual)  
Angela Pearson, Senior Discipline Manager (In-Person)  
Claire Foley, Administrative Proceedings Division (Virtual)

**MATTER:**

**Christina Ann Heustis, Funeral Service Intern  
Extension Applicant  
Case Number: 211189**

**DISCUSSION:**

Ms. Heustis appeared virtually before the Committee in accordance with the Board's Amended Notice of Informal Conference dated June 4, 2021.

The Committee fully discussed the allegations as referenced in the June 4, 2021, Amended Notice of Informal Conference with Ms. Heustis.

**CLOSED SESSION:**

Upon a motion by Blair Nelsen and duly seconded by Louis Jones, 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 Christina Ann Heustis, Funeral Service Intern Extension Applicant. Additionally, he moved that Ms. Palmatier 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 Blair Nelsen and duly seconded by Louis Jones, the Committee voted to deny the Internship Extension Request. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 10:06 a.m.

\_\_\_\_\_  
Louis Jones, FSL Chair

\_\_\_\_\_  
Corie Tillman Wolf, JD, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

.....  
An audio recording of this meeting can be accessed at:

<https://www.dhp.virginia.gov/funeral/>

Unapproved

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

---

June 22, 2021

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 10:35 a.m.

**MEMBERS PRESENT:**

Louis Jones, FSL, Chair (Virtual)  
Blair Nelsen, FSL (Virtual)

**DHP STAFF PRESENT:**

Kelley Palmatier, Deputy Director (Virtual)  
Angela Pearson, Senior Discipline Manager (In-Person)  
Claire Foley, Administrative Proceedings Division (Virtual)

**MATTER:**

**Jeffrey Allen Williams, FSL**  
**License No.: 0502-900125**  
**Case Numbers: 201234, 201894 & 205057**

**DISCUSSION:**

Jeffrey Allen Williams did not appear before the Committee in accordance with the Board's Amended Notice of Informal Conference dated June 4, 2021 and he was not represented by counsel.

The Committee Chair concluded that adequate notice was provided to Jeffrey Allen Williams, FSL and the informal conference proceeded in his absence.

The Committee fully discussed the allegations as referenced in the June 4, 2021, Amended Notice of Informal Conference.

**CLOSED SESSION:**

Upon a motion by Blair Nelsen and duly seconded by Louis Jones, 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 Jeffrey Allen Williams, FSL



Additionally, he moved that Ms. Palmatier 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 Blair Nelsen and duly seconded by Louis Jones, the Committee voted to refer this matter to a Formal Administrative Hearing. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 10:49 a.m.

\_\_\_\_\_  
Louis Jones, FSL Chair

\_\_\_\_\_  
Corie Tillman Wolf, JD, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

.....  
An audio recording of this meeting can be accessed at:

<https://www.dhp.virginia.gov/funeral/>

Unapproved

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

---

June 22, 2021

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 1:16 p.m.

**MEMBERS PRESENT:**

Louis Jones, FSL, Chair (Virtual)  
Muhammad Hanif, Citizen Member (Virtual)

**DHP STAFF PRESENT:**

Kelley Palmatier, Deputy Director (Virtual)  
Angela Pearson, Senior Discipline Manager (In-Person)  
Claire Foley, Administrative Proceedings Division (Virtual)

**OTHERS PRESENT:**

Marcella Luna, DHP Investigator Supervisor, (Virtual)

**MATTER:**

**Christopher Cornelius Carter, Sr.,  
Funeral Director Applicant  
Case Number: 211690**

**DISCUSSION:**

Mr. Carter was represented by counsel, Verbena M. Askew, Esquire and both appeared virtually before the Committee in accordance with the Board's Notice of Informal Conference dated June 4, 2021.

The Committee fully discussed the allegations as referenced in the June 4, 2021, Notice of Informal Conference.

**CLOSED SESSION:**

Upon a motion by Muhammad Hanif and duly seconded by Louis Jones, 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 Christopher Cornelius Carter, Sr., Funeral Director

Applicant. Additionally, he moved that Ms. Palmatier 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 Muhammad Hanif and duly seconded by Louis Jones, the Committee voted to deny the Funeral Director Application. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 2:09 p.m.

\_\_\_\_\_  
Louis Jones, FSL Chair

\_\_\_\_\_  
Corie Tillman Wolf, JD, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

.....  
An audio recording of this meeting can be accessed at:

<https://www.dhp.virginia.gov/funeral/>

# Presentation

**DRAFT**

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# *Virginia's Funeral Service Provider Workforce: 2021*

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Healthcare Workforce Data Center

April 2021

Virginia Department of Health Professions  
Healthcare Workforce Data Center  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233  
804-597-4213, 804-527-4466 (fax)  
E-mail: [HWDC@dhp.virginia.gov](mailto:HWDC@dhp.virginia.gov)

Follow us on Tumblr: [www.vahwdc.tumblr.com](http://www.vahwdc.tumblr.com)

Get a copy of this report from:

<https://www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/ProfessionReports/>

*More than 1,200 Funeral Service Providers voluntarily participated in this survey. Without their efforts, the work of the center would not be possible. The Department of Health Professions, the Healthcare Workforce Data Center, and the Board of Funeral Directors and Embalmers express our sincerest appreciation for their ongoing cooperation.*

***Thank You!***

***Virginia Department of Health Professions***

**David E. Brown, DC**  
*Director*

**Barbara Allison-Bryan, MD**  
*Chief Deputy Director*

*Healthcare Workforce Data Center Staff:*

Elizabeth Carter, PhD  
*Director*

Yetty Shobo, PhD  
*Deputy Director*

Laura Jackson, MSHSA  
*Operations Manager*

Rajana Siva, MBA  
*Data Analyst*

Christopher Coyle  
*Research Assistant*

# Virginia Board of Funeral Directors and Embalmers

## ***President***

R. Thomas Slusser, Jr., FSL  
*Clifton Forge*

## ***Vice-President***

Kenneth Scott Hickey, MD  
*Maidens*

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*Richmond*

Blair Nelsen, FSL  
*Richmond*

Joseph Frank Walton, FSL  
*Virginia Beach*

Joseph Michael Williams, FSL  
*Mechanicsville*

## ***Executive Director***

Corie E. Tillman Wolf, JD

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## The Funeral Service Provider Workforce At a Glance:

### The Workforce

Licensees:	1,580
Virginia's Workforce:	1,292
FTEs:	1,215

### Background

Rural Childhood:	52%
HS Diploma in VA:	72%
Prof. Degree in VA:	50%

### Current Employment

Employed in Prof.:	88%
Hold 1 Full-Time Job:	72%
Satisfied?:	96%

### Survey Response Rate

All Licensees:	79%
Renewing Practitioners:	84%

### Education

Associate:	77%
Baccalaureate:	16%

### Job Turnover

Switched Jobs:	2%
Employed Over 2 Yrs.:	77%

### Demographics

Female:	33%
Diversity Index:	40%
Median Age:	54

### Finances

Median Income: \$60k-\$70k	
Retirement Benefits:	41%
Under 40 w/ Ed. Debt:	46%

### Time Allocation

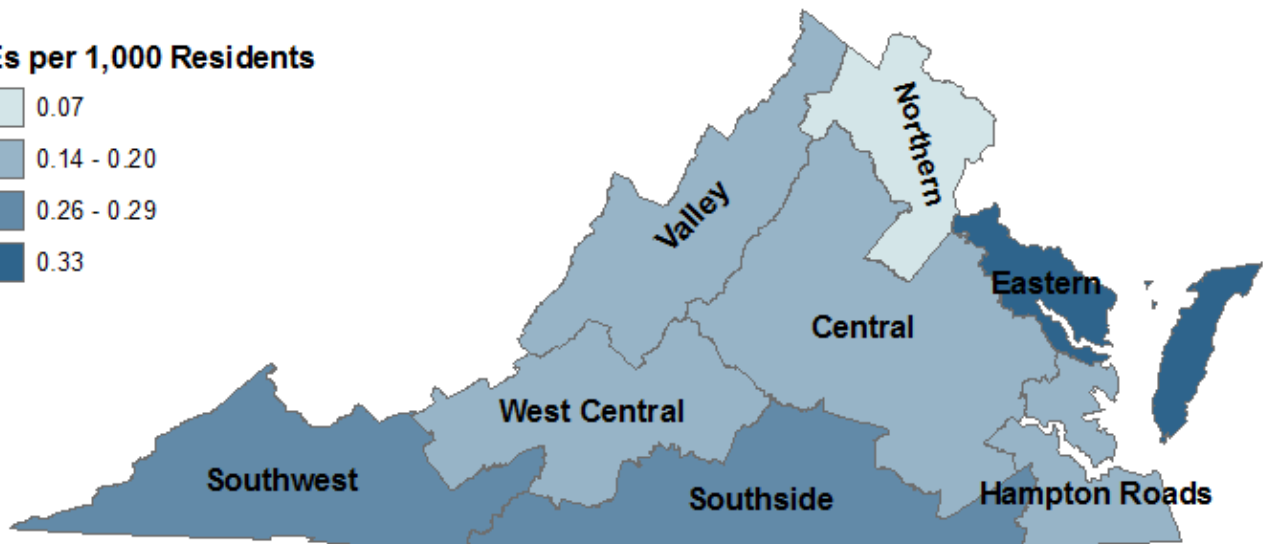
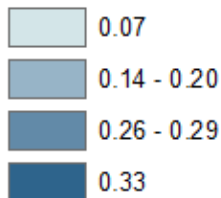
Client Care:	30%-39%
Administration:	30%-39%
Client Care Role:	27%

Source: Va. Healthcare Workforce Data Center

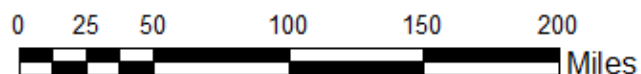
## Full-Time Equivalency Units Provided by Funeral Service Providers per 1,000 Residents by Virginia Performs Region

Source: Va Healthcare Work force Data Center

### FTEs per 1,000 Residents



Annual Estimates of the Resident Population: July 1, 2019  
Source: U.S. Census Bureau, Population Division



This report contains the results of the 2021 Funeral Service Provider (FSP) Workforce Survey. More than 1,200 FSPs voluntarily participated in this survey. The Virginia Department of Health Professions' Healthcare Workforce Data Center (HWDC) administers the survey during the license renewal process, which takes place every March for FSPs. These survey respondents represent 79% of the 1,580 FSPs who are licensed in the state and 84% of renewing practitioners.

The HWDC estimates that 1,292 FSPs participated in Virginia's workforce during the survey period, which is defined as those FSPs who worked at least a portion of the year in the state or who live in the state and intend to return to work as a FSP at some point in the future. Over the past year, Virginia's FSP workforce provided 1,215 "full-time equivalency units," which the HWDC defines simply as working 2,000 hours per year.

One-third of all FSPs are female, including 54% of those FSPs who are under the age of 40. In a random encounter between two FSPs, there is a 40% chance that they would be of different races or ethnicities, a measure known as the diversity index. For FSPs who are under the age of 40, this diversity index increases to 42%. Both of these values are below the comparable diversity index of 57% for Virginia's population as a whole. More than half of all FSPs grew up in a rural area, and 36% of this group of professionals currently work in non-metro areas of Virginia. In total, 22% of all FSPs currently work in non-metro areas of the state.

Nearly 90% of all FSPs are currently employed in the profession, 72% hold one full-time job, and 53% work between 40 and 49 hours per week. Nearly all FSPs work in the private sector, including 94% who work in the for-profit sector. More than half of all FSPs are employed at a funeral-only establishment, while another 35% of FSPs work at a funeral establishment that also provides crematory services. The median annual income for Virginia's FSP workforce is between \$60,000 and \$70,000. In addition, 71% of FSPs receive at least one employer-sponsored benefit, including 55% who have access to health insurance. Overall, 96% of all FSPs are satisfied with their current employment situation, including 82% who indicated that they are "very satisfied."

## Summary of Trends

---

In this section, all statistics for the current year are compared to the 2017 FSP workforce. The number of licensed FSPs in Virginia has increased by 1% (1,580 vs. 1,557). In addition, the size of the FSP workforce has increased by 4% (1,292 vs. 1,239), although the number of FTEs provided by this workforce has decreased by 4% (1,215 vs. 1,263). Virginia's renewing FSPs are considerably more likely to respond to this survey (84% vs. 53%).

Virginia's FSPs are relatively more likely to be female (33% vs. 26%). In addition, more than half of all FSPs who are under the age of 40 are now female (54% vs. 46%). However, the diversity index of the FSP workforce has fallen slightly (40% vs. 41%). On the other hand, the comparable diversity index among FSPs who are under the age of 40 has increased (42% vs. 39%). FSPs are relatively less likely to have grown up in a rural area (52% vs. 56%), and this group of professionals is also less likely to work in non-metro areas of Virginia (36% vs. 38%). In total, the percentage of all FSPs who work in non-metro areas of the state has declined (22% vs. 25%).

FSPs are more likely to be currently employed in the profession (88% vs. 87%) and work between 40 and 49 hours per week (53% vs. 50%). On the other hand, the percentage of FSPs who hold one full-time job has fallen (72% vs. 76%). Unlike many other professions, the coronavirus pandemic has not had a significant impact on employment instability among Virginia's FSPs. In fact, there has been no change in either the one-year rate of involuntary unemployment (1%) or the one-year rate of underemployment (1%).

The median annual income of Virginia's FSPs has increased (\$60k-\$70k vs. \$50k-\$60k), and these professionals are relatively more likely to receive this income in the form of an hourly wage (27% vs. 22%) instead of a salary (59% vs. 64%). FSPs who are under the age of 40 are more likely to carry education debt (46% vs. 41%), but the median debt burden among those with education debt has declined (\$10k-\$20k vs. \$20k-\$30k). FSPs are more likely to indicate that they are "very satisfied" with their current work situation (82% vs. 79%).

**A Closer Look:**

Licensees		
License Status	#	%
Renewing Practitioners	1,443	91%
New Licensees	63	4%
Non-Renewals	74	5%
<b>All Licensees</b>	<b>1,580</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

*HWDC surveys tend to achieve very high response rates. More than 80% of all renewing FSPs submitted a survey. These represent 79% of all FSPs who held a license at some point in the past year.*

**Definitions**

- 1. The Survey Period:** The survey was conducted in March 2021.
- 2. Target Population:** All FSPs who held a Virginia license at some point between April 2020 and March 2021.
- 3. Survey Population:** The survey was available to those who renewed their licenses online. It was not available to those who did not renew, including some FSPs newly licensed in the past year.

Response Rates			
Statistic	Non Respondents	Respondents	Response Rate
<b>By Age</b>			
Under 35	51	114	69%
35 to 39	34	107	76%
40 to 44	24	105	81%
45 to 49	25	144	85%
50 to 54	34	159	82%
55 to 59	35	158	82%
60 to 64	33	139	81%
65 and Over	100	318	76%
<b>Total</b>	<b>336</b>	<b>1,244</b>	<b>79%</b>
<b>New Licenses</b>			
Issued in Past Year	43	20	32%
<b>Metro Status</b>			
Non-Metro	69	255	79%
Metro	216	767	78%
Not in Virginia	51	222	81%

Source: Va. Healthcare Workforce Data Center

Response Rates	
Completed Surveys	<b>1,244</b>
Response Rate, All Licensees	<b>79%</b>
Response Rate, Renewals	<b>84%</b>

Source: Va. Healthcare Workforce Data Center

**At a Glance:**

**Licensed FSPs**

Number: 1,580  
 New 4%  
 Not Renewed: 5%

**Response Rates**

All Licensees: 79%  
 Renewing Practitioners: 84%

Source: Va. Healthcare Workforce Data Center

## At a Glance:

### Workforce

FSP Workforce: 1,292  
 FTEs: 1,215

### Utilization Ratios

Licenses in VA Workforce: 82%  
 Licenses per FTE: 1.30  
 Workers per FTE: 1.06

Source: Va. Healthcare Workforce Data Center

## Definitions

- 1. Virginia’s Workforce:** A licensee with a primary or secondary work site in Virginia at any time in the past year or who indicated intent to return to Virginia’s workforce at any point in the future.
- 2. Full-Time Equivalency Unit (FTE):** The HWDC uses 2,000 (40 hours for 50 weeks) as its baseline measure for FTEs.
- 3. Licenses in VA Workforce:** The proportion of licenses in Virginia’s Workforce.
- 4. Licenses per FTE:** An indication of the number of licenses needed to create 1 FTE. Higher numbers indicate lower licensee participation.
- 5. Workers per FTE:** An indication of the number of workers in Virginia’s workforce needed to create 1 FTE. Higher numbers indicate lower utilization of available workers.

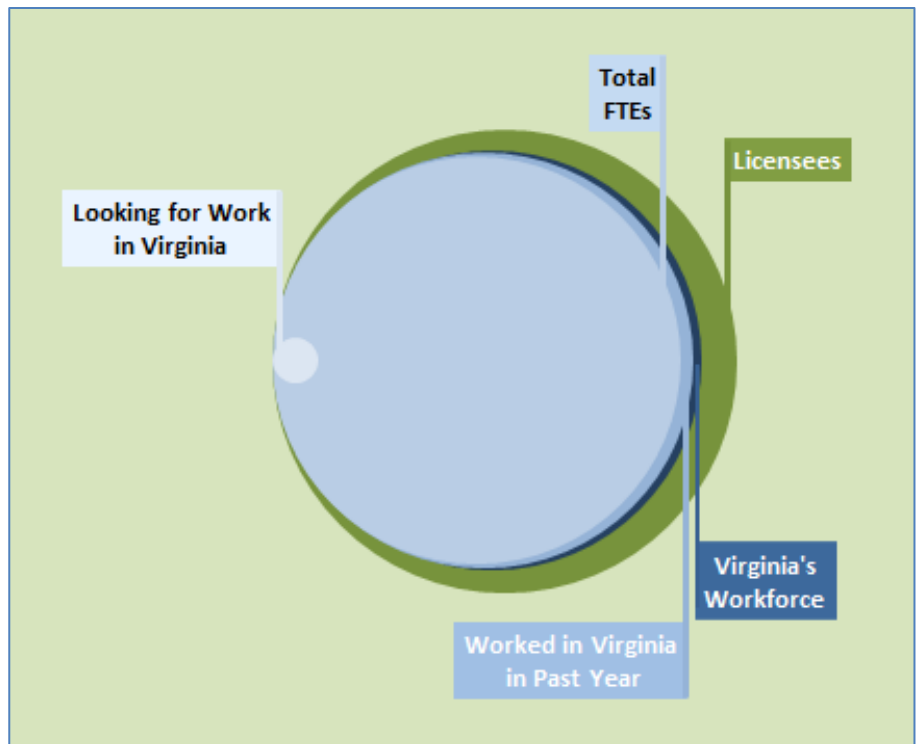
### Virginia's FSP Workforce

Status	#	%
Worked in Virginia in Past Year	1,276	99%
Looking for Work in Virginia	16	1%
Virginia's Workforce	1,292	100%
Total FTEs	1,215	
Licenses	1,580	

Source: Va. Healthcare Workforce Data Center

*Weighting is used to estimate the figures in this report. Unless otherwise noted, figures refer to the Virginia Workforce only.*

*For more information on the HWDC’s methodology, visit: <https://www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/>*



Source: Va. Healthcare Workforce Data Center

A Closer Look:

Age & Gender						
Age	Male		Female		Total	
	#	% Male	#	% Female	#	% in Age Group
Under 35	52	48%	58	52%	110	13%
35 to 39	29	44%	37	56%	65	8%
40 to 44	42	52%	38	48%	79	9%
45 to 49	56	62%	34	38%	90	11%
50 to 54	66	66%	33	34%	99	12%
55 to 59	80	77%	24	23%	105	12%
60 to 64	75	76%	24	24%	99	12%
65 and Over	172	86%	29	15%	201	24%
<b>Total</b>	<b>570</b>	<b>67%</b>	<b>277</b>	<b>33%</b>	<b>847</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

Race & Ethnicity					
Race/Ethnicity	Virginia*	Funeral Service Providers		FSPs Under 40	
	%	#	%	#	%
White	61%	630	75%	129	75%
Black	19%	177	21%	26	15%
Hispanic	10%	22	3%	12	7%
Asian	7%	3	0%	2	1%
Two or More Races	3%	10	1%	4	2%
Other	0%	1	0%	0	0%
<b>Total</b>	<b>100%</b>	<b>843</b>	<b>100%</b>	<b>173</b>	<b>100%</b>

\*Population data in this chart is from the U.S. Census, Annual Estimates of the Resident Population by Sex, Race, and Hispanic Origin for the United States, States, and Counties: July 1, 2019.

Source: Va. Healthcare Workforce Data Center

## At a Glance:

**Gender**  
 % Female: 33%  
 % Under 40 Female: 54%

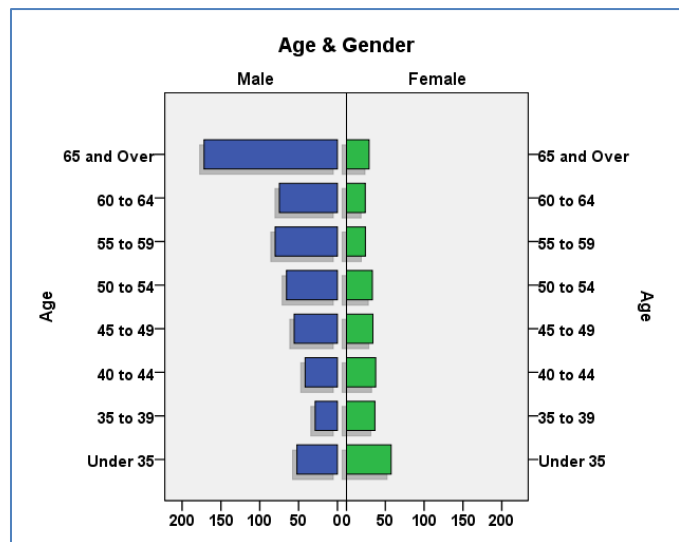
**Age**  
 Median Age: 54  
 % Under 40: 21%  
 % 55 and Over: 48%

**Diversity**  
 Diversity Index: 40%  
 Under 40 Div. Index: 42%

Source: Va. Healthcare Workforce Data Center

*In a chance encounter between two FSPs, there is a 40% chance that they would be of different races or ethnicities (a measure known as the diversity index). For Virginia's population as a whole, the comparable number is 57%.*

*More than 20% of all FSPs are under the age of 40, and 54% of these professionals are female. In addition, the diversity index among this group of FSPs is 42%.*



Source: Va. Healthcare Workforce Data Center

## At a Glance:

### Childhood

Urban Childhood: 14%  
 Rural Childhood: 52%

### Virginia Background

HS in Virginia: 72%  
 Prof. Edu. in VA: 50%  
 HS or Prof. Edu. in VA: 78%

### Location Choice

% Rural to Non-Metro: 36%  
 % Urban/Suburban to Non-Metro: 6%

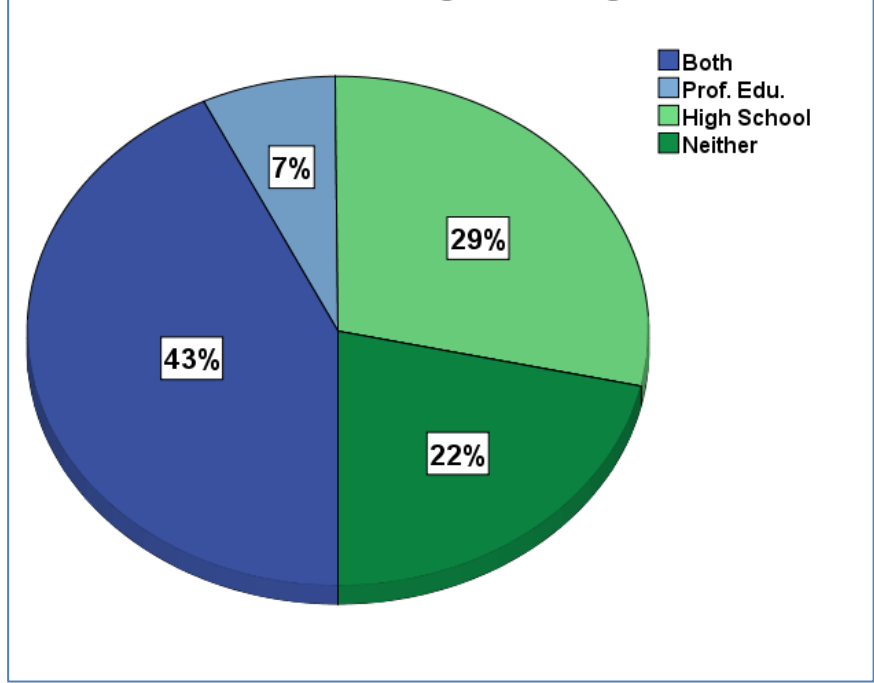
Source: Va. Healthcare Workforce Data Center

## A Closer Look:

Primary Location: USDA Rural Urban Continuum		Rural Status of Childhood Location		
Code	Description	Rural	Suburban	Urban
<b>Metro Counties</b>				
1	Metro, 1 Million+	32%	49%	19%
2	Metro, 250,000 to 1 Million	59%	30%	11%
3	Metro, 250,000 or Less	73%	18%	9%
<b>Non-Metro Counties</b>				
4	Urban, Pop. 20,000+, Metro Adjacent	74%	3%	23%
6	Urban, Pop. 2,500-19,999, Metro Adjacent	91%	8%	2%
7	Urban, Pop. 2,500-19,999, Non-Adjacent	85%	12%	3%
8	Rural, Metro Adjacent	97%	3%	0%
9	Rural, Non-Adjacent	78%	6%	17%
<b>Overall</b>		<b>52%</b>	<b>34%</b>	<b>14%</b>

Source: Va. Healthcare Workforce Data Center

## Educational Background in Virginia



Source: Va. Healthcare Workforce Data Center

*More than half of all FSPs grew up in a rural area, and 36% of these professionals currently work in non-metro areas of Virginia. In total, 22% of all FSPs currently work in non-metro areas of the state.*

## Top Ten States for Funeral Service Provider Recruitment

Rank	All Funeral Service Providers			
	High School	#	Professional School	#
1	Virginia	602	Virginia	413
2	New York	27	Georgia	108
3	Pennsylvania	27	Ohio	66
4	Maryland	22	Pennsylvania	60
5	North Carolina	21	New York	26
6	West Virginia	14	Maryland	22
7	Florida	13	Washington, D.C.	21
8	Ohio	11	Indiana	17
9	Tennessee	10	Texas	15
10	Illinois	9	Tennessee	9

Source: Va. Healthcare Workforce Data Center

*More than 70% of all FSPs received their high school degree in Virginia, and 50% also received their initial professional degree in the state.*

*Among FSPs who obtained their initial license in the past five years, 61% received their high school degree in Virginia, and 53% received their initial professional degree in the state.*

Rank	Licensed in the Past Five Years			
	High School	#	Professional School	#
1	Virginia	95	Virginia	81
2	Pennsylvania	8	Pennsylvania	19
3	Maryland	6	Texas	11
4	Texas	5	Georgia	8
5	New York	5	Washington, D.C.	8
6	North Carolina	4	Ohio	6
7	New Hampshire	3	New York	4
8	Missouri	3	Massachusetts	3
9	Georgia	3	Illinois	3
10	South Carolina	3	Florida	2

Source: Va. Healthcare Workforce Data Center

*Nearly one-fifth of Virginia's licensees were not a part of the state's FSP workforce. More than 80% of these licensees worked at some point in the past year, including 70% who currently work as a FSP.*

### At a Glance:

#### Not in VA Workforce

Total:	289
% of Licensees:	18%
Federal/Military:	4%
VA Border State/DC:	31%

Source: Va. Healthcare Workforce Data Center

A Closer Look:

Highest Professional Degree		
Degree	#	%
High School/GED	41	5%
Associate Degree	634	77%
Baccalaureate Degree	129	16%
Master's Degree	13	2%
Doctorate	5	1%
<b>Total</b>	<b>822</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

More than one-fifth of all FSPs carry education debt, including 46% of those FSPs who are under the age of 40. For those FSPs with education debt, the median debt burden is between \$10,000 and \$20,000.

