

From: Virginia Board of Funeral Directors and Embalmers  
Date: Feb 9, 2022  
Subject: Renewal Reminders - 03/31/2022



## Virginia Board of Funeral Directors and Embalmers

Dear Licensees and Registrants:

Electronic renewal notices for the upcoming March 31, 2022 expiration date will be sent to the email address on record with the Board **early next week**.

If you need to update your individual address of record or email address to ensure that your license is received, please log into your account using the [Online Licensing website](#) to make the necessary change.

As a reminder: We recommend that you submit your renewal fee as soon as possible in order to avoid any late fees and possible interruption in your ability to practice. The Board does not consider the date of postmarked mail, so any payments received after March 31, 2022 will be considered late.

The Board encourages you to read the following reminders and important information about renewals:

### **Online Renewals**

The following licenses and registrations can be renewed online:

- Branch Establishments
- Courtesy Cards
- Crematories
- Embalmers
- Funeral Directors
- Funeral Establishments
- Funeral Service Interns
- Funeral Directing Interns
- Embalming Interns
- Funeral Service Licensees
- Surface Transportation and Removal Services

### **Online Renewals and PIN Requests**

PIN numbers to renew your license/registration are provided with your emailed renewal notice. You should maintain this PIN number in a safe place, as this number does not change from year-to-year and will be required to renew your license online.

If you need assistance with your PIN number, please contact the Board at (804) 367-4479, and select option #2 to reach Board staff.

### **Continuing Education Requirements**

Please review 18VAC65-20-151 regarding the continuing education requirements for renewal of an active license by [clicking here](#).

As a reminder, in order to renew your current funeral service, funeral director, or embalmer license, you are required to attest that you obtained the required continuing education hours for the previous year (April 1, 2021 – March 31, 2022). (See 18VAC65-20-130(A)(2)).

If you are a new licensee by examination, you are exempt from the continuing education requirements for the first renewal following the date of initial licensure. (See 18VAC-65-20-151(E)).

### **Establishment Renewals – Main and Branch**

Please remember that renewals of licenses for main and branch establishments will not be fully processed **until the individual funeral service or funeral director license of the Manager of Record is renewed**.

Additionally, renewals of licenses for branch establishments will not be fully processed **until the license of the main establishment is renewed**.

Changes to email addresses can be made online during the renewal process; however, updates to physical or mailing addresses may only be made by contacting the Board.

To ensure that establishments receive important notices from the Board, including renewal notices, please provide the facility's main email address when you renew online.

### **Waiver of Full-Time Manager of Record**

If your establishment has been granted a waiver of full-time Manager of Record, that waiver must be renewed on an annual basis by March 31st. In order to renew the waiver, the establishment must submit copies of the "Funeral Director's Monthly Vital Statistics Report" for each month of the last year for each establishment.

[Click here](#) for the Waiver of Full-Time Manager of Record renewal form.

### **Courtesy Cards**

Courtesy cards may be renewed through the online renewal system or by mail-in renewal card.

**Please remember, in order to renew your Virginia courtesy card, you must submit a copy of your current funeral service, funeral directing, or embalming license from your primary state of practice (*not a copy of your Virginia Courtesy Card*).**

This information can be submitted by

- Email to ([fanbd@dhp.virginia.gov](mailto:fanbd@dhp.virginia.gov))
- Fax (804) 939-5973; or
- By mail to:

Board of Funeral Directors and Embalmers  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233

### **Last Paper License Reminder**

Beginning in 2021, the Board of Funeral Directors and Embalmers ceased mailing a hard copy of certain licenses and registrations\* on a yearly basis. A final hard copy was issued last year that contained no expiration date. That final copy should be maintained, carried, or posted in accordance with relevant applicable laws and regulations. Regulatory agencies, employers, insurance providers, and citizens seeking verification of current licensure status in the Commonwealth of Virginia may obtain this information via [License Lookup](#).

A replacement or duplicate of a final hard-copy license, certification, or registration may be requested through an individual [online account](#).

\*Funeral interns, Surface Transportation and Removal Surface registrations, and Courtesy Card holders will continue to receive updated licenses/registrations.

### **Bulk Renewals/Individual Licensees**

The Virginia Board of Funeral Directors and Embalmers does not process bulk renewals in which documentation is sent to the Board regarding the renewal of multiple individual licenses with one lump sum payment. The renewal process is available [online](#); Licensees should renew their licenses and attest to completion of required continuing education. Any request for bulk renewals received by the Board for individual licenses will be returned to the sender, which may result in late renewals.