

Date: Wed, Feb 10, 2021

Subject: Virginia Board of Funeral Directors and Embalmers – Upcoming Renewal 2021



## Board of Funeral Directors and Embalmers

Dear Licensees and Registrants:

**Electronic renewal notices for the upcoming March 31, 2021 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 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, 2021 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 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.

### **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, 2020 – March 31, 2021). (See 18VAC65-20-130(A)(2)).

### **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 may be made online during this process; however, updates to physical or mailing addresses may only be made by contacting the Board.

### **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 courtesy card, you must submit a copy of your current funeral service license from your primary state of practice (*not a copy of your Virginia Courtesy Card*).

### **Last License 2021**

Beginning this year, the Board of Funeral Director and Embalmers will cease mailing hard copy licenses and registrations on a yearly basis. During the 2021 renewal, a final hard copy will be issued that contains no expiration date. This 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, registration, or permits may be requested through an individual [online account](#).