At a Glance:

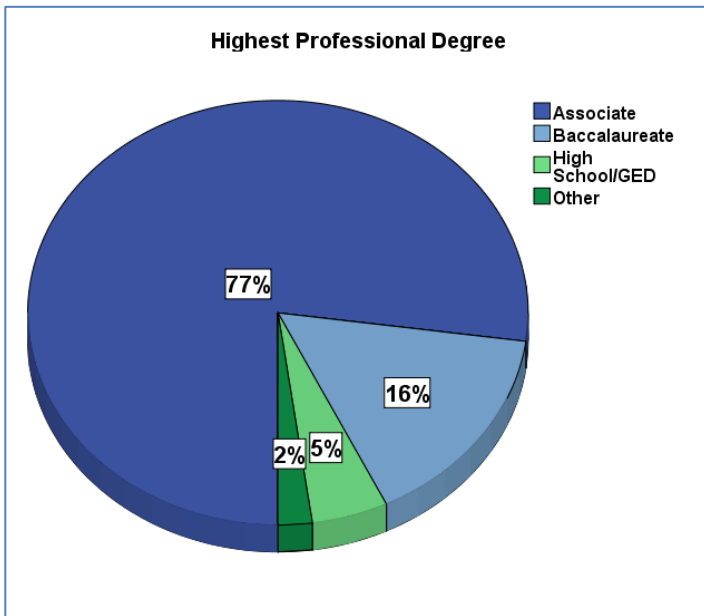
**Education**

Associate:	77%
Baccalaureate:	16%
High School/GED:	5%

**Education Debt**

Carry Debt:	22%
Under Age 40 w/ Debt:	46%
Median Debt:	\$10k-\$20k

Source: Va. Healthcare Workforce Data Center



Source: Va. Healthcare Workforce Data Center

Education Debt				
Amount Carried	All FSPs		FSPs Under 40	
	#	%	#	%
None	512	78%	73	54%
Less than \$10,000	43	7%	18	13%
\$10,000-\$19,999	32	5%	18	13%
\$20,000-\$29,999	14	2%	7	5%
\$30,000-\$39,999	17	3%	10	7%
\$40,000-\$49,999	9	1%	2	1%
\$50,000-\$59,999	6	1%	3	2%
\$60,000-\$69,999	4	1%	1	1%
\$70,000-\$79,999	2	0%	2	1%
\$80,000-\$89,999	4	1%	0	0%
\$90,000-\$99,999	4	1%	1	1%
\$100,000 or More	9	1%	0	0%
<b>Total</b>	<b>656</b>	<b>100%</b>	<b>135</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center



## At a Glance:

### Employment

Employed in Profession: 88%  
 Involuntarily Unemployed: < 1%

### Positions Held

1 Full-Time: 72%  
 2 or More Positions: 13%

### Weekly Hours:

40 to 49: 53%  
 60 or More: 13%  
 Less than 30: 10%

Source: Va. Healthcare Workforce Data Center

## A Closer Look:

Current Work Status		
Status	#	%
Employed, Capacity Unknown	3	< 1%
Employed in a FSP-Related Capacity	737	88%
Employed, NOT in a FSP-Related Capacity	66	8%
Not Working, Reason Unknown	0	0%
Involuntarily Unemployed	3	< 1%
Voluntarily Unemployed	8	1%
Retired	20	2%
<b>Total</b>	<b>836</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

*Nearly 90% of Virginia’s FSPs are currently employed in the profession, 72% hold one full-time job, and 53% work between 40 and 49 hours per week.*

Current Positions		
Positions	#	%
No Positions	31	4%
One Part-Time Position	94	12%
Two Part-Time Positions	5	1%
One Full-Time Position	584	72%
One Full-Time Position & One Part-Time Position	48	6%
Two Full-Time Positions	22	3%
More than Two Positions	29	4%
<b>Total</b>	<b>813</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

Current Weekly Hours		
Hours	#	%
0 Hours	31	4%
1 to 9 Hours	34	4%
10 to 19 Hours	17	2%
20 to 29 Hours	27	3%
30 to 39 Hours	37	5%
40 to 49 Hours	420	53%
50 to 59 Hours	123	16%
60 to 69 Hours	72	9%
70 to 79 Hours	15	2%
80 or More Hours	14	2%
<b>Total</b>	<b>790</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

A Closer Look:

Annual Income		
Income Level	#	%
Volunteer Work Only	15	3%
Less than \$30,000	68	13%
\$30,000-\$39,999	26	5%
\$40,000-\$49,999	51	10%
\$50,000-\$59,999	88	16%
\$60,000-\$69,999	77	14%
\$70,000-\$79,999	60	11%
\$80,000-\$89,999	46	9%
\$90,000-\$99,999	29	5%
\$100,000-\$109,999	25	5%
\$110,000-\$119,999	10	2%
\$120,000 or More	45	8%
<b>Total</b>	<b>539</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

## At a Glance:

**Earnings**  
Median Income: \$60k-\$70k

**Benefits**  
Health Insurance: 55%  
Retirement: 41%

**Satisfaction**  
Satisfied: 96%  
Very Satisfied: 82%

Source: Va. Healthcare Workforce Data Center

Job Satisfaction		
Level	#	%
Very Satisfied	657	82%
Somewhat Satisfied	117	15%
Somewhat Dissatisfied	18	2%
Very Dissatisfied	12	2%
<b>Total</b>	<b>805</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

The typical FSP earns between \$60,000 and \$70,000 per year. In addition, more than 70% of all FSPs receive at least one employer-sponsored benefit, including 55% who have access to health insurance.

Employer-Sponsored Benefits			
Benefit	#	%	% of Wage/Salary Employees
Paid Vacation	484	66%	71%
Health Insurance	405	55%	62%
Paid Sick Leave	403	55%	60%
Dental Insurance	308	42%	48%
Retirement	305	41%	48%
Group Life Insurance	273	37%	43%
Signing/Retention Bonus	39	5%	6%
<b>At Least One Benefit</b>	<b>520</b>	<b>71%</b>	<b>76%</b>

\*From any employer at time of survey.

Source: Va. Healthcare Workforce Data Center

**A Closer Look:**

Employment Instability in the Past Year		
In the Past Year, Did You . . . ?	#	%
<b>Work Two or More Positions at the Same Time?</b>	135	10%
<b>Experience Voluntary Unemployment?</b>	33	3%
<b>Switch Employers or Practices?</b>	26	2%
<b>Work Part-Time or Temporary Positions, but Would Have Preferred a Full-Time/Permanent Position?</b>	13	1%
<b>Experience Involuntary Unemployment?</b>	12	1%
<b>Experienced At Least One?</b>	<b>203</b>	<b>16%</b>

Source: Va. Healthcare Workforce Data Center

*Only 1% of Virginia's FSPs experienced involuntary unemployment at some point in the past year. By comparison, Virginia's average monthly unemployment rate was 6.9% during the same time period.<sup>1</sup>*

Location Tenure				
Tenure	Primary		Secondary	
	#	%	#	%
<b>Not Currently Working at This Location</b>	22	3%	30	15%
<b>Less than 6 Months</b>	28	4%	2	1%
<b>6 Months to 1 Year</b>	23	3%	18	9%
<b>1 to 2 Years</b>	108	14%	19	10%
<b>3 to 5 Years</b>	126	16%	38	19%
<b>6 to 10 Years</b>	105	13%	25	13%
<b>More than 10 Years</b>	367	47%	65	33%
<b>Subtotal</b>	<b>780</b>	<b>100%</b>	<b>197</b>	<b>100%</b>
<b>Did Not Have Location</b>	30		1,067	
<b>Item Missing</b>	482		28	
<b>Total</b>	<b>1,292</b>		<b>1,292</b>	

Source: Va. Healthcare Workforce Data Center

*Nearly 60% of FSPs are salaried employees at their primary work location, while 27% receive an hourly wage.*

**At a Glance:**

**Unemployment Experience**

Involuntarily Unemployed: 1%  
Underemployed: 1%

**Turnover & Tenure**

Switched Jobs: 2%  
New Location: 9%  
Over 2 Years: 77%  
Over 2 Yrs., 2<sup>nd</sup> Location: 65%

**Employment Type**

Salary/Commission: 59%  
Hourly Wage: 27%

Source: Va. Healthcare Workforce Data Center

*More than three-quarters of all FSPs have worked at their primary work location for more than two years.*

Employment Type		
Primary Work Site	#	%
<b>Salary/Commission</b>	321	59%
<b>Hourly Wage</b>	146	27%
<b>Business/Practice Income</b>	51	9%
<b>By Contract</b>	24	4%
<b>Unpaid</b>	4	1%
<b>Subtotal</b>	<b>544</b>	<b>100%</b>
<b>Did Not Have Location</b>	30	
<b>Item Missing</b>	718	

Source: Va. Healthcare Workforce Data Center

<sup>1</sup> As reported by the U.S. Bureau of Labor Statistics. Over the past year, the non-seasonally adjusted monthly unemployment rate fluctuated between a low of 5.1% and a high of 11.0%. At the time of publication, the unemployment rate from March 2021 was still preliminary.

## At a Glance:

### Concentration

Top Region:	20%
Top 3 Regions:	57%
Lowest Region:	4%

### Locations

2 or More (Past Year):	28%
2 or More (Now*):	22%

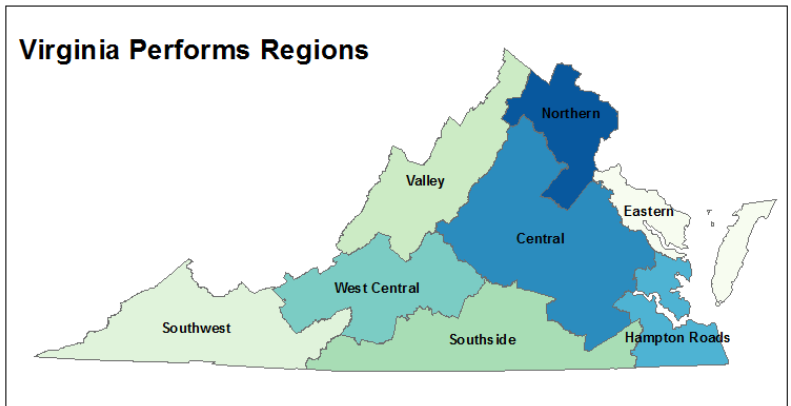
Source: Va. Healthcare Workforce Data Center

Nearly three out of every five FSPs work in Central Virginia, Hampton Roads, and Northern Virginia.

## A Closer Look:

Regional Distribution of Work Locations				
Virginia Performs Region	Primary Location		Secondary Location	
	#	%	#	%
Central	152	20%	40	19%
Hampton Roads	148	19%	41	19%
Northern	143	18%	36	17%
West Central	113	15%	27	13%
Southside	66	9%	18	8%
Southwest	60	8%	15	7%
Valley	49	6%	16	7%
Eastern	31	4%	9	4%
Virginia Border State/D.C.	7	1%	5	2%
Other U.S. State	6	1%	8	4%
Outside of the U.S.	0	0%	0	0%
<b>Total</b>	<b>775</b>	<b>100%</b>	<b>215</b>	<b>100%</b>
Item Missing	485		11	

Source: Va. Healthcare Workforce Data Center



Source: Va. Healthcare Workforce Data Center

More than one out of every five FSPs currently have multiple work locations, while 28% have had multiple work locations at some point over the past year.

Number of Work Locations				
Locations	Work Locations in Past Year		Work Locations Now*	
	#	%	#	%
0	16	2%	30	4%
1	551	70%	582	74%
2	136	17%	107	14%
3	54	7%	44	6%
4	9	1%	5	1%
5	8	1%	6	1%
6 or More	14	2%	14	2%
<b>Total</b>	<b>788</b>	<b>100%</b>	<b>788</b>	<b>100%</b>

\*At the time of survey completion, March 2021.

Source: Va. Healthcare Workforce Data Center

**A Closer Look:**

Sector	Location Sector			
	Primary Location		Secondary Location	
	#	%	#	%
<b>For-Profit</b>	665	94%	161	88%
<b>Non-Profit</b>	15	2%	10	5%
<b>State/Local Government</b>	20	3%	8	4%
<b>Veterans Administration</b>	3	0%	3	2%
<b>U.S. Military</b>	4	1%	0	0%
<b>Other Federal Government</b>	4	1%	0	0%
<b>Total</b>	<b>711</b>	<b>100%</b>	<b>182</b>	<b>100%</b>
<b>Did Not Have Location</b>	30		1,067	
<b>Item Missing</b>	552		44	

Source: Va. Healthcare Workforce Data Center

## At a Glance: (Primary Locations)

**Sector**

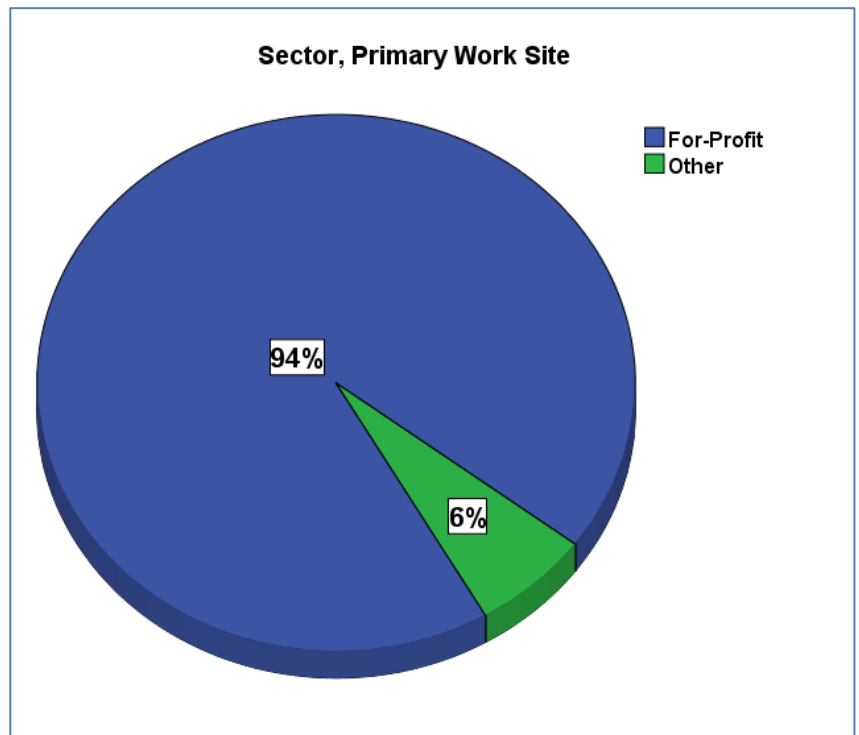
For-Profit:	94%
Federal:	2%

**Top Establishments**

Funeral-Only Establishment:	55%
Funeral Establishment w/ Crematory:	35%

Source: Va. Healthcare Workforce Data Center

Nearly all FSPs work in the private sector, including 94% who work in the for-profit sector.



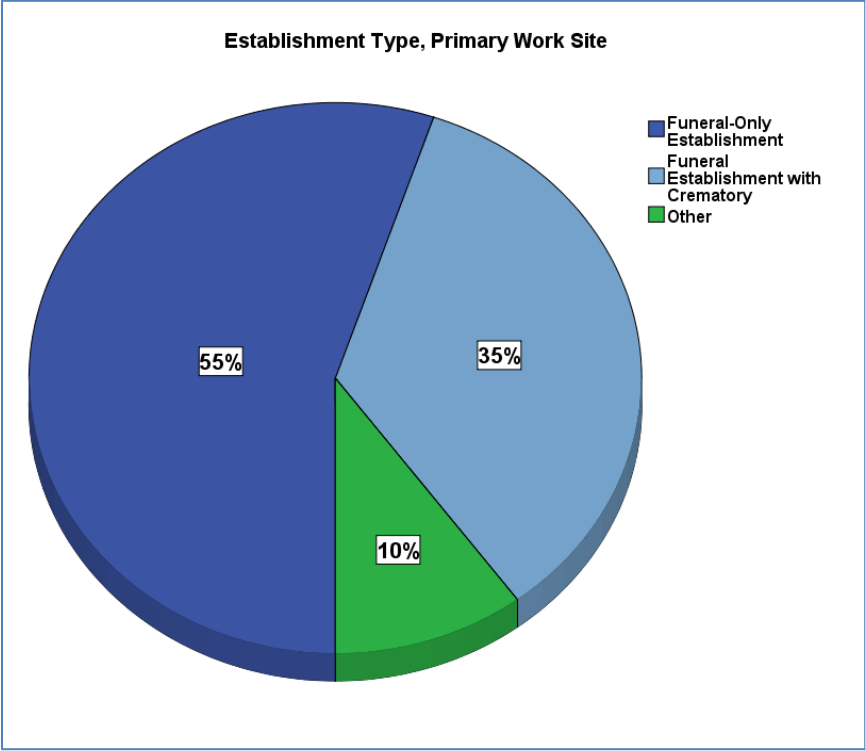
Source: Va. Healthcare Workforce Data Center

Location Type				
Establishment Type	Primary Location		Secondary Location	
	#	%	#	%
Funeral Establishment	372	55%	128	73%
Funeral Establishment Combined with Crematory	234	35%	26	15%
Funeral Establishment Combined with Surface Transport and Removal	7	1%	3	2%
Academic Institution	4	1%	4	2%
Surface Transport and Removal (Only)	4	1%	0	0%
Crematory (Only)	3	0%	0	0%
Other Practice Setting	50	7%	15	9%
<b>Total</b>	<b>674</b>	<b>100%</b>	<b>176</b>	<b>100%</b>
<b>Did Not Have a Location</b>	30		1,067	

More than half of all FSPs work at a funeral-only establishment as their primary work location. Another 35% work at an establishment that combines funeral and crematory services.

Source: Va. Healthcare Workforce Data Center

Among those FSPs who also have a secondary work location, 73% work at a funeral-only establishment, while another 15% work at an establishment that combines funeral and crematory services.



Source: Va. Healthcare Workforce Data Center

## At a Glance: (Primary Locations)

### Typical Time Allocation

Client Care: 30%-39%  
Administration: 30%-39%

### Roles

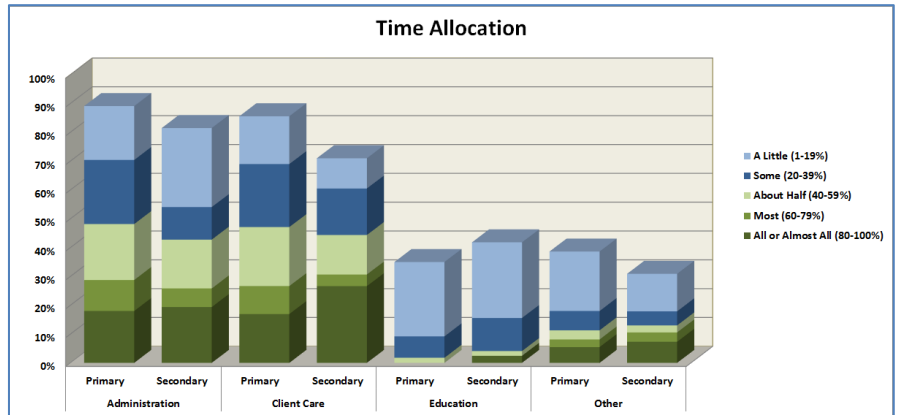
Administration: 29%  
Client Care: 27%  
Other: 8%

### Patient Care FSPs

Median Admin. Time: 10%-19%  
Avg. Admin. Time: 10%-19%

Source: Va. Healthcare Workforce Data Center

## A Closer Look:



Source: Va. Healthcare Workforce Data Center

*FSPs spend most of their time attending to clients and performing administrative tasks. In fact, 55% of FSPs fill either a client care role or an administrative role, defined as spending 60% or more of their time in one of those activities.*

Time Allocation									
Time Spent	Admin.		Client Care		Education		Other		
	Pri. Site	Sec. Site	Pri. Site	Sec. Site	Pri. Site	Sec. Site	Pri. Site	Sec. Site	
<b>All or Almost All (80-100%)</b>	18%	19%	17%	27%	0%	2%	5%	7%	
<b>Most (60-79%)</b>	11%	6%	10%	4%	0%	0%	3%	3%	
<b>About Half (40-59%)</b>	19%	17%	20%	14%	2%	2%	3%	2%	
<b>Some (20-39%)</b>	22%	11%	22%	16%	7%	11%	7%	5%	
<b>A Little (1-19%)</b>	19%	27%	17%	10%	26%	26%	21%	13%	
<b>None (0%)</b>	11%	19%	14%	29%	65%	57%	61%	69%	

Source: Va. Healthcare Workforce Data Center

**A Closer Look:**

Retirement Expectations				
Expected Retirement Age	All FSPs		FSPs 50 and Over	
	#	%	#	%
<b>Under Age 50</b>	15	2%	-	-
<b>50 to 54</b>	13	2%	4	1%
<b>55 to 59</b>	25	4%	6	2%
<b>60 to 64</b>	108	17%	43	12%
<b>65 to 69</b>	163	26%	90	24%
<b>70 to 74</b>	115	18%	91	25%
<b>75 to 79</b>	43	7%	33	9%
<b>80 or Over</b>	21	3%	18	5%
<b>I Do Not Intend to Retire</b>	123	20%	86	23%
<b>Total</b>	<b>626</b>	<b>100%</b>	<b>371</b>	<b>100%</b>

Source: Va. Healthcare Workforce Data Center

**At a Glance:**

**Retirement Expectations**

**All FSPs**

Under 65: 26%  
Under 60: 8%

**FSPs 50 and Over**

Under 65: 14%  
Under 60: 3%

**Time Until Retirement**

Within 2 Years: 8%  
Within 10 Years: 30%  
Half the Workforce: By 2046

Source: Va. Healthcare Workforce Data Center

*More than one-quarter of all FSPs expect to retire before the age of 65. Among FSPs who are age 50 and over, 14% expect to retire by age 65.*

*Within the next two years, 5% of FSPs expect to increase client care hours, and 5% also expect to pursue additional educational opportunities.*

**Future Plans**

Two-Year Plans:	#	%
<b>Decrease Participation</b>		
<b>Decrease Client Care Hours</b>	87	7%
<b>Leave Virginia</b>	25	2%
<b>Leave Profession</b>	14	1%
<b>Decrease Teaching Hours</b>	1	0%
<b>Increase Participation</b>		
<b>Increase Client Care Hours</b>	61	5%
<b>Pursue Additional Education</b>	59	5%
<b>Increase Teaching Hours</b>	29	2%
<b>Return to Virginia's Workforce</b>	1	0%

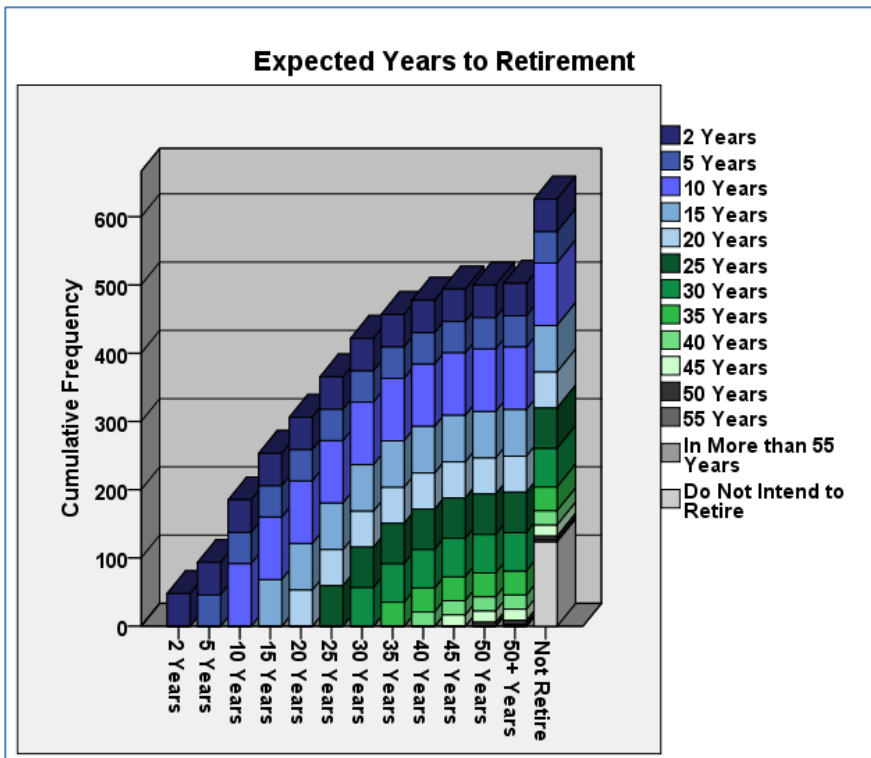
Source: Va. Healthcare Workforce Data Center



By comparing retirement expectation to age, we can estimate the maximum years to retirement for FSPs. While only 8% of FSPs expect to retire in the next two years, 30% expect to retire within the next decade. More than half of the current FSP workforce expect to retire by 2046.

Time to Retirement			
Expect to Retire Within. . .	#	%	Cumulative %
2 Years	48	8%	8%
5 Years	46	7%	15%
10 Years	92	15%	30%
15 Years	68	11%	41%
20 Years	53	8%	49%
25 Years	59	9%	58%
30 Years	56	9%	67%
35 Years	35	6%	73%
40 Years	21	3%	76%
45 Years	16	3%	79%
50 Years	6	1%	80%
55 Years	0	0%	80%
In More than 55 Years	3	0%	80%
Do Not Intend to Retire	123	20%	100%
<b>Total</b>	<b>626</b>	<b>100%</b>	

Source: Va. Healthcare Workforce Data Center



Using these estimates, retirement will begin to reach over 10% of the current workforce every five years by 2031. Retirement will peak at 15% of the current workforce around the same time before declining to under 10% again around 2041.

Source: Va. Healthcare Workforce Data Center

## At a Glance:

### FTEs

Total: 1,215  
 FTEs/1,000 Residents<sup>2</sup>: 0.142  
 Average: 0.96

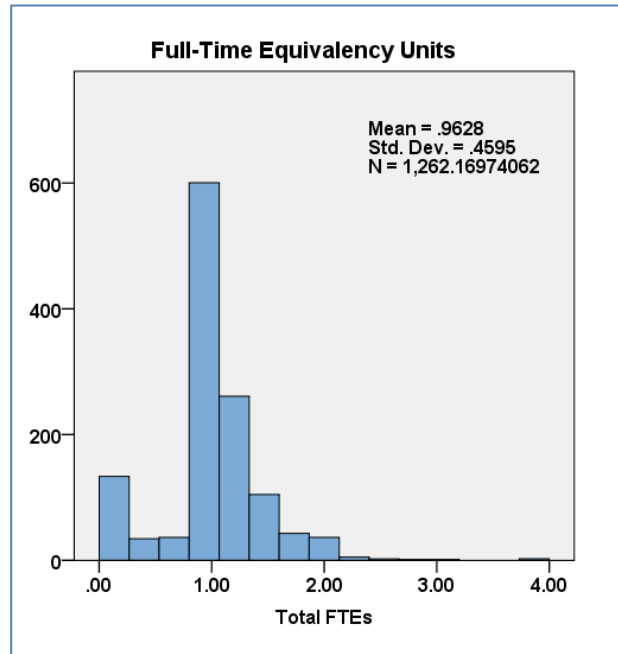
### Age & Gender Effect

Age, *Partial Eta*<sup>2</sup>: Small  
 Gender, *Partial Eta*<sup>2</sup>: Small

*Partial Eta*<sup>2</sup> Explained:  
*Partial Eta*<sup>2</sup> is a statistical  
 measure of effect size.

Source: Va. Healthcare Workforce Data Center

## A Closer Look:

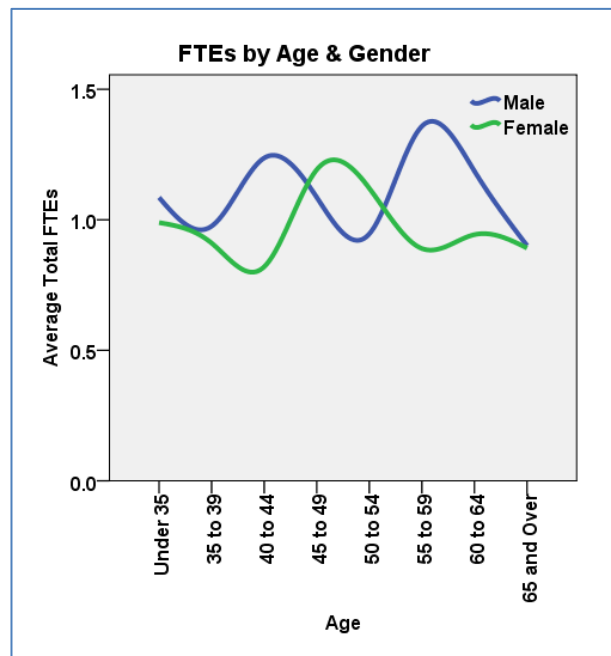


Source: Va. Healthcare Workforce Data Center

*The typical FSP provided 0.89 FTEs during the past year, or approximately 36 hours per week for 50 weeks. Although FTEs appear to vary by gender, statistical tests did not verify that a difference exists.<sup>3</sup>*

Full-Time Equivalency Units		
Age	Average	Median
<b>Age</b>		
Under 35	0.99	0.90
35 to 39	0.91	0.86
40 to 44	0.78	0.99
45 to 49	1.04	1.01
50 to 54	0.96	0.86
55 to 59	1.11	1.01
60 to 64	1.06	0.99
65 and Over	0.88	0.86
<b>Gender</b>		
Male	1.07	1.09
Female	0.97	1.05

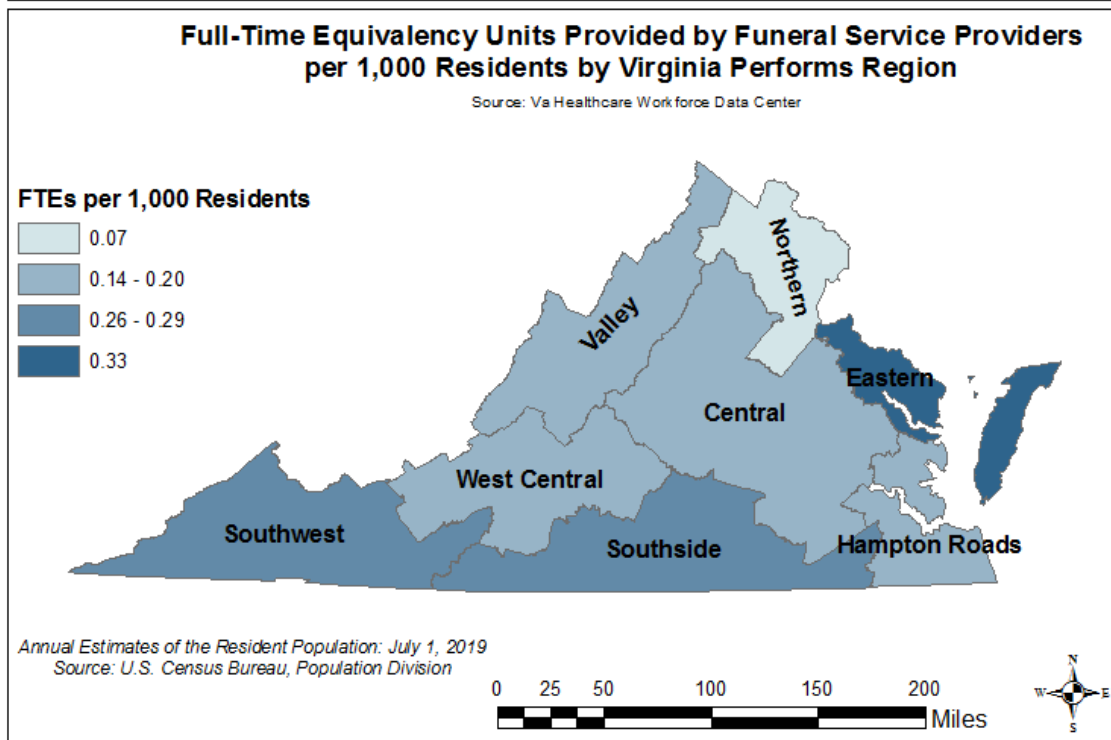
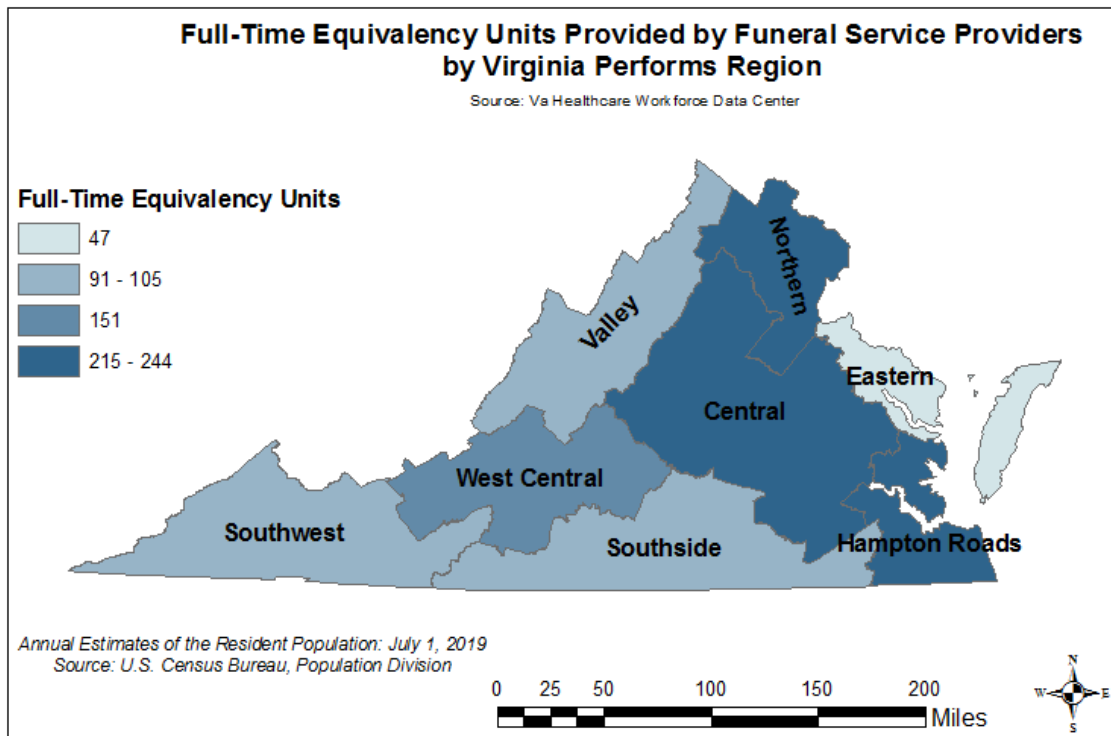
Source: Va. Healthcare Workforce Data Center

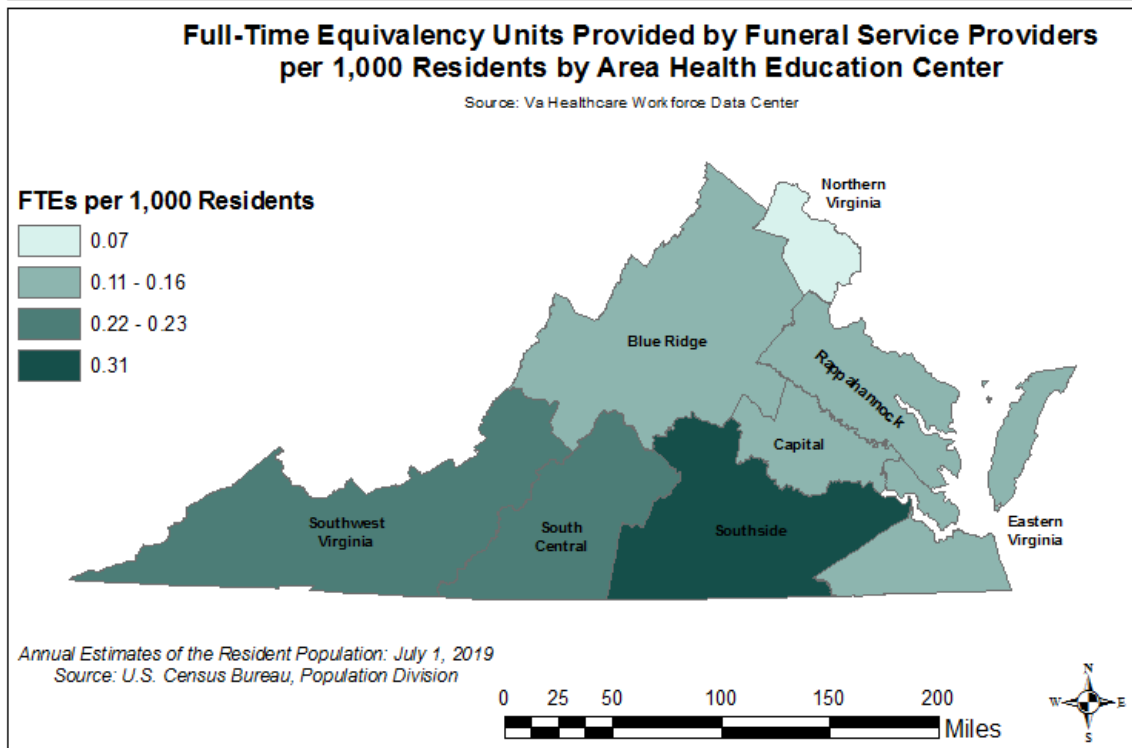
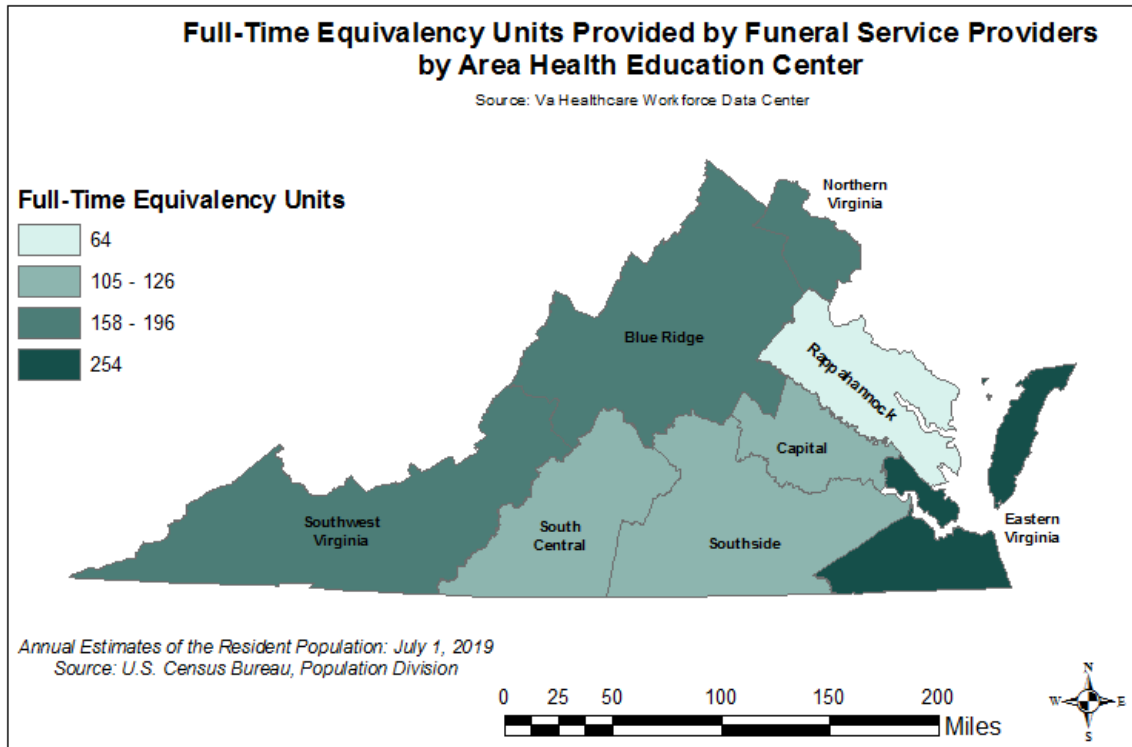


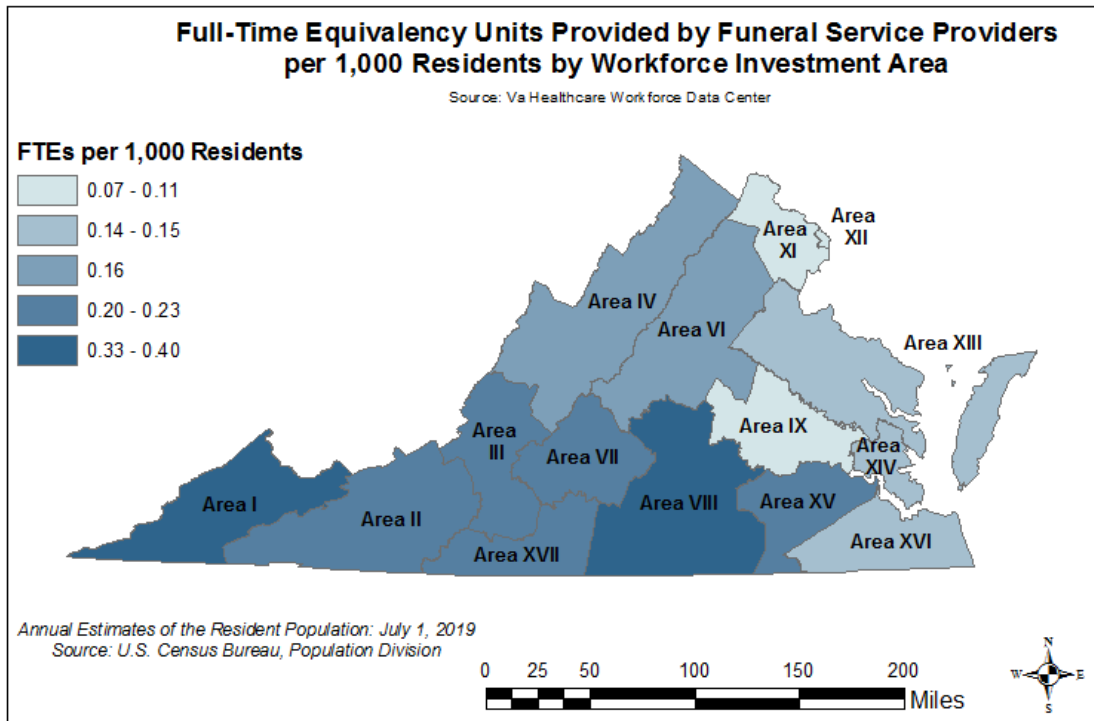
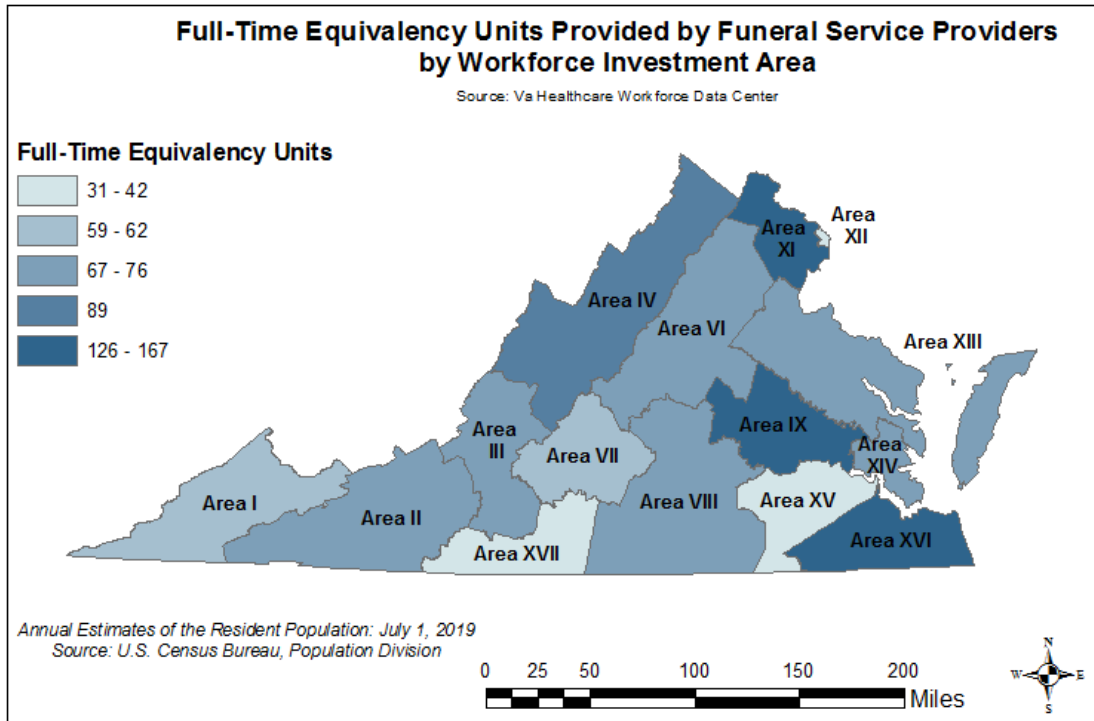
Source: Va. Healthcare Workforce Data Center

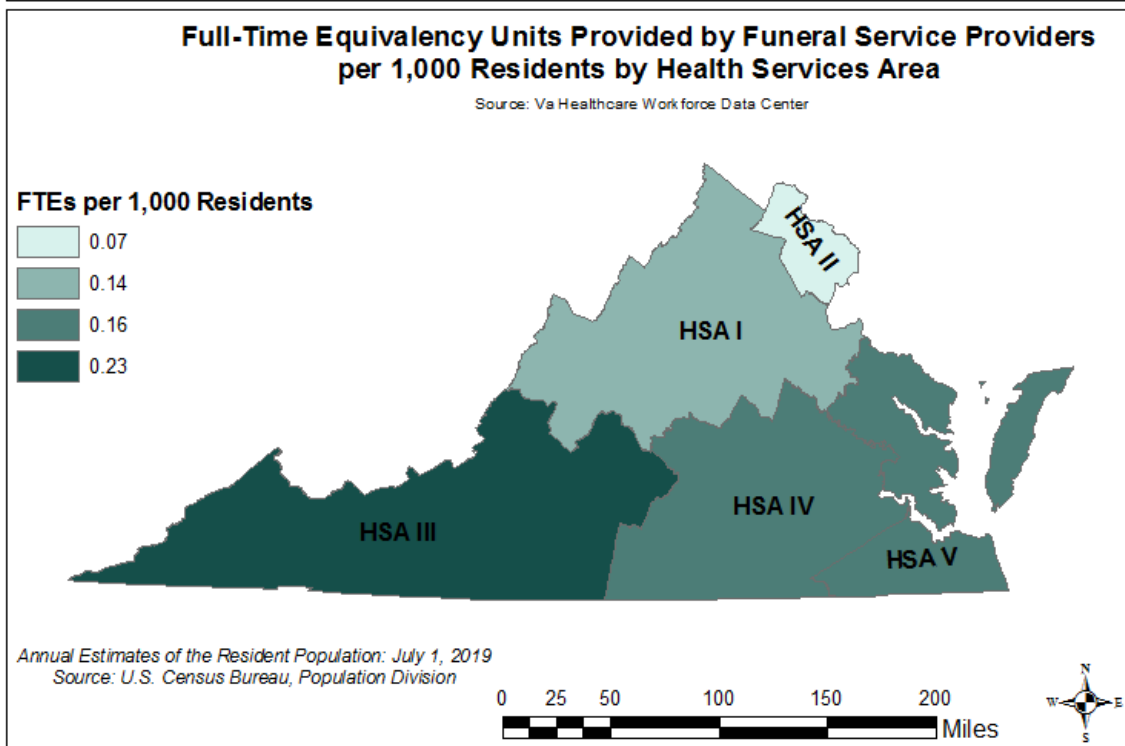
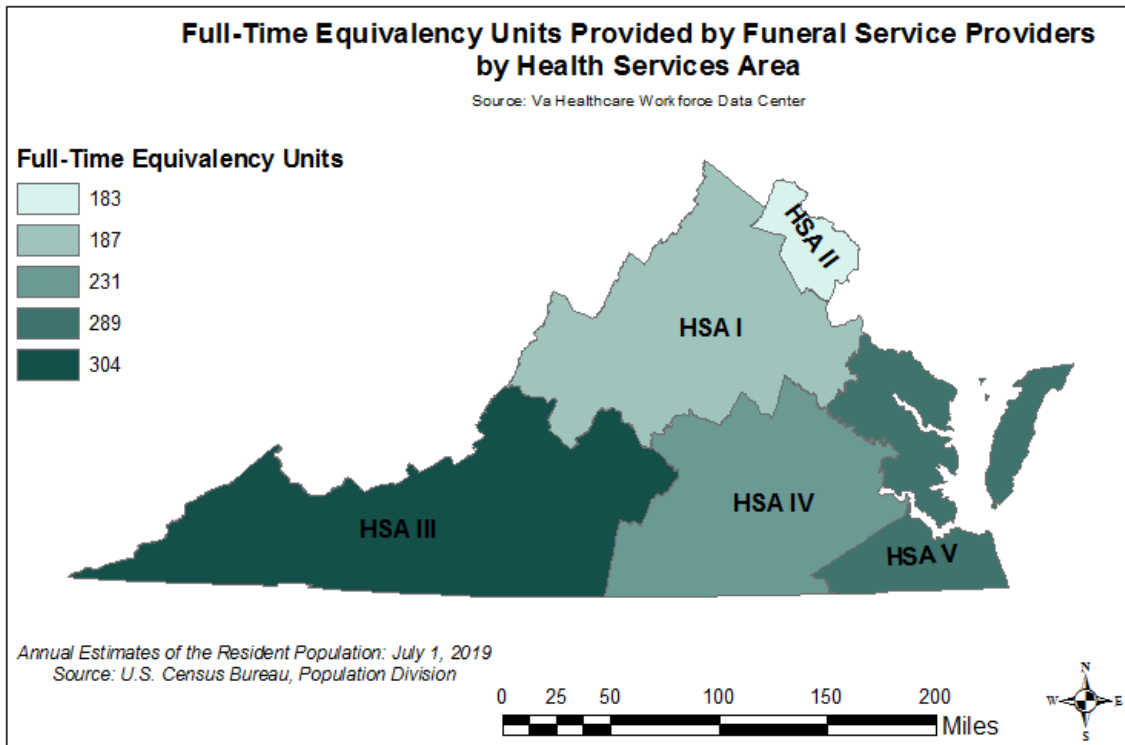
<sup>2</sup> Number of residents in 2019 was used as the denominator.

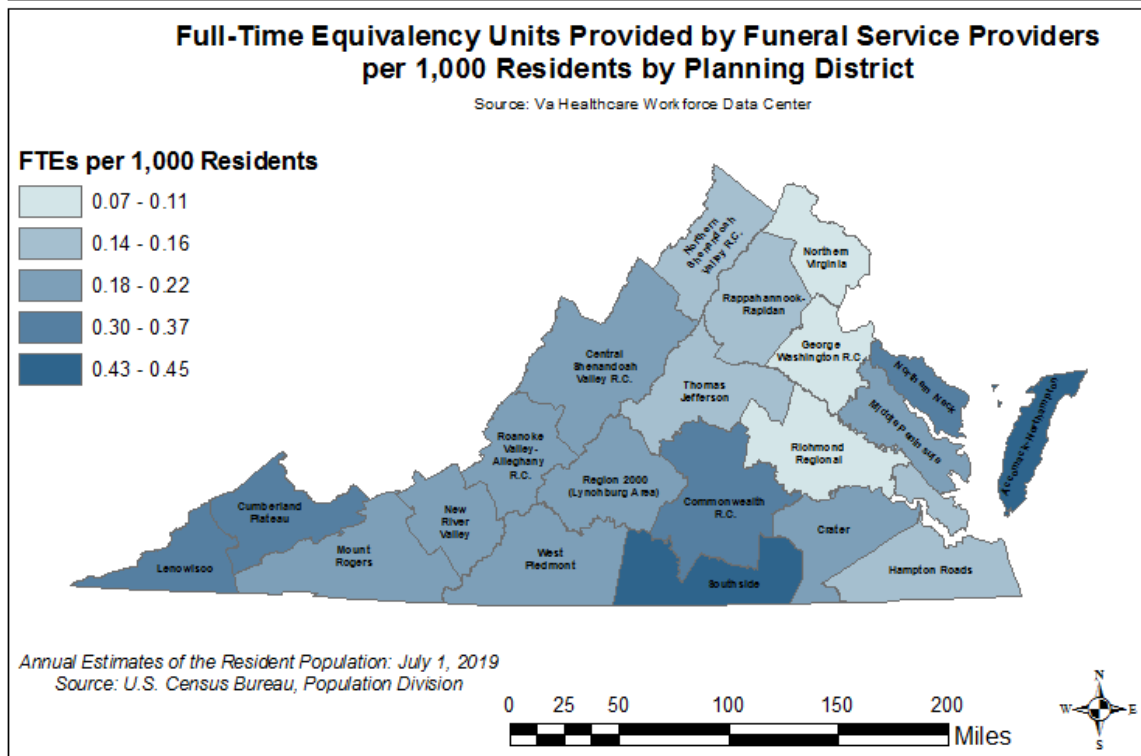
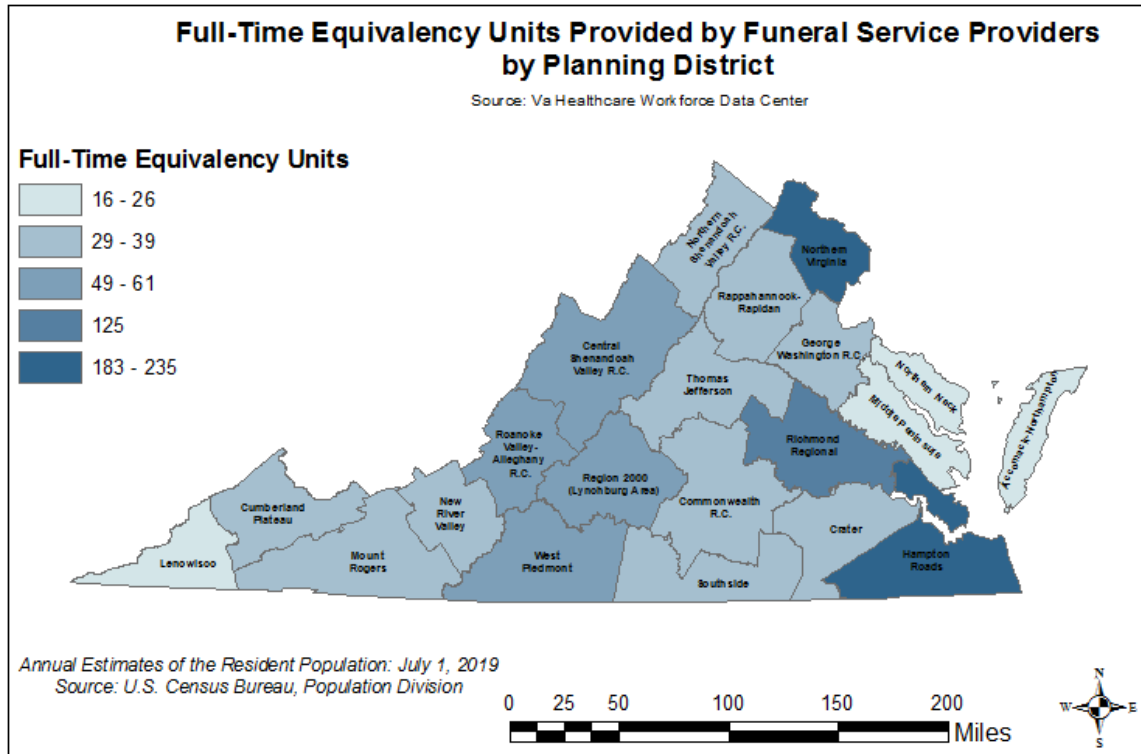
<sup>3</sup> Due to assumption violations in Mixed between-within ANOVA (Levene's Test and Interaction effect were significant).











## Appendices

### Appendix A: Weights

Rural Status	Location Weight			Total Weight	
	#	Rate	Weight	Min.	Max.
<b>Metro, 1 Million+</b>	708	75.28%	1.328	1.227	1.514
<b>Metro, 250,000 to 1 Million</b>	140	89.29%	1.120	1.035	1.276
<b>Metro, 250,000 or Less</b>	135	80.74%	1.239	1.144	1.411
<b>Urban, Pop. 20,000+, Metro Adj.</b>	52	69.23%	1.444	1.380	1.646
<b>Urban, Pop. 20,000+, Non-Adj.</b>	0	NA	NA	NA	NA
<b>Urban, Pop. 2,500-19,999, Metro Adj.</b>	98	77.55%	1.289	1.192	1.469
<b>Urban Pop., 2,500-19,999, Non-Adj.</b>	83	85.54%	1.169	1.080	1.332
<b>Rural, Metro Adj.</b>	56	75.00%	1.333	1.232	1.519
<b>Rural, Non-Adj.</b>	35	85.71%	1.167	1.078	1.330
<b>Virginia Border State/D.C.</b>	211	80.09%	1.249	1.154	1.423
<b>Other U.S. State</b>	62	85.48%	1.170	1.081	1.333

Source: Va. Healthcare Workforce Data Center

Age	Age Weight			Total Weight	
	#	Rate	Weight	Min.	Max.
<b>Under 35</b>	165	69.09%	1.447	1.276	1.646
<b>35 to 39</b>	141	75.89%	1.318	1.162	1.499
<b>40 to 44</b>	129	81.40%	1.229	1.083	1.397
<b>45 to 49</b>	169	85.21%	1.174	1.035	1.232
<b>50 to 54</b>	193	82.38%	1.214	1.070	1.380
<b>55 to 59</b>	193	81.87%	1.222	1.077	1.389
<b>60 to 64</b>	172	80.81%	1.237	1.091	1.407
<b>65 and Over</b>	418	76.08%	1.314	1.159	1.495

Source: Va. Healthcare Workforce Data Center

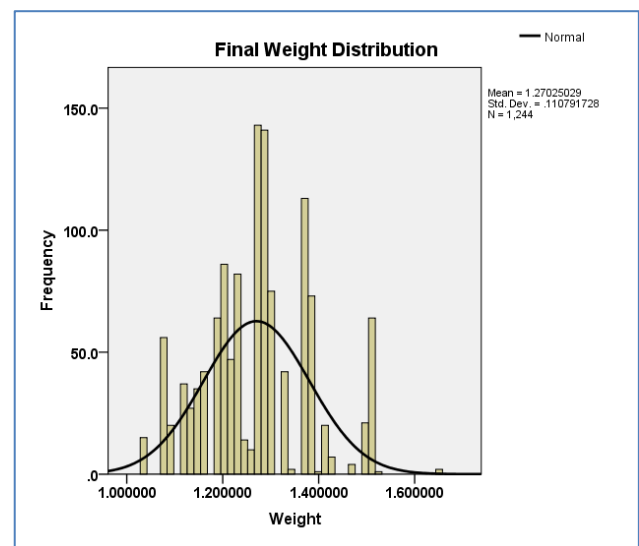
See the Methodology section on the HWDC website for details on HWDC methods:

<https://www.dhp.virginia.gov/PublicResources/HealthcareWorkforceDataCenter/>

Final weights are calculated by multiplying the two weights and the overall response rate:

$$\text{Age Weight} \times \text{Rural Weight} \times \text{Response Rate} = \text{Final Weight.}$$

**Overall Response Rate: 0.787342**



Source: Va. Healthcare Workforce Data Center



# Staff Reports

Virginia Department of Health Professions  
Cash Balance  
As of April 30, 2021

	<b>104- Funeral Directors and Embalmers</b>
<b>Board Cash Balance as June 30, 2020</b>	\$ 757,223
<b>YTD FY21 Revenue</b>	697,910
<b>Less: YTD FY21 Direct and Allocated Expenditures</b>	<u>550,507</u>
<b>Board Cash Balance as April 30, 2021</b>	<u><u>\$ 904,626</u></u>

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 10400 - Funeral Directors and Embalmers  
For the Period Beginning July 1, 2020 and Ending April 30, 2021

Account Number	Account Description	Amount	Budget	Amount Under/(Over) Budget	% of Budget
<b>4002400</b>	<b>Fee Revenue</b>				
4002401	Application Fee	46,630.00	49,845.00	3,215.00	93.55%
4002406	License & Renewal Fee	633,900.00	612,290.00	(21,610.00)	103.53%
4002407	Dup. License Certificate Fee	585.00	360.00	(225.00)	162.50%
4002409	Board Endorsement - Out	1,850.00	3,850.00	2,000.00	48.05%
4002421	Monetary Penalty & Late Fees	45.00	10,025.00	9,980.00	0.45%
4002430	Board Changes Fee	6,900.00	7,695.00	795.00	89.67%
4002432	Misc. Fee (Bad Check Fee)	-	35.00	35.00	0.00%
	<b>Total Fee Revenue</b>	<u>689,910.00</u>	<u>684,100.00</u>	<u>(5,810.00)</u>	<u>100.85%</u>
<b>4009000</b>	<b>Other Revenue</b>				
4009060	Miscellaneous Revenue	8,000.00	3,300.00	(4,700.00)	242.42%
	<b>Total Other Revenue</b>	<u>8,000.00</u>	<u>3,300.00</u>	<u>(4,700.00)</u>	<u>242.42%</u>
	<b>Total Revenue</b>	<u>697,910.00</u>	<u>687,400.00</u>	<u>(10,510.00)</u>	<u>101.53%</u>
<b>5011110</b>	<b>Employer Retirement Contrib.</b>				
5011120	Fed Old-Age Ins- Sal St Emp	6,439.16	7,970.00	1,530.84	80.79%
5011140	Group Insurance	1,122.72	1,287.00	164.28	87.24%
5011150	Medical/Hospitalization Ins.	23,781.92	30,040.00	6,258.08	79.17%
5011160	Retiree Medical/Hospitalizatn	941.54	1,076.00	134.46	87.50%
5011170	Long term Disability Ins	512.16	586.00	73.84	87.40%
	<b>Total Employee Benefits</b>	<u>44,789.81</u>	<u>54,847.00</u>	<u>10,057.19</u>	<u>81.66%</u>
<b>5011200</b>	<b>Salaries</b>				
5011230	Salaries, Classified	83,884.08	96,048.00	12,163.92	87.34%
5011250	Salaries, Overtime	5,321.70	-	(5,321.70)	0.00%
	<b>Total Salaries</b>	<u>89,205.78</u>	<u>96,048.00</u>	<u>6,842.22</u>	<u>92.88%</u>
<b>5011300</b>	<b>Special Payments</b>				
5011310	Bonuses and Incentives	325.00	-	(325.00)	0.00%
5011340	Specified Per Diem Payment	1,550.00	-	(1,550.00)	0.00%
5011380	Deferred Compnstrn Match Pmts	567.00	864.00	297.00	65.63%
	<b>Total Special Payments</b>	<u>2,442.00</u>	<u>864.00</u>	<u>(1,578.00)</u>	<u>282.64%</u>
<b>5011400</b>	<b>Wages</b>				
5011410	Wages, General	-	8,133.00	8,133.00	0.00%
	<b>Total Wages</b>	<u>-</u>	<u>8,133.00</u>	<u>8,133.00</u>	<u>0.00%</u>
<b>5011600</b>	<b>Terminatn Personal Svce Costs</b>				
5011660	Defined Contribution Match - Hy	99.54	-	(99.54)	0.00%
	<b>Total Terminatn Personal Svce Costs</b>	<u>99.54</u>	<u>-</u>	<u>(99.54)</u>	<u>0.00%</u>
<b>5011930</b>	<b>Turnover/Vacancy Benefits</b>				
	<b>Total Personal Services</b>	<u>136,537.13</u>	<u>159,892.00</u>	<u>23,354.87</u>	<u>85.39%</u>
<b>5012000</b>	<b>Contractual Svs</b>				
<b>5012100</b>	<b>Communication Services</b>				
5012110	Express Services	-	200.00	200.00	0.00%
5012120	Outbound Freight Services	3.91	-	(3.91)	0.00%
5012140	Postal Services	1,534.70	3,500.00	1,965.30	43.85%

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 10400 - Funeral Directors and Embalmers  
For the Period Beginning July 1, 2020 and Ending April 30, 2021

Account Number	Account Description	Amount	Budget	Amount Under/(Over) Budget	% of Budget
5012150	Printing Services	2.14	1,500.00	1,497.86	0.14%
5012160	Telecommunications Svcs (VITA)	711.21	300.00	(411.21)	237.07%
5012190	Inbound Freight Services	0.78	-	(0.78)	0.00%
	<b>Total Communication Services</b>	<b>2,252.74</b>	<b>5,500.00</b>	<b>3,247.26</b>	<b>40.96%</b>
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, Ldngng & Meals	-	3,250.00	3,250.00	0.00%
	<b>Total Employee Development Services</b>	<b>250.00</b>	<b>6,995.00</b>	<b>6,745.00</b>	<b>3.57%</b>
5012400	Mgmnt and Informational Svcs	-			
5012420	Fiscal Services	12,373.53	9,520.00	(2,853.53)	129.97%
5012440	Management Services	103.78	120.00	16.22	86.48%
5012470	Legal Services	400.00	500.00	100.00	80.00%
	<b>Total Mgmnt and Informational Svcs</b>	<b>12,877.31</b>	<b>10,140.00</b>	<b>(2,737.31)</b>	<b>127.00%</b>
5012500	Repair and Maintenance Svcs				
5012510	Custodial Services	224.80	-	(224.80)	0.00%
5012530	Equipment Repair & Maint Srvc	777.59	640.00	(137.59)	121.50%
	<b>Total Repair and Maintenance Svcs</b>	<b>1,002.39</b>	<b>640.00</b>	<b>(362.39)</b>	<b>156.62%</b>
5012600	Support Services				
5012640	Food & Dietary Services	538.98	2,100.00	1,561.02	25.67%
5012660	Manual Labor Services	99.97	1,200.00	1,100.03	8.33%
5012670	Production Services	278.83	1,120.00	841.17	24.90%
5012680	Skilled Services	4,495.59	8,310.00	3,814.41	54.10%
	<b>Total Support Services</b>	<b>5,413.37</b>	<b>12,730.00</b>	<b>7,316.63</b>	<b>42.52%</b>
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	544.64	6,200.00	5,655.36	8.78%
5012830	Travel, Public Carriers	-	700.00	700.00	0.00%
5012850	Travel, Subsistence & Lodging	192.38	1,600.00	1,407.62	12.02%
5012880	Trvl, Meal Reimb- Not Rprtbl	134.25	750.00	615.75	17.90%
	<b>Total Transportation Services</b>	<b>871.27</b>	<b>9,250.00</b>	<b>8,378.73</b>	<b>9.42%</b>
	<b>Total Contractual Svcs</b>	<b>22,667.08</b>	<b>45,255.00</b>	<b>22,587.92</b>	<b>50.09%</b>
5013000	Supplies And Materials				
5013100	Administrative Supplies				
5013110	Apparel Supplies	9.74	-	(9.74)	0.00%
5013120	Office Supplies	783.22	1,500.00	716.78	52.21%
5013130	Stationery and Forms	-	675.00	675.00	0.00%
	<b>Total Administrative Supplies</b>	<b>792.96</b>	<b>2,175.00</b>	<b>1,382.04</b>	<b>36.46%</b>
5013300	Manufctrng and Merch Supplies				
5013350	Packaging & Shipping Supplies	-	85.00	85.00	0.00%
	<b>Total Manufctrng and Merch Supplies</b>	<b>-</b>	<b>85.00</b>	<b>85.00</b>	<b>0.00%</b>
5013400	Medical and Laboratory Supp.				
5013420	Medical and Dental Supplies	1.34	-	(1.34)	0.00%

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 10400 - Funeral Directors and Embalmers  
For the Period Beginning July 1, 2020 and Ending April 30, 2021

Account Number	Account Description	Amount			% of Budget
		Amount	Budget	Under/(Over) Budget	
	Total Medical and Laboratory Supp.	1.34	-	(1.34)	0.00%
5013500	Repair and Maint. Supplies				
5013510	Building Repair & Maint Materl	3.52	-	(3.52)	0.00%
5013520	Custodial Repair & Maint Matr	0.49	-	(0.49)	0.00%
	Total Repair and Maint. Supplies	4.01	-	(4.01)	0.00%
5013600	Residential Supplies				
5013620	Food and Dietary Supplies	-	30.00	30.00	0.00%
5013630	Food Service Supplies	-	90.00	90.00	0.00%
	Total Residential Supplies	-	120.00	120.00	0.00%
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	798.31	2,395.00	1,596.69	33.33%
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				
5015160	Property Insurance	-	36.00	36.00	0.00%
	Total Insurance-Fixed Assets	-	36.00	36.00	0.00%
5015300	Operating Lease Payments				
5015340	Equipment Rentals	8.24	-	(8.24)	0.00%
5015350	Building Rentals	38.40	-	(38.40)	0.00%
5015360	Land Rentals	-	15.00	15.00	0.00%
5015390	Building Rentals - Non State	4,005.45	4,613.00	607.55	86.83%
	Total Operating Lease Payments	4,052.09	4,628.00	575.91	87.56%
5015500	Insurance-Operations				
5015510	General Liability Insurance	-	135.00	135.00	0.00%
5015540	Surety Bonds	-	8.00	8.00	0.00%
	Total Insurance-Operations	-	143.00	143.00	0.00%
	Total Continuous Charges	4,052.09	4,807.00	754.91	84.30%
5022000	Equipment				
5022100	Computer Hrdware & Sftware				
5022170	Other Computer Equipment	45.00	-	(45.00)	0.00%
	Total Computer Hrdware & Sftware	45.00	-	(45.00)	0.00%
5022600	Office Equipment				
5022610	Office Appurtenances	-	132.00	132.00	0.00%
	Total Office Equipment	-	132.00	132.00	0.00%
5022700	Specific Use Equipment				
5022740	Non Power Rep & Maint- Equip	0.79	-	(0.79)	0.00%
	Total Specific Use Equipment	0.79	-	(0.79)	0.00%
	Total Equipment	45.79	132.00	86.21	34.69%
	Total Expenditures	164,100.40	212,481.00	48,380.60	77.23%
	Allocated Expenditures				

Virginia Department of Health Professions  
Revenue and Expenditures Summary  
Department 10400 - Funeral Directors and Embalmers  
For the Period Beginning July 1, 2020 and Ending April 30, 2021

Account Number	Account Description	Amount	Budget	Amount Under/(Over)	
				Budget	% of Budget
20600	Funeral\LTCA\PT	94,139.05	113,395.83	19,256.78	83.02%
30100	Data Center	50,180.79	63,789.84	13,609.05	78.67%
30200	Human Resources	9,515.11	10,199.32	684.21	93.29%
30300	Finance	28,118.82	32,427.59	4,308.77	86.71%
30400	Director's Office	9,615.83	11,651.51	2,035.68	82.53%
30500	Enforcement	138,013.70	168,075.67	30,061.97	82.11%
30600	Administrative Proceedings	35,162.15	34,306.55	(855.60)	102.49%
30700	Impaired Practitioners	255.97	158.33	(97.64)	161.67%
30800	Attorney General	8,809.10	3,807.38	(5,001.71)	231.37%
30900	Board of Health Professions	7,966.01	8,770.32	804.31	90.83%
31100	Maintenance and Repairs	165.67	1,034.94	869.27	16.01%
31300	Emp. Recognition Program	89.29	685.43	596.14	13.03%
31400	Conference Center	625.59	149.95	(475.64)	417.20%
31500	Pgm Devlpmnt & Implmentn	3,749.65	5,223.88	1,474.23	71.78%
<b>Total Allocated Expenditures</b>		<u>386,406.72</u>	<u>453,676.54</u>	<u>67,269.82</u>	<u>85.17%</u>
<b>Net Revenue in Excess (Shortfall) of Expenditures</b>		<u>\$ 147,402.88</u>	<u>\$ 21,242.46</u>	<u>\$ (126,160.42)</u>	<u>693.91%</u>

## Funeral Directors and Embalmers Monthly Snapshot for March 2021

Funeral Directors and Embalmers closed more cases in March than received. Funeral Directors and Embalmers closed 7 patient care cases and 4 non-patient care cases for a total of 11 cases.

Cases Closed	
Patient Care	7
Non-Patient Care	4
<b>Total</b>	<b>11</b>

Funeral Directors and Embalmers received 2 patient care cases and 3 non-patient care cases for a total of 5 cases.

Cases Received	
Patient Care	2
Non-Patient Care	3
<b>Total</b>	<b>5</b>

As of March 31, 2021 there were 43 patient care cases open and 12 non-patient care cases open for a total of 55 cases.

Cases Open	
Patient Care	43
Non-Patient Care	12
<b>Total</b>	<b>55</b>

There are 3,190 Funeral Director and Embalmer licensees as of April 1, 2021. The number of current licenses are broken down by profession in the following chart.

Current Licenses	
Branch Establishment	86
Continuing Education Provider	9
Courtesy Card	116
Crematories	118
Embalmer	2
Funeral Director	33
Funeral Directing Internship	1
Funeral Establishment	420
Funeral Service Intern	228
Funeral Service Licensee	1,571
Funeral Supervisor	549
Surface Transport & Removal Services	57
<b>Total</b>	<b>3,190</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	
Courtesy Card	1
Funeral Directing Internship	1
Funeral Service Intern	7
Funeral Service Licensee	7

Funeral Supervisor	3
<b>Total</b>	<b>19</b>



## Funeral Directors and Embalmers Monthly Snapshot for April 2021

Funeral Directors and Embalmers received more cases in April than closed. Funeral Directors and Embalmers closed 2 patient care cases and 3 non-patient care cases for a total of 5 cases.

Cases Closed	
Patient Care	2
Non-Patient Care	3
<b>Total</b>	<b>5</b>

The board received 3 patient care cases and 4 non-patient care cases for a total of 7 cases.

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

As of April 30 2021, there are 45 patient care cases open and 11 non-patient care cases open for a total of 56 cases.

Cases Open	
Patient Care	45
Non-Patient Care	11
<b>Total</b>	<b>56</b>

There are 3,051 Funeral Director and Embalmer licensees as of May 1, 2021. The number of current licenses are broken down by profession in the following chart.

Current Licenses	
Branch Establishment	85
Continuing Education Provider	9
Courtesy Card	103
Crematories	116
Embalmer	2
Funeral Directing Internship	2
Funeral Director	31
Funeral Establishment	413
Funeral Service Intern	197
Funeral Service Licensee	1,509
Funeral Supervisor	536
Surface Transport & Removal Services	48
<b>Total for Funeral Directors and Embalmers</b>	<b>3,051</b>

There were 18 licenses issued for Funeral Directors and Embalmers for the month of April. The number of licenses issued are broken down by profession in the following chart.

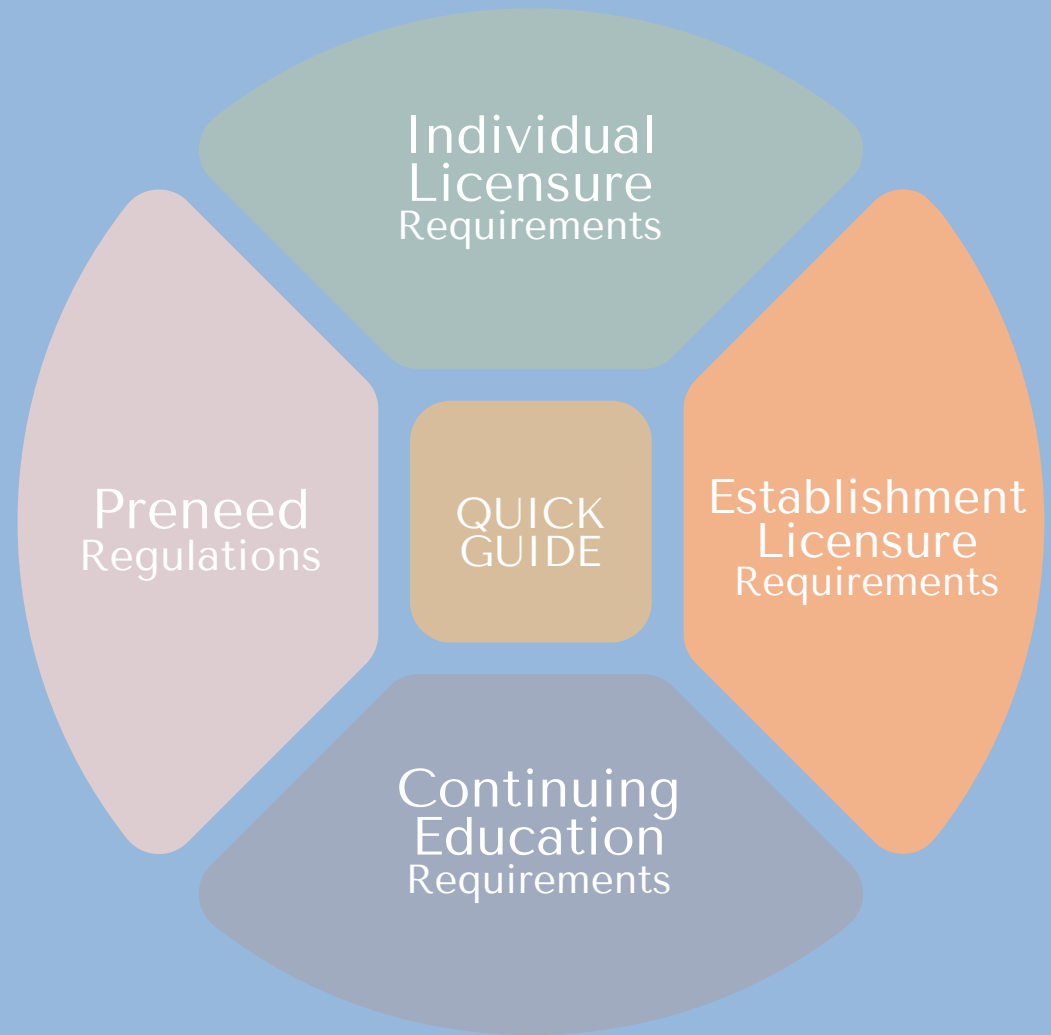
Licenses Issued	
Courtesy Card	1
Crematories	1
Funeral Directing Internship	1
Funeral Service Intern	7

Funeral Service Licensee	5
Funeral Supervisor	1
Surface Transport & Removal Services	2
<b>Total for Funeral Directors and Embalmer</b>	<b>18</b>

# THE CONFERENCE

## Regulations in Licensing

Comprehensive compilation of requirements for individual licensure and establishment licensure for Conference member boards.



## Regulations in Funeral Service Licensing

The jurisdiction information contained in this publication is compiled through the self-reporting and input of The Conference members. While it is meant to be a convenient reference, we encourage you to refer to each state/commonwealth/or province for the most current information.

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	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other education requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency	
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports			
Alabama	Funeral Director	State & Federal; 18	ABFSE graduate; Bachelor's Degree in any field; or Certificate program from ABFSE school	✓	✓ \$285	✓ \$50	Served during or after education in AL	40	\$200 & \$200	Renew every 2 years	
	Embalmer		ABFSE graduate	✓	✓ \$285	✓ \$50	Served during or after education in AL	40	\$200 & \$200		
	Cremationist	State & Federal; 21	High School/GED			✓ \$50	Completion of training course by approved provider every 4 yrs, completion of manufacturer-led training		\$100 & \$100		
Alaska	Funeral Director	NO; 18	30 semester hours from accredited college/university	✓		✓ \$60	Served anytime in AK	24	\$235 & \$235	Renew every 2 years	
	Embalmer		Degree from accredited program of mortuary science	✓		✓ \$60	Served anytime in AK	24	\$235 & \$235		
	FD & Emb. Combination		ABFSE graduate	✓		✓ \$60	Served after education in AK	24	\$235 & \$235		
Alberta	Funeral Director	Yes; NA	Graduate from Alberta approved funeral service program	Province Exam \$300			Served during or after education	50	\$100 & \$100	Renew each year	
	Embalmer		Graduate from Alberta approved program	NA			Served during or after education	25	\$100 & \$100		
	FD & Emb. Combination		Graduate from Alberta approved funeral service program	Province Exam \$300			Served during or after education	50 & 25	\$175 & \$175		
	Pre-need Salesperson		Complete approved Pre-need salesperson course	Pass course exam			NA	NA	\$100 & \$100		
Arizona	Funeral Director	State & Federal; NA	Graduate of an accredited or provisionally accredited school of mortuary science	✓		✓ \$80	Served before education in AZ	25	\$85 & \$85	Renew each year	
	Embalmer		Graduate of an accredited or provisionally accredited school of mortuary science	✓		✓ \$80	Served before education in AZ	25	\$85 & \$85		
	Cremationist		Completion of a training course by approved provider								\$85 & \$85
	Pre-need Salesperson					✓ \$80	NA	NA	\$85 & \$85		
Arkansas	Funeral Director	State; 18	HS/GED; Complete up to 20 hrs in funeral service pract. & ethics & laws/rules approved by board			✓ \$100	Served anytime in AR	50	\$40 & \$30	Renew each year	
	Embalmer		ABFSE graduate	✓		✓ \$100	Served anytime in AR —(See AR Footnote 1)	50	\$40 & \$30		
	FD & Emb. Combination		ABFSE graduate	✓		✓ \$100	Served anytime in AR —(See AR Footnote 1)	50 & 50	\$80 & \$60		
	Crematory Operator		High School/GED; Completion of a training course by an approved provider (renew every 5 years), manufacturer-led training								
	Transporter	See AR Footnote 2; OSHA, blood-borne pathogen training required							\$85 & \$50		

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
California	Funeral Director	State & Federal; 18	Associate's Degree in any field or equivalent			✓ \$100	NA		\$200 & \$200	Renew each year
	Embalmer		ABFSE graduate; Associate's Degree in Mortuary Science	✓		✓ \$150	Served anytime in CA		\$150 & \$100	
	Crematory Manager		High School/GED			✓\$450			\$80 & \$80	
	Cremated Remains Disp.					NA			\$100 & \$50	
Colorado	Licensure not required. Voluntary certification available through CO FDA.									
Connecticut	Funeral Director	State; NA	Associate's Degree in Mortuary Science	✓		✓	Served before education	NA	\$210 & \$235	Renew each year
	Embalmer		Associate's Degree in Mortuary Science	✓		✓	Served before education in CT	50	\$210 & \$115	
Delaware	Funeral Director	State & Federal; NA	ABFSE graduate	✓		✓ \$140	Served after education in DE	25	\$188 & \$188	Renew every 2 years
D.C.	Funeral Director	NO; 18	ABFSE graduate; Associate's Degree in Mortuary Science	✓	✓ \$195	✓ \$195	Served after education	25	\$65 & \$130	Renew every 2 years
	FD & Emb. Combination		ABFSE graduate; Associate's Degree in Mortuary Science	✓	✓ \$195	✓ \$195	Served after education	25 & 25	\$65 & \$130	
	Transporter					NA			\$65 & \$100	
Florida	Funeral Director	State & Federal; 18	ABFSE graduate; Bachelor's or Associate's Degree in Mortuary Science or other	✓	✓ \$285	✓ \$132	Served anytime in FL	Quarterly reports	\$374—\$562/ \$380	Renew every 2 years
	Embalmer		ABFSE graduate; Bachelor's Degree or Associate's Degree in Mortuary Science	✓		✓ \$132	Served anytime in FL	Quarterly reports	\$374-\$562/ \$380	
	FD & Emb. Combination		ABFSE graduate; Bachelor's or Associate's Degree (Associate's in Funeral Services or a Bachelor's/ Associate's in any subject + 1 year mort. Sci. course	✓		✓ \$132	Served in FL	Quarterly reports	\$534—\$722/ \$380	
	Preneed Sales Agent		NA				None		\$255 per appointment	
Georgia	Embalmer	NO; 18	ABFSE graduate	✓			Served anytime in GA	50	\$50 & \$100	Renew every 2 years
	FD & Emb. Combination		ABFSE graduate	✓		✓ \$60	Served anytime in GA	50	\$50 & \$100	
Hawaii	Embalmer	NO; 18	ABFSE graduate	✓			Served anytime		\$25 & \$25	Renew each year

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
Idaho	Funeral Director	NO; 21	60 semester or 90 quarter hours from accredited college plus at least 15 hours from ABFSE program	✓		✓	Served anytime in ID	25	\$85 & \$85	Renew each year
	Mortician		ABFSE graduate; 60 semester or 90 quarter hours from accred. college in addition to ABFSE program	✓		✓	Served anytime in ID	25	\$85 & \$85	
	Certificate of Authority		Must be a licensed funeral director or mortician						\$50 & \$50	
Illinois	FD & Emb. Combination	NO; 18	ABFSE graduate; Bachelor's or Associate's Degree in Arts or Science	✓			Served after education in IL	24 & 24	\$100 & \$100	Renew every 2 yrs
Indiana	FD & Emb. Combination	NO; 18	30 semester or 45 quarter hours from postsecondary institution & 4 quarters from accredited school of mortuary science OR 21 month program in mortuary science (all programs must be approved by board.)	✓	✓ \$50	✓ \$50	Served before education in IN	4	\$50 & \$50	Renew every 2 yrs
Iowa	FD & Emb. Combination	NO; NA	ABFSE graduate; 60 college credit hours that exclude technical Mortuary Science course	✓		✓	Served before education in IA	12 & 12	\$120 & \$120	Renew every 2 yrs
Kansas	Funeral Director	NO; 18	60 hours of college (20 in areas defined by law)			✓ \$200	Served after education	25	\$228 prorated & \$228	Renew every 2 yrs
	Embalmer		ABFSE graduate; Associate's Degree in Mortuary Science	✓			Served after education	No minimum	\$168 prorated & \$168	
	Crematory Operator		High School/GED	Completion of a training course by an approved provider (must complete 2 hours of CE every two years)				\$50 & \$50		
	Assistant FD		High School/GED			✓	NA	prorated & \$180		
Kentucky	Funeral Director	Federal; 18	High School/GED	✓	✓ \$100	✓ \$100	Served anytime in KY	25	\$75 & \$75	Renew each year
	Embalmer		Associate's Degree in Mortuary Science		✓ \$100	✓ \$100	Served anytime in KY	25	\$75 & \$75	
	FD & Emb. Combination		High School/GED		✓ \$100	✓ \$100	Served anytime in KY	25, 25, 25	NA	
	Transporter		High School/GED	Blood-borne pathogen, state course annually				\$150 & \$150		
Louisiana	Funeral Director	NO; 18	ABFSE graduate; Minimum of 30 college freshman semester hours from SACS or equivalent institution		✓ \$285		Served anytime in LA	30	\$250 & \$80	Renew each year
	FD & Emb. Combination		ABFSE graduate	✓			Served anytime in LA	30	\$250 & \$80	
	Crematory Operator		High School/GED	Crematory operator training course by approved provider, manufacturer-led training				\$250 & \$80		



	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
Maine	FD & Emb. Combination	State; 18		✓		✓ \$140	Served before education	NA	\$230 & \$230	Renew each year
	Attendant			OSHA, blood-borne pathogen training renewed annually				\$80 & \$80		
Maryland	Funeral Director	State & Federal; 18	Associate's Degree in Mortuary Science	✓		✓ \$265	Served in MD during or anytime if enrolled	20 & 20	\$600 & \$600	Renew every 2 years
	Mortician		Associate's Degree in Mortuary Science	✓	+ practical	✓ \$265	Served in MD during or anytime if enrolled	20, 20, 20	\$600 & \$600	
	Crematory Operator		Ability to read & write	Completion of training course by approved provider & manufacturer-led training				\$300 & \$300		
	Transporter		Ability to read & write	Must take courses in transportation regs, blood-borne pathogen, infectious disease, OSHA, Human Dignity Act				\$40	Does not renew	
Massachusetts	FD & Emb. Combination	State; 18	Associate's Degree in Mortuary Science		✓ \$83	✓ \$83	Served anytime in MA	NA	\$66 & \$155	Renew each year
	Funeral Assistant		High School/GED plus specific coursework						\$31 & \$31	
Michigan	Mortuary Science Licensee	NO; NA	3 year mortuary science program at an accredited college or university	✓	✓ \$59		Served during education	25	\$60 or \$100 & \$80	Renew every 2 years
Minnesota	Mortician	NO; NA	Bachelor's Degree in Science or Arts; or equivalent	✓		✓ \$125	Served after education	75	\$200 & \$200	Renew each year
Mississippi	Funeral Director	NO; 18	High School/GED		✓ \$285		Served anytime in MS	50	Prorated & \$100	Renew every 2 years
	FD & Emb. Combination		ABFSE Graduate	✓			Served anytime in MS	25	Prorated & \$125	
	Crematory Operator		NA	Crematory Course Completion certificate by an approved provider				\$100 & \$100		
Missouri	Funeral Director	State; 18	High School/GED plus apprenticeship in lieu of formal education or Certificate of Proficiency programs for funeral director; ABFSE graduate	✓	✓ \$285	✓ \$140	Served during education, proof of 10 funeral services conducted	10	\$150 & \$150	Renew every 2 years
	Limited Funeral Dir.		High School/BED			✓ \$140			\$150 & \$150	
	Embalmer		ABFSE graduate	✓		✓ \$140	Served after education in MO	25	\$150 & \$150	
	Pre-need Agent	NO; 18	NA			✓ \$140	NA		\$40 & \$40	Renew each year
	Pre-need Agent FD		Must register with board office							

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
Montana	Mortician	NO; 18	ABFSE graduate; Associate's Degree in Funeral Service or Mortuary Science is minimum; Bachelor's Degree in Funeral Service or Mortuary Science	✓			Served after education	25	\$544 & \$435	Renew each year
	Crematory Operator & Technician		High School/GED				None		\$435 & \$218	
Nebraska	FD & Emb. Combination	State; 19	ABFSE graduate; plus 60 semester hours/college credit in specific areas	✓		✓	Served before or after education in NE	25	\$90 & \$90	Renew every 2 years
Nevada	Funeral Director	State & Federal; 18	NA	✓	✓ \$285	✓ \$240	Must have 1 year of active practice as a Funeral Arranger in NV		\$375 & \$200	Renew every 2 years
	Embalmer		ABFSE graduate; 60 semester or 90 quarter hours at accredited college or university	✓	✓ \$285	✓ \$240	Served anytime in NV	50	\$375 & \$200	
	Funeral Arranger					✓	None		\$375 & \$200	
New Hampshire	Embalmer	State; 18	ABFSE graduate; 30 credits of postsecondary education	✓	✓ \$150		Served anytime in NH	50 emb 25 fd	Prorated & \$150	Renew every 2 years
	FD & Emb. Combination		ABFSE graduate; 30 credits of postsecondary education	✓		✓ \$150	Served anytime in NH	50 emb 25 fd	Prorated & \$300	
New Jersey	FD & Emb. Combination	NO	ABFSE graduate; At least 60 academic credits	✓		✓ \$125	Served anytime in NJ	75, 75, 25	\$350 & \$175 -350	Renew every 2 years
New Mexico	FD & Emb. Combination	NO	Associate's Degree in Mortuary Science	✓		✓ \$100	Served before education	50, 50, 50	\$200 & \$150	Renew each year
New York	Funeral Director	NO	ABFSE graduate	✓		✓	Served after education in NY	Not specific	\$125 & \$125	Renew every 2 years
North Carolina	Funeral Director	State & National; 18	Board-approved Funeral Director program from ABFSE college		✓ +Path.	✓	Served anytime in NC	25	\$150 & \$75	Renew each year
	Provisional Funeral Dir.		See NC Footnote		✓	✓	Not required		\$500 & \$250	
	Embalmer		Associate's Degree in Mort. Sci. from ABFSE college	✓	✓	✓	Served anytime in NC	25	\$150 & \$75	
	FD & Emb. Combination		Associate's Degree in Mort. Sci. from ABFSE college	✓	✓	✓	Served anytime in NC	25	\$150 & \$75	
	Transporter		Valid NC driver's license, \$500k minimum Professional Liability Insurance; NC min requirements for Vehicle Liability Insurance							
	Crematory Operator	NO; 18	Completion of training course by an approved provider for certification (must recertify if certification expires)							

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
North Dakota	FD & Emb. Combination	NO; 18	ABFSE graduate; Associate's or Diploma in Mort. Science plus 60 semester hours of college credit	✓		✓	Complete 30 hours & be enrolled before apprenticeship begins	25 & 10	\$100 & \$100	Renew each year
	Crematory Operator		Completion of training course by approved provider every 3 years & manufacturer led training						NA	
Nova Scotia	Funeral Director	Federal; 19	Graduate of Board approved program and/or completion of 12 mth apprenticeship		✓		Served during education in NS	25, 25, 25, 25	\$200 & \$200	Renew each year
	Embalmer		Completion of Board approved program		✓		Served during education in NS	NA	\$200 & \$200	
	FD & Emb. Combination		ABFSE graduate; Graduate of Board approved program		✓		Served during education	25, 25, 25, 25	\$200 & \$200	
Ohio	Funeral Director	State & Federal; 18	Bachelor's Degree in any field	✓	✓ \$285	✓ \$140	Served before education in OH	50	\$200 & \$200	Renew every 2 years
	Embalmer		Bachelor's degree in any field; official mort. science transcript with at least 12 months instruction	✓	✓ \$285	✓ \$140	Served before education in OH	25	\$200 & \$200	
	Crematory Operator		High School/GED	Completion of training course by an approved provider, Laws & Rules exam, & refresher course every 2 years				\$150 & \$150		
Oklahoma	Funeral Director	NO; 21	ABFSE graduate; Associate's Degree plus 60 hours	✓		✓ \$100	Served anytime in OK	50	\$75 & \$75	Renew each year
	Embalmer		ABFSE graduate; Associate's Degree plus 60 hours	✓		✓ \$100	Served anytime in OK	25	\$75 & \$75	
	FD & Emb. Combination		ABFSE graduate; Associate's Degree plus 60 hours	✓		✓ \$100	Served anytime in OK	25	\$75 & \$75	
Ontario	Funeral Dir. 1	Provincial/Federal; 18	Diploma from Humber College	Entry to Practice Exam(s) & Licensing and Jurisprudence			Served after education in ON	NA	\$250 & \$200	Renew each year
	Funeral Dir. 2		Diploma from Humber College				Served after education in ON	NA	\$250 & \$200	
	Transfer Svcs. Sales Rep.		Certificate from Humber College				NA	NA	\$250 & \$200	
	Funeral Preplanner		Certificate from Humber College				NA	NA	\$250 & \$200	
Oregon	Funeral Director	State; 18	Associate's Degree in any accredited field			✓ \$100	Served anytime in OR	25	\$80/\$160 & \$160	Renew every 2 years
	Embalmer		ABFSE graduate	✓		✓ \$100	Served anytime in OR	35	\$80/\$160 & \$160	
	FD & Emb. Combination		ABFSE graduate	✓		✓ \$100	Served anytime in OR	25 & 35	\$160/\$320 & \$320	
	Preneed Salesperson		None						\$150 & \$50	
Pennsylvania	Funeral Director	State; 21	ABFSE graduate	✓		✓ \$190	Served before graduation	35	\$25 & \$400	Renew every 2 years

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
Rhode Island	FD & Emb. Combination	NA; NA	ABFSE graduate; Associate of Science	✓	✓		Served in RI, reports due quarterly	\$30 & \$30	Renew each year	
Saskatchewan	Funeral Director	Federal; NA	Graduate from institution recognized by Council			✓ \$75	Served after education in SK	30	\$160 & \$160	Renew each year
	Embalmer		Graduate from institution recognized by Council	Practical embalming exam \$75			Served after education in SK	30 (incl. 5 autopsies)	\$160 & \$160	
	Crematory Operator		Completion of training course by approved provider, annual CE class			✓ \$175	Observe 5 cremations & conduct 10 cremations		\$160; NA	NA
	Transporter					✓			\$200 & \$200	Renew each year
	Salesperson		Salesperson course			✓	Assist in 6 funerals, 6 arrangements, completion/execution of 10 prepaid contracts		\$160 & \$160	
South Carolina	Funeral Director	State; 18	ABFSE graduate; Bachelor's Degree; or 60 accredited college hours; or 1 year course in funeral directing approved by the board		✓ \$285	✓ \$140	Served anytime in SC	50	\$100 & \$300	Renew every 2 years
	Embalmer		ABFSE graduate; Completion of a course in embalming approved by the Board	✓	✓ \$285	✓ \$140	Served anytime in SC	50	\$100 & \$300	
	FD & Emb. Combination		ABFSE graduate or meet two individuals sets of requirements above	✓	✓ \$285	✓ \$140	Served anytime in SC	50 each	\$150 & \$320	
South Dakota	FD & Emb. Combination	NO; 18	ABFSE graduate; Bachelor's or Associate's Degree in Mortuary Science plus 60 semester hours of approved college credit	✓		✓ \$50	Served anytime in SD	25	\$125 & \$125	Renew each year
Tennessee	Funeral Director	NO; 18	Completion of funeral service education program of not less than 30 hours accredited by ABFSE		✓ \$250	✓ \$155	Served anytime in TN	Quarterly reports	\$435 & \$235	Renew every 2 years
	Embalmer		ABFSE graduate	✓	✓ \$250	✓ \$155	Served anytime in TN	Quarterly reports	\$435 & \$235	
	Transporter	Professional liability insurance with a minimum of 1 million dollars coverage							\$350 & \$250	
Texas	Funeral Director	State & Federal; 18	Certificate in Funeral Service or Associate's Degree in Applied Science	✓	✓ \$285	✓\$89	Served anytime in TX	45	\$175 & \$193	Renew every 2 years
	Embalmer		ABFSE graduate; Associate's Degree in Applied Science	✓		✓\$89	Served anytime in TX	45	\$175 & \$193	
	FD & Emb. Combination		ABFSE graduate; Associate's Degree in Applied Science	✓		✓\$89	Served anytime in TX	45 & 45	\$350 & \$330	
Utah	FD Service Director	Bkgrd. review if on app; NA	Associate's Degree, or equivalent, in Mortuary Science	✓		✓\$68	Served anytime, at least 2,000 hours	50	\$160 & \$88	Renew every 2 years

	License Type	Background Check; Minimum Age	Education Requirements (ABFSE graduate; other educational requirements)	Exam Requirements			Apprenticeship/Internship Requirements		License & Renewal Fee	Renewal Frequency
				NBE (\$570)	SBE	LRR	Served before, during, or after education, in state/province, etc.?	Case Reports		
Vermont	Funeral Director	NA; 18	ABFSE graduate	✓		✓			\$70 & \$350	Renew every 2 years
	Embalmer	NA; 18	ABFSE graduate	✓	✓	✓			\$70 & \$350	
	Crematory Personnel	NA; 18	Proof of completion of up to three hours of education infectious disease						\$70 & \$125	
	Removal Personnel	NA; 18	Proof of completion of up to three hours of education infectious disease						\$70 & \$125	
Virginia	Funeral Director	NO; 18	ABFSE graduate OR equivalent of 60 credit hours with completion of Board-approved funeral directing prog.	✓	✓ \$285	✓ \$170	Served anytime	25	\$325 & \$225	Renew each year
	Embalmer		ABFSE graduate OR Board-approved program	✓	✓ \$285	✓ \$170	Served anytime	25	\$325 & \$225	
	FD & Emb. Combination		ABFSE graduate	✓		✓ \$170	Served anytime	25 & 25	\$325 & \$225	
Washington	Funeral Director	Self-Reported background check; 18	Associate's Degree in Mortuary Science—alternative education requirements accepted		✓	✓ \$140	Served before in WA	Quarterly reports	\$100 & \$150	Renew each year
	Embalmer		Associate's Degree in Mortuary Science	✓		✓ \$140	Served anytime in WA	Quarterly reports	\$100 & \$150	
	Crematory Operator		Completion of Operator Training for Initial License; must be renewed every 5 years *Requirements are the same for Alkaline Hydrolysis Operator & Natural Organic Reduction Facility Operator						\$135 & \$100	
West Virginia	FD & Emb. Combination	NO; 18	ABFSE graduate; minimum Associate's Degree in undergraduate studies, minimum 1 year mort. school	✓	✓		Served before education in WV	35	\$160 & \$200	Renew every 2 years
	Crematory Operator		High School/GED; completion of training course						\$120 & \$120	
Wisconsin	FD & Emb. Combination	State; 18	ABFSE graduate; See WI Footnote	✓		✓ \$75	Served anytime in WI	25, 25, 25	\$75 & \$75	Renew every 2 years
	Crematory Operator		Registration with WI DSPS						\$75 & \$75	
Wyoming	FD & Emb. Combination	NO; 18	ABFSE graduate; Bachelor's or Associate's degree in funeral service or mort. Sci. & completion of 60 hrs from accredited college or university	✓	✓		Served anytime in WY	NA	\$125 & \$125	Renew each year
	Crematory Operator		High School/GED; completion of training course by approved provider						NA	

## Establishment Licensure

	Who Monitors Licensed Establishments?		Establishment Licensure Requirements by Jurisdiction What is License Fee? Renewal Period?					What Types of Establishments Are Inspected? By Whom? How Often?			What Is the Procedure if Establishment Fails Inspection?
	Funeral Board	Other	Establishment	Branch Establishment	Crematory	Cemetery	Preneed	Funeral Homes	Crematories	Cemeteries	
<b>Alabama</b>	✓		\$400/ \$500 biennially		Registration fee \$200				annually by funeral board		timeframe to correct before reinspect, disciplinary action may be taken
<b>Alaska</b>		Government office/department	\$235 biennially					None			
<b>Alberta</b>	✓		\$150 annually	\$150 annually	\$100 annually		\$75 if FD sells/\$200 if slsprsn. also selling	at least once every 3 years by AFSRB inspector			follow up to ensure action taken; if not administrative penalty or possible other disciplinary action
<b>Arizona</b>	✓		\$500/renewal based on dispositions		\$200 per retort			once every 5 years by licensing administrator			counseled on corrections, if not corrected, brought before board for disciplinary actions
<b>Arkansas</b>	✓		\$185 / \$150 annually	\$185 / \$150 annually	\$85/ \$50 annually	\$1500 / \$425 annually		annually or as-needed by board inspector			notification and time to correct before filing complaint
<b>California</b>		Cemetery & Funeral Bureau	\$400 annually		\$400 annually	\$400 annually		annually by bureau			if violations are noted, progressive discipline
<b>Colorado</b>		Government office/ department	\$544 annually		\$544 annually			not inspected unless a complaint is filed			
<b>Connecticut</b>		CT Department of Public Health	\$375 annually		\$315 annually			annually by compliance specialist			possible sanctions by board
<b>Delaware</b>	✓		\$363 biennially					None			
<b>Dist. of Columbia</b>	✓	Basic Business License (BBL)	Basic Business License (BBL)	Basic Business License (BBL)	Basic Business License (BBL)	Basic Business License (BBL)		initial license & random by DOH	NA		NA
<b>Florida (See FL Footnote 1)</b>	✓	Division of Funeral, Cemetery & Consumer Services	\$530-755 / \$995 biennially	preneed branch estab. \$155 annually	\$680 - \$905 biennially	\$505 - \$5005 annually	\$505 annually	annually by division			citation, notice of noncompliance, forward for administrative discipline
<b>Georgia</b>	✓		\$150 biennially		\$150 biennially	\$100 annually		annually by Secretary of State Enforcement Division			citation or hearing
<b>Hawaii</b>	✓							None			
<b>Idaho</b>	✓		\$125 annually		\$200 annually		\$50 annually	annually by board			investigation is opened for board determination
<b>Illinois</b>	None										
<b>Indiana</b>		IPLA	\$50 biennially	\$50 biennially		\$100—does not expire		IPLA, varies	IPLA, when complaint is filed	IPLA, varies	complaint is filed with Attorney General
<b>Iowa</b>	✓		\$90/3 years		\$90/3 years			None			
<b>Kansas</b>	✓		\$650 biennially	\$650 biennially	\$650 biennially			twice per year by state board			notification letter, can result in fine
<b>Kentucky</b>	✓		\$200 annually	\$200 annually				every 18 mths. by bd. inspector			Board sanctions

	Who Monitors Licensed Establishments?		Establishment Licensure Requirements by Jurisdiction What is License Fee? Renewal Period?					What Types of Establishments Are Inspected? By Whom? How Often?			What Is the Procedure if Establishment Fails Inspection?	
	Funeral Board	Other	Establishment	Branch Establishment	Crematory	Cemetery	Preneed	Funeral Homes	Crematories	Cemeteries		
Louisiana	✓		\$1500 annually	\$1500 annually	\$1500 annually			minimum of 1 time per year by inspector			documentation on inspection/submit for complaint review	
Maine		Office of Prof. & Occup. Reg.	\$230 annually	\$230 annually				NA			NA	
Maryland	✓		\$700 biennially		\$350 biennially	See MD footnote		biennially by board staff (and transport vehicles biennially)			30 days to correct; deficient letter sent if not corrected	
Massachusetts	✓	Local Boards of Health	\$40 one-time	\$40 one-time				every 18 mths by Division of Prof. Licensure			discipline	
Michigan		Corporations, Securities & Commercial Licensing Bureau	\$170 / \$225 biennially		\$1500 renew annually	\$1500 renewal annually	\$120 every 3 years	initial license, change of ownership or structural chg., every 3 years			required compliance	
Minnesota		MN Department of Health	\$425 annually	\$425 annually	\$425 annually			biennially DOH			correction orders or administrative penalty	
Mississippi	✓		Prorated, renewed biennially						biennially by board office			NA
Missouri	✓		\$250 / \$200 biennially		\$250 / \$200 biennially		Seller \$200 Provider \$100	minimum annually by bd. inspector			given opportunity to resolve before board	
Montana	✓		\$544 / \$653 annually	\$544 / \$109 annually	\$544 / \$653 annually	\$1813 / \$2175 every 5 yrs		annually by board inspector	5 yrs. by bd. inspector		complaint/disciplinary process	
Nebraska		Division of Public Health	\$250 biennially	\$75 biennially	\$300 every 5 years			every 5 years			given 30 days to correct, disciplinary action if not corrected	
Nevada	✓		\$375 biennially	\$375 biennially	\$375 biennially	\$375 biennially		biennially by inspector			notice of violation issued allowing time to correct, or initiation of discipline proceedings	
New Hampshire	✓		\$200 every 3 years	\$100 every 3 years	\$500 every 5 years			every 3 years by funeral board members			notified of deficiencies & timeframe to remediate	
New Jersey	✓		\$700 biennially					biennially by enforcement bureau			enforcement bureau report reviewed by board	
New Mexico		Regulation & Licensing Dept.	\$400 annually		\$400 annually			annually by state inspectors			failed notice sent and re-inspected, failed inspection fees	
New York		NYS Dept. of Health Bureau of Funeral Directing	\$300 biennially					as needed by Bureau	by DOS	by DOS	order to correct up to administrative hearing	
North Carolina	✓		\$250 / \$200 annually		\$400 / \$150 annually		\$150 / \$100 annually	every 3 years by Board Compliance Inspector			correct/reinspect or board review to determine discipline	
North Dakota	✓		\$100 annually		\$100 annually			biennially by health department			Board action	
Nova Scotia		Service Nova Scotia	\$133.35 annually per location			\$66 annually	\$66 annually	1-3 year rotation by Service Nova Scotia			directive sent by Deputy Registrar	

## Establishment Licensure

	Who Monitors Licensed Establishments?		Establishment Licensure Requirements by Jurisdiction What is License Fee? Renewal Period?					What Types of Establishments Are Inspected? By Whom? How Often?			What Is the Procedure if an Establishment Fails an Inspection?
	Funeral Board	Other	Establishment	Branch Establishment	Crematory	Cemetery	Preneed	Funeral Homes	Crematories	Cemeteries	
<b>Ohio</b>	✓		\$400 biennially		\$400 biennially			annually by board inspector			Corrective action within 30 days
<b>Oklahoma</b>	✓		\$750 annually	\$750 annually	\$750 annually			annually by board inspector			Complaint is issued
<b>Ontario</b>	✓		\$200 + \$16 per call/annually	\$200 + \$16 per call/annually (Transfer Service)	\$15 + \$12/cremation annually	\$15 + \$12/burial annually		new licensure and as required by board inspector			Deficiency notice with time to correct; proof of compliance; possible suspension
<b>Oregon</b>	✓		\$150 / \$700 biennially	\$150 / \$700 biennially	\$150 & \$200, \$2/cremation biennially	\$150 & \$4/interment, up to \$1200 biennially		biennially by board inspector			Corrective procedure
<b>Pennsylvania</b>	✓		\$400 biennially	\$400 biennially				annually by BOE&I			Re-inspection
<b>Rhode Island</b>		Health Department	\$120 annually	\$120 annually	\$120 annually			twice annually by State Inspector			Possible probation—given 30 days to correct
<b>Saskatchewan</b>	✓		\$200 annually		\$200 annually			as required by Resource & Comp. Officer	as required by Consumer Protection Branch		Minor issues can be rectified informally, serious issues can result in discipline
<b>South Carolina</b>	✓		\$350 biennially	\$350 biennially	\$350 biennially			annually by board inspector	cemetery Inspector annually		Reinspection, complaint reviewed by board
<b>South Dakota</b>	✓		\$250 annually		\$100 annually			annually by board			Reinspection within 20 days
<b>Tennessee</b>	✓		\$575 biennially					annually by regulatory board field representative	every 2 yrs by auditor		Notice of violation/complaint
<b>Texas</b>	✓		\$462/\$537 annually		\$462/ \$537 annually			annually by TFSC inspectors			Given notice & 15 days to correct, failure may result in violation against license
<b>Utah</b>		Division of Occupational and Professional Licensing	Combined Establishment and Preneed provider application fee \$250—renew every two years (crematory is an establishment)					as needed by division investigator			Disciplinary action against the license
<b>Vermont</b>	✓		\$70 biennially		\$70 biennially			biennially by VT inspector			Must submit a corrective action plan w/in 30 days & facility will be reinspected
<b>Virginia</b>	✓		\$600 / \$400 annually	\$600 / \$400 annually	\$250 / \$200 annually			Every 3-4 years by DHP inspectors			Opportunity to correct; possible disciplinary action
<b>Washington</b>	✓	Department of Licensing	\$400 / \$325 annually	\$350 / \$325 annually	\$210, \$8 per cremation annually*	\$300, \$6.20 per burial	\$250 / \$225 annually	annually by DOL Inspector			Re-inspection, may move to discipline
<b>West Virginia</b>	✓		\$400 biennially	\$275 biennially	\$350 biennially			annually by board inspector			Given period to comply
<b>Wisconsin</b>	✓	WI Cemetery Board, WI DSPS	\$75 biennially		\$75 biennially	\$75 biennially		opening & as needed by DSPS			Investigation
<b>Wyoming</b>	✓		\$150 / \$200 annually		\$125 / \$200 annually			annually by board			Determined on case by case basis



## CEU Requirements, Endorsement & Reciprocity

CEU Requirements				Endorsement & Reciprocity Regulations			
	Hours Required		Monitoring?	Penalty for Non-Compliance	Reciprocity or Endorsement	Any other requirements for those licensed in another jurisdiction other than minimum?	Agreements w/ Other Jurisdiction?
	Hours	Year(s)					
Alabama	8	2 years	All licensees must report	License not renewed	Reciprocity	No	No
Alaska	CEU Not required				Reciprocity	No	No
Alberta	12	3 Years	Part of estab. inspection process; submitted to the board	License not renewed	Cross CA Agreement	Pass AB FD exam	Labour Mobility agreement
Arizona	12	year	Renewals	Licensee brought before board to determine action	Reciprocity	No	No
Arkansas	6	year	CE provider must submit proof of attendance	License not renewed	Endorsement	No	No
California	CEU Not required				Embalmers licensed in other state & practiced for 3 of last 7 yrs prior to application, not required to complete apprenticeship. Must meet other requirements & pass exam.		
Colorado	Licensure not required. Voluntary certification available through CO FDA.						
Connecticut	6	year	Review if complaint filed	Probation until CE complete	Reciprocity	No	No
Delaware	10	2 years	Audits	Board determines discipline based on hearing	Reciprocity	Actively practiced 3 out of last 5 years	No
D.C.	6	2 years	Audits	License not renewed, extension	Reciprocity	Pass DC Laws Exam	MD, VA & NC
Florida	12	2 years	Division confirms CEs	Depends on circumstances, admin. action may be taken (1 must be communicable disease course)	Both	Yes	No
Georgia	10	2 years	Audits	License not renewed	Both	Pass GA Laws Exam	No
Hawaii	CEU Not Required				Both	No	No
Idaho	8	year	Audits	Disciplinary action case by case basis	Endorsement	Licensed in another jurisdiction for 5 yrs	No
Illinois	24	2 years	Audits	Fine, disciplinary action, providers are reviewed by the Board and licensed by department	Endorsement	Active licensure, no discipline, affidavits of active practice	No
Indiana	5	year	Audits	Fine, suspension	NA	Pass IN Laws exam	No
Iowa	24	2 years	Audits	May be assessed a civil penalty	Endorsement	Must be comparable or exceed IA requirements	No
Kansas	12	2 years	Submitted w/ renewal	License not renewed	Both	Funeral directors must be licensed for minimum of one year	No
Kentucky	12	2 years	Random visits	License not renewed	Endorsement	Pass state exams	No
Louisiana	4	year	CE broker	NA	Endorsement	No	No
Maine	12	2 years	Audits	Consent agreement with warning, extension, possible fine	NA	No	No
Maryland	12	2 years	Audits & random visits	License not renewed	NA	Pass Jurisprudence exam + 5 years in good standing from previously licensed jurisdiction	No
Massachusetts	8	year	Audits	Fine and licensee must make up courses	Endorsement	No	No
Michigan	No CEU Requirements				Reciprocity	Pass State Board Exam	No
Minnesota	15	2 years	Post CEs on website & verify	Follow-up correspondence, case by case basis	Both	Requirements must be substantially similar or equivalent	No
Mississippi	No CEU Requirements				Endorsement	No	No
Missouri	No CEU Requirements				Reciprocity	Obtain verification of licensure from each state ever licensed in; must be licensed for at least one year	No

CEU Requirements				Endorsement & Reciprocity Regulations			
	Hours Required		Monitoring?	Penalty for Non-Compliance	Reciprocity or Endorsement	Are there any other requirements for those licensed in another jurisdiction other than minimum?	Agreements w/ Other Jurisdiction?
	Hours	Year(s)					
Montana	6	Year	Audits	Administrative suspension process	Reciprocity	Practicing 5 of last 7 years, if not - must retake NBE, no disciplinary issues, reciprocating state must have substantially equivalent requirements	No
Nebraska <i>See Footnote</i>	12	2 years	Audits	License not renewed	NA	Additional education requirements can be waived if licensed for 5 years	No
Nevada	12	2 years	Audits	Disciplinary action	Endorsement	Embalmers licensed at least 5 years & actively practicing 2 of the last 5 years preceding app, Pass NV LRR, NBE Science	No
New Hampshire	14	2 years	Tracked by Board	License not renewed	NA	No	No
New Jersey	10	2 years	Audits	Fine, suspension, or required make up credits	Reciprocity	Letter of verification and pass JP exam	No
New Mexico	10	year	Audits	License not renewed	NA	Verification of licensure from jurisdiction(s) where license is held	No
New York	12	2 years	Audits	Given 120 days to complete & \$125 late fee	Endorsement	Pass NYS Law Exam	No
North Carolina	5	year	Audits	License not renewed	Reciprocity	Practiced 3 years prior to application and board determines if other jurisdiction's requirements are equivalent or greater	No
North Dakota	No CEU Requirements				Reciprocity	Pass Laws Exam	No
Nova Scotia	6 credits, every 5 yrs per license		Annual review	License not renewed	Reciprocity	Pass Provincial Law exam, criminal records check, letter of good standing	Labour Mobility agreement
Ohio <i>See Footnote</i>	18	2 years	Random visits	Fine, disciplinary action, case by case basis	Reciprocity	Pass OH LR Exam, letter of good standing, 2 letters of recommendation	Courtesy card (border states)
Oklahoma <i>*1 in person &amp; 1 ethics course</i>	6	year	Random visits	Fine - \$500	Endorsement	No	No
Ontario	6	year	License renewal	License not renewed	Reciprocity	Jurisprudence Exam and police check	No
Oregon	No CEU Requirements				Reciprocity	Actively practicing, license in good standing, pass Law Exam	No
Pennsylvania <i>*includes 2 hr child abuse course</i>	6	2 years	Audits	License not renewed	Reciprocity	No	MD & WV
Rhode Island	5	year	Audits	Licensee usually given a timeframe to complete	NA		
Saskatchewan	4 per license	year	Submitted by licensee	License not renewed	Reciprocity	Pass Jurisprudence Exam, criminal record check, letter of good standing from current jurisdiction	Labour Mobility agreement
South Carolina	6	2 years	CE broker	License will not be renewed; disciplinary action	Endorsement	Endorsement over 5 years - if under, review on case by case basis	No
South Dakota	No CEU Requirements				Endorsement	No	No
Tennessee	10	Year	Random visits; verify @ renewal	License not renewed	Reciprocity	Pass TN Laws Exam	No
Texas	16	2 years	Audits	License not renewed	Reciprocity	No	No
Utah	20	2 years	Audits	Extension by request for medical reason, disciplinary action could include fine/probation	Endorsement	If applicant has 5 years of practice in the last 10 and passed NBE	No
Vermont	Not provided		Audits	Disciplinary action	Reciprocity	NA	No
Virginia	5	year	Audits	Disciplinary action based on conditions	Both	Pass VA LRR Exam	MD, DC <i>courtesy card</i>
Washington	5	year	Random Audits	License not renewed	Reciprocity	Education requirements are waived if similar requirements, verify license is in good standing	No
West Virginia	3 credits 4 OSHA	2 years	Must submit certificates	License not renewed	Both	No	PA
Wisconsin	15	2 years	Audits	Investigation	Reciprocity	Pass WI Jurisprudence Exam	No
Wyoming	8	year	Audits	Determined on a case by case basis	Endorsement	No	No

## Preneed Regulations

	Preneed Regulated by Statute?	License Required to Sell Preneed?	Are Funeral Licensees Allowed to Sell Preneed?	If Trusting Permitted, What Percent Must Be Trused?	What Type of Consumer Protection Fund Does Your Jurisdiction Provide for Preneed?	What Types of Insurance Can Be Used to Fund Preneed?	Who Has Authority to Assess Fines and Penalties?	What Is the Maximum Penalty?	Is There an Appeal Process?	Disposition of Monies Collected?
<b>Alabama</b>	Yes	Certificate of Authority from AL Department of Insurance	Yes	60-110% (See AL footnote)	None	Permanent Life, Whole Life, Burial Insurance, Annuity	Dept. of Insurance	\$10,000/ willful violation \$1,000/non-willful	Yes, may request a hearing	NA
<b>Alaska</b>	NA									
<b>Alberta</b>	Yes	Preneed Salesperson or Funeral Director	Yes	85%	Compensation Fund	Insurance issued under a restricted COA from AB Insurance Council	Funeral Board	\$5,000-\$20,000 prosecution up to \$100k	Can be appealed to Minister of Service AB	General Fund
<b>Arizona</b>	Yes	Establishment must have endorsement license & licensed salesperson	No	100%	Surety Bonds	Permanent Life, Whole Life, Burial Insurance, Annuity	Funeral Board	\$1,000—\$3,000/ violation	Yes, may request a hearing	General Fund
<b>Arkansas</b>	Yes	Regulated by Department of Insurance								
<b>California</b>	Yes	Regulated by Department of Insurance	Yes	100%	None	Permanent Life, Whole Life, Burial Insurance, Annuity	State Agency	\$5,000	See CA Code of Regulations	Revenue Fund
<b>Colorado</b>	Regulated by Department of Insurance							\$5,000	Office of Attorney General	General Fund
<b>Connecticut</b>	Yes	Funeral Director or Embalmer License	Yes	100%	None	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$25,000	Appeal to Superior Court	General Fund
<b>Delaware</b>	No	NA								
<b>Dist. of Columbia</b>	Yes	Funeral Director	Yes	NA	None	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$5,000	Yes	General Fund
<b>Florida</b>	Yes	Preneed Main & Preneed Sales	Yes	(See FL Footnote 2)	Consumer Protection Trust Fund	Whole Life, Burial Insurance	State Board	Depends on violation	Yes, Admin. Law process	Division administration
<b>Georgia</b>	Yes	Preneed Dealer & Preneed Sales Agent	Only the FDFCC	100%	None	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$10,000	Hearing	General Fund
<b>Hawaii</b>	Regulated by the Hawaii Department of Commerce and Consumer Affairs									
<b>Idaho</b>	Yes	Certificate of Authority (\$50 license fee annually)	Yes	NA		Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$1,000	Administrative Procedures Act	Board operation
<b>Illinois</b>	Regulated by Illinois Office of the Comptroller									
<b>Indiana</b>	Yes	Certificate of Authority is required	Yes	100%	Preneed Consumer Protection Fund	Permanent Life, Whole Life, Burial Insurance	State Board	\$1,000	Yes, judicial review	General Fund
<b>Iowa</b>	Yes	NA	Yes	Regulated by IA Securities Commission						

	Preneed Regulated by Statute?	License Required to Sell Preneed?	Are Funeral Licensees Allowed to Sell Preneed?	If Trusting Permitted, What Percent Must Be Trused?	What Type of Consumer Protection Fund Does Your Jurisdiction Provide for Preneed?	What Types of Insurance Can Be Used to Fund Preneed?	Who Has Authority to Assess Fines and Penalties?	What Is the Maximum Penalty?	Is There an Appeal Process?	Disposition of Monies Collected?
Kansas	Yes	Insurance	Yes	100%	Insurance Guaranty fund	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$1,000 per violation	Yes	General Fund
Kentucky	Yes	No	Yes	NA	No	NA	State Board	NA	Yes	Board operation
Louisiana	Yes	Insurance issued by LA Dept. of Insurance	Yes	100%	None	Permanent Life, Whole Life, Burial Insurance, Annuity, Life	State Board	\$5,000	Yes	Revenue Fund
Maine	Yes	Regulated by Bureau of Insurance	No	NA	No	NA	State Board	\$1,500 per violation	Yes	General Fund
Maryland	Yes	Mortician, Funeral Director	Yes	100% & 80%	Yes, Family Security Trust	Burial Insurance or Private Party	State Board	\$5,000	Office of Administrative Hearings	General Fund
Massachusetts	No	Embalmer/Funeral Director - Type 3 or Type 6	Yes	100%	No	Whole Life, Burial Insurance, Annuity	State Board	Various forms of discipline	Yes	General Fund
Michigan	Yes	Funeral & Cemetery Contract Seller/Provider Registration	Yes	100%	None	Permanent, Whole Life, Burial Insurance, Annuity	State Board	NA	No	General Fund
Minnesota	Yes	Preneed insurance - yes Preneed Provider - no	Yes	100%	None	Regulated by MN Commerce	Dept. of Health	\$10,000	May appeal by requesting hearing	General Fund
Mississippi	Any funeral home or cemetery which sells funeral or cemetery merchandise or services prior to the death of the contract beneficiary is required to register with the Secretary of State, Preneed Division. website: <a href="https://www.sos.ms.gov/Regulation-Enforcement/Pages/Pre-Need-Funeral.aspx">https://www.sos.ms.gov/Regulation-Enforcement/Pages/Pre-Need-Funeral.aspx</a>									
Missouri	Yes	Preneed Seller as entities & Preneed Agents as individuals	No	100%	None	Permanent, Whole Life, Burial Insurance, Annuity	NA			
Montana	Yes	Mortician License	Yes	100%	None	Regulated by Commissioner of Insurance & Securities	State Board	\$1,000	Yes, see MT statutes	General Fund
Nebraska	Yes	Regulated by NE Department of Insurance								
Nevada	Yes, NV Div. of Insurance	Funeral Seller/Funeral Agent	Yes	125%	None	Permanent, Whole Life, Burial Insurance	State Board	3x the sales agreement	Judicial Review	General fund
New Hampshire	NA									
New Jersey	Yes	Funeral Director	Yes	100%	None	Permanent Life, Whole Life	State Board	See NJ statutes	Yes	Board operation
New Mexico	Yes, DOI	Yes	Yes	NA	None	NA	State Board	\$2,000	Formal Hearing	General Fund
New York	Yes	Funeral Director	Yes	100%	None	Preneed insurance funding not allowed	Commissioner of Health	Up to \$1000 per day/per violation	Yes	General Fund
North Carolina	Yes	Preneed sales	Yes w/ Preneed Sales License	90%	Preneed Recovery Trust Fund	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$5,000	Petition for judicial review	Revenue Fund
North Dakota	100% trusting permitted; NA									
Nova Scotia	Yes, Service NS	Cemetery & Funeral Services Salesperson License	No	100%	No	Annuity	No	NA	No	NA
Ohio	Yes	Conditional: Reference Section 4717.31 of OH Revised Code.		100%	Recovery Fund	Permanent Life, Whole Life, Annuity	State Board	Varies depending on violation	Yes, OAC 119	General Fund

## Preneed Regulations

	Is Pre-need Regulated by Statute?	What License, if Any, Is Required to Sell Pre-need?	Are Funeral Licensees Allowed to Sell Pre-need?	If Trusting Is Permitted, What Percent Must Be Trusted?	What Type of Consumer Protection Fund Does Your Jurisdiction Provide for Pre-need?	What Types of Insurance Can Be Used to Fund Pre-need?	Who Has Authority to Assess Fines and Penalties?	What Is the Maximum Penalty?	Is There an Appeal Process?	Disposition of Monies Collected?
<b>Oklahoma</b>	Yes	Insurance Provider license	Yes	90%	None	NA	State Board	\$10,000	Yes, district courts	Board operation
<b>Ontario</b>	Yes	Licensed under the Funeral, Burial, & Cremation Services Act of 2002 Funeral Preplanner	Yes	90%	Compensation Fund	Permanent Life, Whole Life, Burial Insurance, Annuity	Courts	License revocation	License Appeal Tribunal	Revenue Fund
<b>Oregon</b>	Yes	Pre-need Salesperson	Yes	90% - 100%	Consumer Protection Fund	Whole Life, Burial Insurance	State Board	\$1,000	Administrative hearing; court of appeals	Board operation
<b>Pennsylvania</b>	Yes	License not required	Yes	NA	None	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	No maximum penalty	Yes	Board operation
<b>Rhode Island</b>	NA									
<b>Saskatchewan</b>	Yes	Salesperson	Yes	85%	Prepaid Funeral Service Assurance Fund	Annuity	Province board	\$5,000 - \$15,000	Superintendent then Courts	Board operation
<b>South Carolina</b>	Yes	NA	Yes	NA	Yes	NA	Dept. of Consumer Affairs			
<b>South Dakota</b>	Yes	License not required	Yes	85%	None	Permanent Life, Whole Life, Burial Insurance, Annuity	None	NA		
<b>Tennessee</b>	Yes	Preneed Seller for Establishments & Preneed Sales Agent for Individuals	Yes	100%	Consumer protection fund	Permanent Life, Whole Life, Annuity	Commissioner	\$1,000	Yes	Program operation
<b>Texas</b>	Yes, DOI and DOB	Permit or sell under a permit holder, TX Department of Banking	Yes	NA						
<b>Utah</b>	Yes	Preneed Sales Agent & Preneed provider (insurance license required if selling plans by insurance)	Yes	100%	None	Whole Life	State Board	\$2,000	May request a citation hearing	General Fund
<b>Vermont</b>	Yes	None	Yes	100%	Yes	Permanent Life, Whole Life, Burial Insurance, Annuity	State Board	\$1,000	Yes	General Fund
<b>Virginia</b>	Yes	Funeral Service or Funeral Director Licensee/Insurance	Yes	90%	None	Annuity	NA		No	NA
<b>Washington</b>	Yes	Insurance Producer license, Funeral Director	Yes	90%	None	Permanent Life, Whole Life, Annuity	State Board	\$5,000 per violation	Yes	Board operation
<b>West Virginia</b>	Yes, by WV AG office									
<b>Wisconsin</b>	Yes	Licensed Insurance Agent (meets req. under FD6)	Yes	100%	None	Whole Life, Annuity	State Board	\$1,000	Yes	General Fund
<b>Wyoming</b>	Yes, by DOI	NA								

## Footnotes & Miscellaneous

State regulations may require passing the NBE, but not specifically require an Associates Degree from an ABFSE-accredited program. Terminology varies among schools and states as to the type of associate degree, i.e., some designate Associate of Sciences, others Associates of Arts, etc.

### Alabama

Cash Advance items 100%, Caskets and Funeral Services 80%, Cemetery Services and Outer Burial Containers 60%, Markers 110% of wholesale.

### Arkansas

**1** An apprentice must enroll in mortuary school within one year of starting apprenticeship and only has to serve a 12 month apprenticeship for Funeral Director.

**2** Drivers must be at least 18 and hold a valid AR DL, owner must be at least 21.

### Florida

**1** Also: Centralized embalming facility, direct disposer establishment, monument establishments.

**2** Varies for both service and merchandise.

### Maryland

Transport company renewal fee is based on number of employees; renews every 2 years.

### Nebraska

Must pass jurisprudence exam each renewal.

### Nevada

Anyone physically operating the crematory equipment must complete a Board approved training which is at least six (6) hours in length; is offered on a national level by persons who are generally recognized as having expertise in the field of crematory services and includes at a minimum, instruction in best practices relating to crematory services, terminology relevant to crematory services; the principles of combustion, the operation of crematory equipment, and the filing of forms and other duties concerning keeping a record relating to crematory services.

### North Carolina

The education & other requirements for a Provisional Funeral Director includes AAS or higher degree in any field, or graduate of board-approved Funeral Director program; and must have 5 years professional funeral experience; or have a certified traineeship; or be eligible for certification as trainee.

### Ohio

**1** Courtesy card permit issued only to funeral director licensed in a state that borders Ohio.

**2** CEU Requirements not applicable to a holder of Courtesy card permit.

### Washington

License and renewal fees as well as inspections are the same for Alkaline Hydrolysis Facility and Natural Organic Reduction Facility.

### Wisconsin

To be eligible for an original funeral director's license, an applicant must complete a one year apprenticeship, two years of academic instruction in a recognized college or university in a course of study approved by the examining board (60 credits in English, Speech, Social Sciences, Natural Sciences, Business, and Electives), or equivalent education, and nine months or more instruction in a prescribed course in mortuary science approved by the ABFSE. The two years of academic instruction, nine month mortuary science program, and apprenticeship may be completed in any order following completion of a mandatory 16 hour certification course. Further information can be found here: [FD 1.04](#) and [445.095\(4\)](#)

## Funeral Service Licensing Board Composition | Professional vs. Public Members

Licensing Authority	Total Members	Professional Members	Public Members	Licensing Authority	Total Members	Professional Members	Public Members
Alabama	9	7	2	Nebraska	4	3	1
Alaska	NA			Nevada	7	4	3
Alberta	6	3	3	New Hampshire	5	4	1
Arizona	7	3	4	New Jersey	11	8	3
Arkansas	9	6	3	New Mexico	6	4	2
California	Advisory (7)	4	3	New York	Advisory	7	3
Colorado	NA			North Carolina	9	7	2
Connecticut	5	3	2	North Dakota	4	3	1 (State Health Officer)
Delaware	7	4	3	Nova Scotia	7	4	2 + 1 gov. rep.
D.C.	5	4	1	Ohio	7	5	2
Florida	10	6	3 & 1 DOH Rep.	Oklahoma	7	5	2
Georgia	7	6	1	Ontario	10	3	7
Hawaii	NA			Oregon	11	6	5
Idaho	3	2	1	Pennsylvania	9	5	3 & 1 Commissioner
Illinois	7	6	1	Rhode Island	5	3	2
Indiana	5	4	1	Saskatchewan	10	6	4
Iowa	7	5	2	South Carolina	11	9	2
Kansas	5	3	2	South Dakota	8	5	2 & 1 Secretary of Health ( <i>non-voting</i> )
Kentucky	5	4	1	Tennessee	7	6	1
Louisiana	9	8	1	Texas	7	3	4
Maine	7	5	2	Utah	7	5	2
Maryland	11	6	5	Vermont	4	3	1
Massachusetts	5	4	1	Virginia	9	7	2
Michigan	9	6	3	Washington	7	6	1
Minnesota	NA			West Virginia	7	6	1
Mississippi	7	6	1	Wisconsin	6	4	2
Missouri	6	5	1	Wyoming	5	4	DOH Director or Designee
Montana	6	5	1				

## Apprenticeship/Internship Comparison Document

Jurisdiction	Apprentice/Intern/Etc. Type	Number of Hours	Number of Cases	Timeframe to complete
Alabama	Apprentice Funeral Director or Apprentice Embalmer	30 hrs/week	40/40	24 months
Alaska	Funeral Director or Embalmer Trainee	30 hrs/week	24	One year
Alberta	Funeral Director or Embalmer Intern	1,800	25 funeral directing / 50 embalmings	
Arizona	Funeral Director or Embalmer Intern		25 arrangements & directing / 25 embalmings	One year
Arkansas	Funeral Director or Embalmer Apprentice		50	Three years
California	Apprentice Embalmer		100	Two years
Colorado	NA			
Connecticut	Embalmer Apprentice		50	
Delaware	Resident Intern		25 embalmings, 25 arrangements, 25 services & 4 quarterly reports	One year
D.C.	Funeral Director Apprentice	840	25	Up to four years
Florida	Funeral Director or Embalmer Intern	40 hrs/week		One year
Georgia	Funeral Service Apprentice	3,120	50/50	Biennial renewal
Hawaii	Embalmer Apprentice			Two years
Idaho	Funeral Director or Mortician Apprentice		25 arrangements, 25 directing/above + 25 embalmings	Three years
Illinois	Funeral Director & Embalmer Intern		24/24	One year
Indiana	Apprentice		4 case reports submitted quarterly	One year
Iowa	Apprentice		25 directing/25 embalmings	One year
Kansas	Funeral Director or Embalmer Apprentice		4 reports / 4 reports	One year
Kentucky	Funeral Director or Embalmer Apprentice	40 hrs/week	25 removals, 25 embalmings, & 25 directing	Up to three years-based on educ.
Louisiana	Funeral Director or Embalmer Apprentice	1,560	30/30	9-48 months
Maine	Funeral Practitioner Trainee	2,000		One year
Maryland	Funeral Director or Mortician Apprentice	1,000/1,000	20 funeral assist, 20 funeral directing/20 embalming, 20 directing & 20 embalming assist	One year
Massachusetts	Apprentice Embalmer		50	
Michigan	Resident Trainee		25 embalmings, 20 directing & 3 arrangements	One year, unless 6 months educ.
Minnesota	Registered Intern		25	



## Apprenticeship/Internship Comparison Document

Jurisdiction	Apprentice/Intern/Etc. Type	Number of Hours	Number of Cases	Timeframe to complete
Mississippi	Funeral Service or Funeral Director		25 / 50	12-18 months/ 24-30 months
Missouri	Funeral Director or Embalmer Apprentice	15 hrs/week	10 cases (24 months)/25 embalmings (5 yrs from graduation date)	
Montana	Mortician Intern		25	One year
Nebraska	Funeral Director or Embalmer Apprentice		25/25	One year
Nevada	Apprentice Embalmer	40 hrs/week	50	One year
New Hampshire	Embalmer Apprentice	2,000	50 embalmings and directing & 25 funerals	One year min.
New Jersey	Intern		75 funerals & 75 embalmings & 25 arrangements	One-Three years
New Mexico	Funeral Service Intern		50 directing, 50 arrangements & 50 embalmings	
New York	Funeral Resident			12 months
North Carolina	Funeral Service Trainee or Funeral Director or Embalmer	2,000	25 funeral directing & 25 embalmings & 25 ceremony and disposition	1-3 years
North Dakota	Intern Embalmer		10 arrangements & 25 embalmings	12 months
Nova Scotia	Funeral Director or Embalmer Apprentice		25 assisted, 25 conducted, 25 arrange, 25 committals / 25 embalmings	One year
Ohio	Funeral Director or Embalmer Apprentice		10 removals, 25 arrange., 25 funerals/10 removals, 5 observations, 5 assist & 15 direct supervision	
Oklahoma	Funeral Director or Embalmer Apprentice		25 arrangement conferences & 25 funerals or memorials / 25 embalming & funerals	One year
Ontario	Funeral Director Apprentice			Class 1-One year Class 2 - 6 months
Oregon	Funeral Director or Embalmer Apprentice	1,440	25 funeral directing & 35 embalmings	One year
Pennsylvania	Resident Intern	40 hrs/week	35	12 months
Rhode Island	Funeral/Embalmer Intern		50	
Saskatchewan	Internship		30 arrange., 30 funerals, 30 gravesides & observe 2 embalmings/30 embalming & 5 autopsied	13 months
South Carolina	Funeral Director or Embalmer Apprentice	35 hrs/week	50 funeral directing assists/50 embalmings	24 months
South Dakota	Funeral Trainee	2,080	5 arrangements & 25 case reports	One year
Tennessee	Apprentice	40 hrs/week	Quarterly reports	
Texas	Provisional Funeral Director or Embalmer		45/45	
Utah	Funeral Service Intern	2,000	50	One year minimum

## Apprenticeship/Internship Comparison Document

Jurisdiction	Apprentice/Intern/Etc. Type	Number of Hours	Number of Cases	Timeframe to complete
Vermont	Funeral Director Apprentice		50 dispositions	
Virginia	Funeral Director intern or Embalmer Intern or Funeral service intern	2,000	25 funerals & 25 embalmings/25 funerals & 25 arrangements/ 25 embalmings	
Washington	Funeral Director or Embalmer Intern	1,800/3,600	25 funerals/25 embalmings	One year/Two years
West Virginia	Apprentice	40 hrs/week	35 funerals and 35 embalmings and monthly reports	One year
Wisconsin	Apprentice		Prep 25 & embalm 25 & 25 funeral services	One-Three years
Wyoming	Apprentice Funeral Service Practitioner	2,000	25 funerals & 25 embalmings	12-36 months

# Committee and Board Member Reports

**DRAFT**

Due to the COVID-19 declared state of emergency and consistent with Amendment 28 to HB29 (Budget Bill for 2018-2020) and the applicable provisions of the Freedom of Information Act including Virginia Code § 2.2-3708.2, and with Executive Order 51 (2020) as issued and amended by the Governor due to the current state of emergency declared in the Commonwealth, the Board convened a virtual meeting to consider such regulatory and business matters as presented on the agenda and as necessary for the board to discharge its lawful purposes, duties, and responsibilities.

**CALL TO ORDER**

Mr. Wells called the virtual meeting to order at 10:00 a.m. Quorum was established with 16 members in attendance.

**EMERGENCY EGRESS**

Dr. Carter provided evacuation procedures for members in physical attendance.

**ROLL CALL-BOARD MEMBER VIRTUAL ATTENDEES**

Kevin Doyle, EdD, LPC, LSATP - Board of Counseling  
Louis Jones, FSL - Board of Funeral Directors and Embalmers  
Derrick Kendall, NHA - Board of Long-Term Care Administrators  
Brenda Stokes, MD - Board of Medicine, 2nd Vice Chair  
Louise Hershkowitz, CRNA, MSHA - Board of Nursing  
Helene Clayton-Jeter, OD - Board of Optometry  
Ryan Logan, RPh - Board of Pharmacy  
Allen Jones, Jr., DPT, PT - Board of Physical Therapy  
Herbert Stewart, PhD - Board of Psychology  
John Salay, MSW, LCSW - Board of Social Work  
Steve Karras, DVM - Board of Veterinary Medicine  
Sheila Battle, MHS - Citizen Member  
Sahil Chaudhary - Citizen Member, 1st Vice Chair  
Martha Rackets, PhD - Citizen Member  
Carmina Bautista, MSN, FNP-BC, BC-ADM - Citizen Member

**BOARD MEMBERS ABSENT:**

Alison King, PhD, CCC-SLP - Board of Audiology & Speech-Language Pathology  
Sandra Catchings, DDS - Board of Dentistry

**VIRTUAL ATTENDANCE: DHP STAFF & GUESTS**

Barbara Allison-Bryan, MD, Agency Chief Deputy Director  
David Brown, DC, Agency Director  
Yetty Shobo, PhD, Deputy Executive Director for the Board  
Rajana Siva, MBA, Research Analyst for the Board  
William Harp, MD, Executive Director for the Board of Medicine  
Henry Fisher, Virtual Meeting Technician  
Lisa Hahn, Agency Chief Operating Office  
Sandra Reen, Executive Director for the Board of Dentistry  
Charis Mitchell, Assistant Attorney General, Board Counsel  
Charles Giles, Agency Budget Manager  
Leslie Knachel, Executive Director for the Boards of Audiology & Speech-Language Pathology, Optometry, Veterinary Medicine  
Ralph Orr, Program Director, Virginia's Prescription Monitoring Program  
Rebecca Schultz, Law Student  
Corie Tillman-Wolf, JD, Executive Director for the Boards of Funeral Directors & Embalmers, Long-Term Care Administrator's, Physical Therapy

**PHYSICAL ATTENDANCE AT PERIMETER CENTER**

Elizabeth Carter, PhD, Executive Director for the Board  
James Wells, RPh, Citizen Member, Board Chairman  
Laura Jackson, MSHSA, Operations Manager for the Board

**VIRTUAL ATTENDANCE: PUBLIC**

Ben Traynham  
Cassie Schroth  
Richard Grossman  
Unknown Caller-x37  
Unknown Caller-um16173

**ORDERING OF AGENDA**

Mr. Wells opened the floor to any edits or corrections regarding the agenda as presented. Ms. Jackson stated that Dr. Allison-Bryan would be presenting the Legislative and Regulatory Report. Dr. Stokes moved to accept the change to the agenda. Ms. Bautista seconded the motion. The motion carried with a unanimous aye vote.

**PUBLIC COMMENT - Mr. Wells**

Let the record reflect that there were no requests to provide public comment.

## **APPROVAL OF MINUTES - JANUARY 21, 2021 FULL BOARD MEETING MINUTES**

Mr. Wells opened the floor to any edits or corrections regarding the draft meeting minutes for the Full Board meeting held on January 21, 2021. Ms. Jackson asked that the minutes be amended to include Attachment 6, a presentation given by Mr. Salay with the Board of Social Work. Dr. Stokes moved to accept the change to the meeting minutes. Dr. Jones, Jr. seconded the motion. The motion carried with a unanimous aye vote.

## **DIRECTOR'S REPORT & LEGISLATIVE REPORT**

Dr. Brown provided a review of the legislation this session with impact to the Board of Nursing (nurse practitioners, advanced practice nurse practitioners, midwives and a study on advanced practice nursing) and the Board of Pharmacy will be impacted by several marijuana bills, including the legalization of marijuana July 1, 2021. The agency was also very involved in the emergency bill expanding the pool of qualified vaccinators. Dr. Brown also provided that the legislature is paying attention to the sunrise reviews that the board has completed, to include art therapy, music therapy and naturopaths, and determining licensure based on the Board's decision.

Dr. Allison-Bryan reported on COVID-19 vaccine statistics in Virginia. She advised that the rate of infection has slowed down and that the Pfizer vaccine has been approved for children age 12 and older.

## **REGULATORY REPORT**

Dr. Allison-Bryan provided an update on the current regulations affecting DHP. The FOIA Code section on electronic meetings was also discussed.

## **AGENCY BUDGET REVIEW**

Mr. Giles provided an overview of the agencies budget for FY22.

## **BOARD CHAIR REPORT - Mr. Wells**

Mr. Wells advised the Board that there are nine board members with terms expiring June 30, 2021. He thanked the outgoing board members for their many years of service to their respective regulatory board, the Board of Health Professions and the Commonwealth at large.

**Break** 11:25 a.m. - 11:30 a.m.

## **EXECUTIVE DIRECTOR'S REPORT**

Dr. Carter provided an overview of the Board's budget and a PowerPoint presentation on the agency's statistics and performance measures. Dr. Carter asked that discussion regarding S1365 be moved to the August 19, 2021 Full Board meeting.

## **HEALTHCARE WORKFORCE DATA CENTER**

Dr. Shobo provided an update and PowerPoint presentation on the data centers activities since the last meeting. (Attachment 1)

## **INDIVIDUAL BOARD REPORTS**

### **Board of Audiology & Speech-Language Pathology**

Dr. Carter provided the ASLP report on behalf of Dr. King. (Attachment 2)

### **Board of Counseling**

Dr. Doyle provided an overview of the Board of Counseling's activities. Dr. Doyle's term with the Board of Counseling and the Board of Health Professions is ending June 30, 2021. He thanked staff and stated that he enjoyed his service on BHP. (Attachment 3)

### **Board of Dentistry - no report provided**

### **Funeral Directors & Embalmers**

Mr. Jones provided an overview of the Board of Funeral Directors & Embalmers activities. Mr. Jones stated that he enjoyed his service on both Boards and thanked the agency staff. (Attachment 4)

### **Long-Term Care Administrators**

Mr. Kendall provided an overview of the Board of Long-Term Care Administrators activities. Mr. Kendall's term on both boards is ending June 30, 2021. He thanked board staff and stated that he was honored to be appointed by the Governor to represent the long-term care community, especially during such a trying time. (Attachment 5)

### **Board of Medicine - Dr. Stokes**

Dr. Stokes provide an overview of the activities of the Board of Medicine. She advised that the Board has been holding committee, hearing and board meetings virtually. She noted changes in legislation of surgical technologists and midwives, and that Virginia is the first of ten states to sign on for the occupational therapy compact. Dr. Kevin O'Connor, prior Board of Medicine representative, received the leadership award given by the Federation of State Medical Boards.

### **Board of Nursing - Ms. Hershkowitz**

Ms. Hershkowitz provided an overview of the Board of Nursing's activities. She advised that her term on both Boards ends June 30, 2021 and that she appreciated serving on the BHP and thanked agency staff. (Attachment 6)

### **Board of Optometry - Dr. Clayton-Jeter**

Dr. Clayton-Jeter provided an overview of the Board of Optometry's activities. (Attachment 7)

### **Board of Pharmacy - Mr. Logan**

Mr. Logan provided an overview of the Board of Pharmacy's activities to include cannabis regulation and an amendment to the Boards workforce survey question regarding statewide protocol. His term on both boards ends June 30, 2021, thanking staff and the agency for the opportunity to serve.

**Board of Physical Therapy - Dr. Jones, Jr.**

Dr. Jones, Jr. provided an overview of the Board of Physical Therapy's activities. (Attachment 8)

**Board of Psychology - Dr. Stewart**

Dr. Stewart provided an overview of the Board of Psychology's activities. Dr. Stewart's term on both boards ends June 30, 2021 and he thanked staff and fellow board members for their service. (Attachment 9)

**Board of Social Work**

Mr. Salay provided an overview of the Board of Social Work's activities. Mr. Salay's term on both boards ends June 30, 2021 and he stated it was an honor and pleasure to serve on both boards. (Attachment 10)

**Board of Veterinary Medicine**

Dr. Karras provided an overview of the Board of Veterinary Medicine's activities. (Attachment 11)

**NEW BUSINESS**

Mr. Wells stated for the record that there was no new business brought before the board.

**NEXT FULL BOARD MEETING**

The next Full Board meeting will be held August 19, 2021.

**ADJOURNMENT**

The meeting adjourned at 1:24 p.m.

**SIGNATURE** \_\_\_\_\_ / / \_\_\_\_\_  
Elizabeth A. Carter, PhD, Executive Director, Board of Health Professions

An audio recording of this meeting may be found at:  
<https://www.dhp.virginia.gov/audio/BHP/FullBoardMeeting05132021.mp3>



# Legislative and Regulatory Report

## Board of Funeral Directors and Embalmers

<p style="text-align: center;"><b>Report on Regulatory Actions (as of June 25, 2021)</b></p>		
<p>[18 VAC 65 - 20]</p>	<p>Regulations of the Board of Funeral Directors and Embalmers</p>	<p><u>Licenses for funeral directors and embalmers</u> [Action 5635]</p> <p><b>Proposed</b> - At Secretary's Office for 9 days</p>
<p>[18 VAC 65 - 40]</p>	<p>Regulations for the Funeral Service Intern Program</p>	<p><u>Periodic review 2019</u> [Action 5221]</p> <p><b>Proposed</b> - Register Date: 5/10/21 Comment until: 7/9/21</p>

# Board Discussion and Actions

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

### **BYLAWS**

#### **ARTICLE I: AUTHORIZATION**

##### **A. Statutory and Regulatory Authority.**

The Virginia Board of Funeral Directors and Embalmers (“Board”) is established and operates pursuant to Sections 54.1-2400 and 54.1-2800 et seq., of the Code of Virginia. Regulations promulgated by the Board may be found in 18 VAC 65-20, Chapters 11, 20, 30, and 40.

##### **B. Duties.**

The Board is authorized to license individuals and establishments providing funeral and/or embalming services, to regulate and inspect funeral establishments and crematories, to supervise programs for funeral service interns, to regulate preneed funeral contracts and preneed funeral trust accounts, to register crematories, and to promulgate regulations to improve and promote standards of service and practice and otherwise carry out the licensing act.

##### **C. Mission.**

The mission of the Department of Health Professions is to ensure the delivery of safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to healthcare practitioners and the public.

#### **ARTICLE II: THE BOARD**

##### **A. Members and Duties.**

1. The Board consists of nine members appointed by the Governor in accordance with Virginia Code § 54.1-2802.
2. Members shall attend all scheduled meetings of the Board and the committee(s) on which they serve unless prevented by illness or similar unavoidable cause. In the event of two consecutive unexcused absences at any meeting of the Board or its committees, the President shall make a recommendation about the Board member’s continued service to the Director of the Department of Health Professions for referral to the Secretary of Health and Human Resources and Secretary of the Commonwealth.

3. Members of the Board shall not hold a voting office in any related professional association within the Commonwealth of Virginia or one that takes a policy position on the regulations of the Board. Members of the Board holding office in a national professional association shall abstain from voting on issues where there may be a conflict of interest present.

B. Election of Officers.

1. The organizational year for the Board shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.
2. During the first meeting of the organizational year, the Board shall elect from its members a President, Vice-President, and Secretary-Treasurer.
3. The term of office shall be one year; an officer may be re-elected in that same position for a second consecutive term.
4. Nominations for office shall be received from the floor and elections conducted by voice vote; election shall require a majority of the quorum of members present.
5. A vacancy occurring in any office shall be filled during the next meeting of the Board.

B. Duties of Officers.

1. The President presides at all meetings and formal administrative hearings in accordance with parliamentary rules and the Administrative Process Act, and requires adherence of it to those rules on the part of the board members. The President shall appoint all committees and committee chairpersons unless otherwise ordered or delegated by the Board.
2. The Vice-President shall act as President in the absence of the President.
3. The Secretary-Treasurer shall perform those duties necessary and usually pertaining to such office and shall preside in the absence of the President and the Vice-President.
4. In the absence of the President, Vice-President and Secretary-Treasurer, the President shall appoint another board member to preside at the meeting and/or formal administrative hearing.

C. Duties of Executive Director.

The Executive Director shall be the custodian of all Board records and all papers of value; shall preserve a correct list of all applicants and licensees; shall manage the correspondence of the Board; and shall perform all such other duties as naturally pertain to this position.

### ARTICLE III: MEETINGS.

A. For purposes of these Bylaws, the Board schedules full board meetings to take place during each quarter, with the right to change the date or cancel any board meeting, with the exception that the Board shall hold at least two meetings each year pursuant to Virginia Code § 54.1-2802.

B. Board members shall attend all board meetings in person, or by electronic means as permitted by law and Board policy, unless prevented by illness or similar unavoidable cause. A majority of the members of the Board shall constitute a quorum for the transaction of business.

C. The current edition of Robert's Rules of Order, revised, shall apply unless overruled by these bylaws or when otherwise agreed.

D. The order of the business shall be as follows:

1. Call to order with statement made for the record of how many and which board members are present and that it constitutes a quorum.
2. Approval of minutes.
3. The Executive Director and the President shall collaborate on the remainder of the agenda.

### ARTICLE IV: COMMITTEES

A. Standing Committees:

1. Special Conference Committee.

The committee shall consist of at least two board members. The committee shall hold informal conferences for licensee and applicant cases in accordance with §§ 2.2-4019, 2.2-4021, and 54.1-2400 of the Code of Virginia, with the right to change the date or cancel any meeting. The committee shall meet as necessary to adjudicate cases in a timely manner in accordance with agency standards for case resolution. The President may designate two additional board members as alternates on this committee who may be contacted to serve in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date. Further, should the caseload increase to the level that additional special conference committees are needed, the President may appoint additional committees.

2. Examination Committee.

The committee shall consist of three board members, two funeral service licensees and one citizen member. The committee shall meet as required for the purpose of writing new items for the jurisprudence examination to maintain the integrity, defensibility and current status of the examination for the purpose of licensure.

3. Credentials Committee.

The committee shall consist of at least two board members. The members of the committee shall review non-routine licensure applications to determine the credentials of the applicant and the applicability of the statutes and regulations. The Committee member who conducted the initial review shall provide guidance to staff on action to be taken. The Credentials Committee shall not be required to meet collectively to conduct initial reviews.

4. Legislative/Regulatory Committee.

The committee shall consist of at least three Board members. The committee is responsible for the development of proposals for new regulations or amendments to existing regulations; the recommendation in response to a petition for rulemaking; the development of proposals for legislative initiatives of the Board; the consideration of and recommended response to public comment as required in conjunction with rulemaking; the conduct of the required periodic review of all existing regulations as required by the Board's Public Participation Guidelines and any Executive Order of the Governor, and other required tasks related to regulations. Any proposed draft regulation or draft legislation shall be reviewed and approved by the full Board prior to publication.

5. Continuing Education Committee.

The committee shall consist of at least two board members. The members of the committee shall review requests from licensees for exemptions from continuing education requirements, from applicants for approval as funeral service continuing education providers and for approval of courses, and other matters related to continuing education. The Board delegates the approval of funeral service continuing education programs to the committee.

B. Ad Hoc Committees:

There may be Ad Hoc Committees consisting of at least two persons who are knowledgeable in the particular area of practice or education under consideration by the Board. The committee shall review matters as requested by the Board and advise or make recommendations for consideration by the Board.

**ARTICLE V: GENERAL DELEGATION OF AUTHORITY**

- A. Delegation to Executive Director, Board staff, and/or Department of Health Professions staff.
1. The Board delegates to Board staff the authority to issue and renew licenses, registrations and certificates where minimum statutory and regulatory qualifications have been met.
  2. The Board delegates to the Executive Director the authority to reinstate licenses, registrations and certificates when the reinstatement is due to the lapse of the license, registration or certificate and not due to previous Board disciplinary action unless specified in the Board order.
  3. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of the Board business, to include, but not limited to, licensure applications, renewal forms, and documents used in the disciplinary process.
  4. The Board delegates to the Executive Director the authority to sign as entered any Order or Board-approved Consent Order resulting from the disciplinary process.
  5. The Board delegates to the Executive Director, who may consult with a special conference committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
  6. The Board delegates to the Executive Director, who shall consult with a member of the Board, the authority to review information regarding alleged violations of law or regulations and determine whether probable cause exists to proceed with possible disciplinary action.
  7. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.
  8. The Board delegates to the Department of Health Professions' inspectors the authority to issue a Compliance Notice upon completion of an inspection, and the Board delegates to the Executive Director the authority to issue letters regarding reported deficiencies to the facilities or licensees.
  9. The Board delegates to the Executive Director the review and approval of hardship waiver applications. Should the Executive Director receive a non-routine application regarding the waiver provision, the application may be reviewed for approval by the Credentials Committee.
  10. The Board delegates to the Executive Director, the authority to approve applications with criminal convictions in accordance with Guidance Document 65-3.



11. The Board delegates to the Executive Director the authority to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(G), when a probable cause review indicates a disciplinary proceeding will not be instituted.
12. The Board delegates to the Executive Director the authority to offer a confidential consent agreement or a Consent Order for action consistent with any board-approved guidance document, or to negotiate a Consent Order in consultation with the chair of a Special Conference Committee or formal hearing.
13. The Board delegates to the Executive Director the authority to grant an individual extension for good cause shown for up to one (1) year for the completion of education requirements upon written request from the licensee prior to the renewal date.
14. The Board authorizes the Executive Director to delegate tasks to the Deputy Executive Director.

**B. Delegation to Board President.**

The Board delegates to the President the authority to represent the Board in instances where Board “consultation” or “review” may be requested, where a vote of the Board is not required, and where a meeting is not feasible.

**C. Delegation to Agency Subordinate.**

The Board may delegate an informal fact-finding proceeding to any agency subordinate in accordance with 18VAC65-20-15 of the Regulations of the Board of Funeral Directors and Embalmers.

**ARTICLE VI. AMENDMENTS**

A board member or staff personnel may propose amendments to these Bylaws by presenting the amendment in writing to all Board members prior to any regularly scheduled meeting of the Board. Such proposed amendment shall be adopted upon favorable vote of at least two-thirds of the Board members present at said meeting.

**Memorandum of Understanding Between  
Cemetery Board  
Department of Professional and Occupational Regulation  
and  
Board of Funeral Directors and Embalmers  
Department of Health Professions**

**I. Purpose**

The intent and purpose of this Memorandum of Understanding is to establish an agreement that the Cemetery Board (“Cemetery Board”) of the Department of Professional and Occupational Regulation (“DPOR”) and the Board of Funeral Directors and Embalmers (“Funeral Board”) of the Department of Health Professions (“DHP”) will assist one another with the enforcement of their respective statutes and regulations. This enforcement assistance will be accomplished through sharing data, licensing, and disciplinary information concerning cemetery and funeral licensees. This agreement will enable the boards to work collaboratively, the direct benefit of which is the enhanced protection afforded to the citizens of the Commonwealth.

**II. Authority**

Chapter 23.1 of Title 54.1 of the Code of Virginia authorizes the Cemetery Board to promulgate and enforce regulations consistent with the statutes. Although the individuals and entities regulated by the Cemetery Board work closely with individuals and establishments licensed or registered to provide funeral services, this board has no regulatory authority over funeral service providers.

Chapter 28 of Title 54.1 of the Code of Virginia authorizes the Funeral Board to regulate the practice of funeral services. Although individuals and entities regulated by the Funeral Board work closely with cemeteries, this board has no regulatory authority over cemetery companies or sales personnel.

**III. Agreement**

The Cemetery Board, DPOR, the Funeral Board, and DHP agree to share information and data regarding the licensure of individuals and entities and disciplinary action taken against licensees, as permitted by the Code of Virginia and as necessary to ensure the public health and safety of the citizens of the Commonwealth.

For purposes of this agreement, “licensees” include cemetery companies and sales personnel licensed, registered, or regulated by the Cemetery Board, and funeral establishments, crematories, and individuals licensed, registered, or regulated by the Funeral Board to provide funeral services.

**UNSIGNED DRAFT**

DPOR and DHP will appoint a representative from each agency for the purpose of executing this agreement.

This Memorandum of Understanding will be effective from the date both agencies have signed below until such time as the agencies enter into another agreement or the agreement is withdrawn, by either agency, upon written notification provided within 30 days of the intended withdrawal.

The agencies agree that any amendments, deletions or additions to this memorandum may be made by letter signed by the Director of DPOR and the Director of DHP.

\_\_\_\_\_  
Mary Broz Vaughan  
Director  
Department of Professional and Occupational Regulation

\_\_\_\_\_  
Date

\_\_\_\_\_  
David E. Brown, D.C.  
Director  
Department of Health Professions

\_\_\_\_\_  
Date

Memorandum of Understanding Between  
Cemetery Board  
Department of Professional and Occupational Regulation  
and  
Board of Funeral Directors and Embalmers  
Department of Health Professions

I. **Purpose**

The intent and purpose of this Memorandum of Understanding is to establish an agreement that the Cemetery Board at the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions will assist one another with the enforcement of their respective statutes and regulations. This activity will be accomplished through a sharing of enforcement data, review of licensing information, and forwarding of information concerning disciplinary actions taken against regulants. This agreement will enable the aforementioned boards to assist each other with enforcement actions, the direct benefit of which is an increase of the level of protection offered to the citizens of the Commonwealth.

II. **Background**

The 1998 Virginia General Assembly enacted legislation creating the Cemetery Board and mandated that an individual or business entity operating a cemetery company, or any individual employed as sales personnel, as defined in the Code of Virginia, be licensed/registered by the Cemetery Board effective July 1, 2000. Prior to the enactment of this legislation, cemeteries were required to be registered with the Department of Agriculture and Consumer Services; however, limited regulatory enforcement powers were available. Chapter 23.1 of Title 54.1 of the Code of Virginia gives the Cemetery Board the authority to promulgate and enforce regulations consistent with the statutes.

The Board of Funeral Directors and Embalmers has been regulating this industry for over fifty years and has regulations in place under the authority of Chapter 28 of Title 54.1 of the Code of Virginia. Although regulants of the Board of Funeral Directors and Embalmers work closely with cemeteries, this board has no regulatory authority over cemetery companies.

III. **Procedure**

A. The Cemetery Board, Department of Professional and Occupational Regulation responsibilities:

1. The Board will provide the Board of Funeral Directors and Embalmers with a report of disciplinary action taken against cemetery companies and sales personnel. This notification will be in the form of a copy of any consent orders or final orders against a regulant and will be forwarded within 30 days of the issuance of the order.
2. The Department will verify immediately by phone or within five working days in writing any request for verification of licensure.
3. The Board will provide to the Board of Funeral Directors and Embalmers a list of all licensed cemetery companies and sales personnel on a quarterly basis and upon request.

B. The Board of Funeral Directors and Embalmers, Department of Health Professions responsibilities:

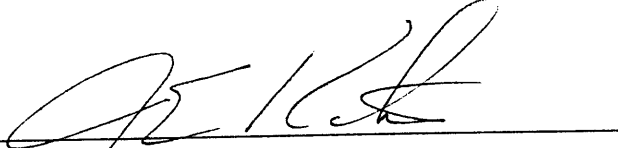
1. The Board will provide the Cemetery Board with a report of disciplinary action taken against their regulants. This notification will be in the form of a copy of any consent orders or final orders against a regulant and will be forwarded within 30 days of the issuance of the order.
2. The Department will verify immediately by phone or within five working days in writing any request for verification of licensure.
3. The Board will provide to the Cemetery Board a list of all licensed funeral directors, funeral homes and embalmers on a quarterly basis and upon request.

The Department of Professional and Occupational Regulation and the Department of Health Professions will appoint a representative from each party for the purpose of executing this agreement.

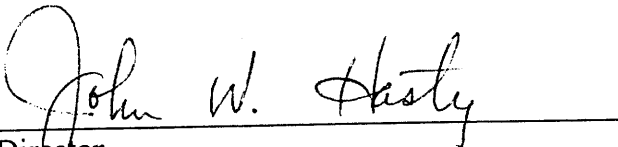
Page Three  
Memorandum of Understanding

This Memorandum of Understanding will be effective from the date both parties have signed below until such time as the parties hereto enter into another agreement or the agreement is withdrawn, by either party, upon written notification provided within 30 days of the intended withdrawal.

It is mutually agreed that any amendments, deletions or additions to this memorandum may be made by letter signed by the Director of the Department of Professional and Occupational Regulation and the Director of the Department of Health Professions.

  
\_\_\_\_\_  
Director  
Department of Professional and Occupational Regulation

3/31/99  
Date

  
\_\_\_\_\_  
Director  
Department of Health Professions

4-2-99  
Date

# Funeral Director Program for Approval



Official Curriculum Guide

Name: \_\_\_\_\_

Date Entered TCC: \_\_\_\_\_

SIS Empl ID: \_\_\_\_\_

Counselor: \_\_\_\_\_

Associate of Applied Science in Funeral Service with a Major in Funeral Directing(155-02)

The Associate of Applied Science in Funeral Services with a Funeral Directing major, prepares students for careers in the field of funeral directing and client care. The Funeral Directing curriculum addresses the changing needs and demands of contemporary funeral directing, business management and entrepreneurship. Entrance requirements for this program include graduation from high school or completion of the GED and submission of a high school transcript or GED certificate, and placement or readiness for ENG 111. Transcripts from other colleges attended must be sent to Tidewater Community College, Office of the College Registrar, P.O. Box 9000, Norfolk, Virginia, 23509. These transcripts must be evaluated before any transfer credit is granted prior to the application deadline. Credit will not be granted for courses taken five years or more prior to the date of enrollment. Credit will only be granted for Funeral Service (FNS) courses taken at institutions accredited by the American Board of Funeral Service Education www.abfse.org.

Following acceptance into the program, students must maintain a C or better in all FNS courses and in SOC 200 and PSY 116. Students will be required to have completed twenty-four credit hours in order to enroll in FNS 126, FNS 231, FNS 232, FNS 295 FNS 236, and FNS 298. In order to take the second part of sequenced courses, a grade of C or better must be earned in the initial course.

In order to receive a Funeral Directors license in the Commonwealth of Virginia, an individual must:

- 1. Be at least 18 years of age and hold a high school diploma or its equivalent;
2. Have completed a funeral service internship 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 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 Virginia 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.

The Tidewater Community College A.A.S. in Funeral Directing is designed to prepare students for entry level positions as funeral directors. This includes preparation for the State Board Examination in Arts of the International Conference of Funeral Service Examining Boards (https://theconferenceonline.org/).

This academic program is designed to meet specific state or professional needs. It is NOT accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

Semester 1

Table with 7 columns: Classification Course No., Course Title, Credits, Prerequisites, Co-Requisites, When Taken, Grade. Rows include CHM 110 Survey of Chemistry 1 and ENG 111 College Composition I.



## Semester 1

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
	College Composition I		or placement	with placement		
ITE 115	Introduction to Computer Applications and Concepts	4	None	None	_____	( )
PSY 116	Psychology of Death and Dying	3	None	None	_____	( )
SDV 100	College Success Skills	1	None	None	_____	( )
SOC 200	Principles of Sociology	3	None	None	_____	( )
<b>Semester Total</b>		<b>17</b>				

## Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ACC 211	Principles of Accounting I	3	Eligible to enroll in MTH 130 or higher	None	_____	( )
BUS 100	Introduction to Business	3	None	None	_____	( )
BUS 241	Business Law I	3	None	None	_____	( )
CST 100	Principles of Public Speaking	3	None	None	_____	( )
FNS 110	Introduction to Funeral Service	2	Admission into program or instructor permission	None	_____	( )
_____	Humanities Elective <sup>2</sup>	3			_____	( )
<b>Semester Total</b>		<b>17</b>				

## Semester 3

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
FNS 126	Pathology for Funeral Service	3	Admission into program or instructor permission	None	_____	( )
FNS 231	Principles of Funeral Management I	4	Admission into program or instructor permission	None	_____	( )
FNS 295	Survey of Embalming and Disposition	4	None	None	_____	( )
_____	Approved Business Elective <sup>3</sup>	3			_____	( )
<b>Semester Total</b>		<b>14</b>				

## Semester 4

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
FNS 232	Principles of Funeral Management II	4	Admission into program and FNS 231	None	_____	( )
FNS 236	Funeral Service Law	3	Admission into program or instructor permission	None	_____	( )
FNS 298	Funeral Service Seminar	3	Instructor Permission	None	_____	( )
_____	FNS elective <sup>4</sup>	3			_____	( )
<b>Semester Total</b>		<b>13</b>				

**Total Minimum Credits 61**

<sup>1</sup> Students may substitute CHM 110 with an eligible math or science course. Eligible courses are listed under General Education

*Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s).*

<sup>2</sup> *Eligible courses are listed under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s). Students are encouraged to take a religion elective.*

<sup>3</sup> *Eligible electives include: BUS 100, BUS 117, BUS 200, and BUS 242.*

<sup>4</sup> *Eligible electives include any course in the Funeral Service curriculum not required for this degree.*

# ALKALINE HYDROLYSIS

## LAWS & RULES

**BELOW STATES ONLY RECOGNIZE ALKALINE HYDROLYSIS IN DEFINITION**

### INCLUDED IN CREMATION DEFINITION:



#### FLORIDA

**FLORIDA STATUTES 497.005**

*Cremation means any mechanical or thermal process whereby a dead human body is reduced to ashes and bone fragments. Cremation also includes any other mechanical or thermal process whereby human remains are pulverized, burned, re Cremated, or otherwise further reduced in size or quantity.*

#### COLORADO

**COLORADO STATUTES § 12-54-102**

*Cremation or cremate means the reduction of human remains to essential elements, the processing of the remains, and the placement of the processed remains in a cremated remains container.*

#### GEORGIA

**GA CODE 43-18-1**

*"Cremation" means the reduction of the dead human body to residue by intense heat or any mechanical, chemical, thermal, or other professionally accepted process. Cremation also includes any other mechanical, chemical, thermal, or other professionally accepted process whereby human remains are pulverized, burned, re Cremated, or otherwise further reduced in size or quantity.*



#### ILLINOIS

**410 ICLS 18/5**

*"Cremation" means the technical process, using heat and flame, or alkaline hydrolysis that reduces human remains to bone fragments. The reduction takes place through heat and evaporation or through hydrolysis.*

#### KANSAS

**KANSAS STATUTES 65-1760**

*"Cremation" means the mechanical and/or other dissolution process that reduces human remains to bone fragments. Cremation includes the processing and usually includes the pulverization of the bone fragments.*



#### MAINE

**144 CMR 244, SECTION I**

*Cremation: The technical process, using direct flame and heat, or other process, that reduces human remains to bone fragments. The reduction takes place through heat and evaporation, or through other processes, including, but not limited to, chemical dissolution. Cremation includes the processing and usually includes the pulverization of the bone fragments.*



#### MISSOURI

**20 CSR 2120-2.071**

*Cremation—a final disposition of dead human remains; the mechanical process which reduces remains to bone fragments through heat, evaporation, and/or an alkaline hydrolysis chemical process.*

### ALKALINE HYDROLYSIS DEFINED IN:

**ALABAMA CODE § 34-13-1 (2018)**

*ALKALINE HYDROLYSIS. The technical process that reduces human remains to bone fragments using heat, water, and chemical agents.*

#### OKLAHOMA

**EFFECTIVE NOVEMBER 2021**

*"Alkaline Hydrolysis" means the reduction of human remains to bone fragments and essential elements in a licensed crematory using heat, pressure, water and base chemical agents.*

**SASKATCHEWAN FCSCS BYLAWS**

*"Alkaline hydrolysis" is a process whereby human remains are placed in a pressure vessel containing water and potassium hydroxide. With the introduction of heat and pressure the human remains are reduced to bone fragments.*

### ALKALINE HYDROLYSIS ALSO INCLUDED IN:

**CONNECTICUT CODE § 42-200** AH included in definition of funeral directing.

**IDAHO CODE § 39-268** AH included in definition of crematory establishment.

**VERMONT 26 V.S.A. 21 § 1252** AH included in definition of crematory establishment.



**See page 2 for AH regulations in other states.**

# ALKALINE HYDROLYSIS

LAWS & RULES

## ALKALINE HYDROLYSIS WRITTEN REGULATIONS



### MINNESOTA

#### REGULATION HIGHLIGHTS:

- AH facility application
- AH facility required documentation  
*includes: proof of liability insurance, environmental permits, period of licensure, etc.*
- AH container requirements & AH disclosures

#### FULL REGULATIONS:

[HTTPS://WWW.REVISOR.MN.GOV/INDEX/STATUTE/S10076710?YEAR=2020](https://www.revisor.mn.gov/index/statute/s10076710?year=2020)

### CALIFORNIA

#### REGULATIONS COMING SOON:

- AH facility application
- AH facility fees | requirements
- AH manager requirements
- AH contracts & AH special trusts

#### MORE INFO:

[HTTPS://WWW.CFB.CA.GOV/LAWS\\_REGS/PROPOSED\\_REGS.SHTML](https://www.cfb.ca.gov/laws_regs/proposed_regs.shtml)



### NORTH CAROLINA

#### REGULATION HIGHLIGHTS:

- Hydrolysis chamber regulations
- Requirements for Hydrolysis License & Manager
- AH facility physical requirements

#### FULL REGULATIONS:

NC GENERAL STATUTE § 90-210.136  
TITLE 21, SUBCHAPTER 34C, NC ADMINISTRATIVE CODE

### NEVADA

#### REGULATION HIGHLIGHTS:

- AH facility requirements
- AH container requirements
- AH artificial device language

#### FULL REGULATIONS:

[HTTPS://WWW.LEG.STATE.NV.US/NRS/NRS-451.HTML](https://www.leg.state.nv.us/nrs/nrs-451.html)

### ONTARIO

#### REGULATION HIGHLIGHTS:

- Alternative Disposition Operator - Hydrolysis req.
- Defines hydrolysis chamber, hydrolysis wrapping, hydrolysate, etc.

FULL REGULATIONS:  
[WWW.ONTARIO.CA/LAWS/STATUTE/02F33](http://www.ontario.ca/laws/statute/02f33)

[HTTPS://SECURE.SOS.STATE.OR.US/OARD/DISPLAYCHAPTERRULES.ACTION?SELECTEDCHAPTER=130](https://secure.sos.state.or.us/oard/displaychapterrules.action?selectedchapter=130)

### OREGON

#### REGULATION HIGHLIGHTS:

- AH referred to as "alternative disposition" and "dissolution"
- Dissolution chamber requirements
- Alternative disposition facility req.

#### FULL REGULATIONS:

### UTAH

#### REGULATION HIGHLIGHTS:

- AH authorization form requirements
- Defines AH container and container standards

#### FULL REGULATIONS:

[HTTPS://LE.UTAH.GOV/XCODE/TITLE58/CHAPTER9/58-9-S613.HTML?V=C58-9-S613\\_2018050820180508](https://le.utah.gov/xcode/title58/chapter9/58-9-s613.html?v=C58-9-S613_2018050820180508)

### WASHINGTON

#### REGULATION HIGHLIGHTS:

- Holding remains for AH language
- AH licensing operator requirements
- Defines "effluent"

#### FULL REGULATIONS:

[HTTPS://APP.LEG.WA.GOV/WAC/DEFAULT.ASPX?CITE=308-47](https://app.leg.wa.gov/wac/default.aspx?cite=308-47)  
[HTTPS://APP.LEG.WA.GOV/WAC/DEFAULT.ASPX?CITE=246-500-053&PDF=TRUE](https://app.leg.wa.gov/wac/default.aspx?cite=246-500-053&pdf=true)

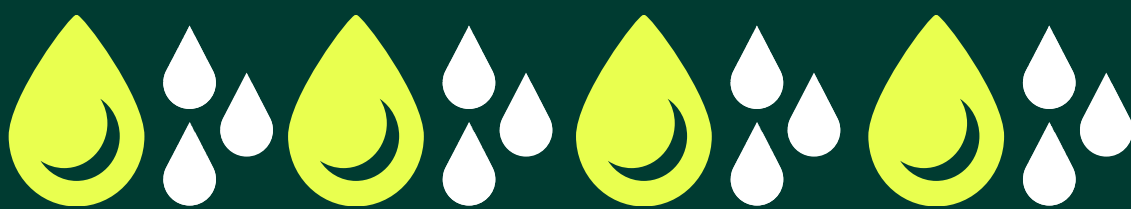
### WYOMING

#### REGULATION HIGHLIGHTS:

- AH is defined as chemical disposition
- Chemical disposition facility & record requirements
- Chemical disposition license requirements

#### FULL REGULATIONS:

[HTTPS://FSPBOARD.WYO.GOV/RULES](https://fspboard.wyo.gov/rules)



ALKALINE HYDROLYSIS INFORMATION COMPILED AND  
POSTED IN MAY 2021 BY THE CONFERENCE.

For more information on state/provincial licensing requirements, please visit our website.