

From: **Virginia** Board of Funeral Directors and Embalmers  
Date: March 11, 2022  
Subject: Renewal Reminders



## Virginia Board of Funeral Directors and Embalmers

### Renewals – Due by March 31, 2022

Renewals are due **no later than March 31, 2022**. You may renew your license online by [clicking here](#). 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.

Do you need to update your individual or establishment email or physical address?

Please log into your account using the [Online Licensing website](#) to make the necessary change(s).

[Click here](#) to read important information concerning renewals!

### Recent Regulatory Changes – Funeral Internships Effective March 3, 2022

The Virginia Board of Funeral Director and Embalmers conducts a periodic review of its regulations approximately every four years. The Board recently completed the review of the Board's Regulations for the Funeral Service Internship Program, which became effective March 3, 2022 .

Of note, the amended regulations:

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

- Establish that a funeral service internship shall consist of **at least 2,000 hours of training** to be completed within no less than 12 months and no more than 48 months. (18VAC65-40-130(A))
- Provide that the Board may grant an extension for completion of an internship **only for extenuating circumstances**. (18VAC65-40-130(A))
- Require that a **funeral service intern be identified to the public as a funeral service intern** in a title used, name tag worn, and any correspondence or communication in which the intern's name is used. (18VAC65-40-130(D))
- Require that a **supervisor register with the Board for each intern supervised**, with such registration expiring 48 months after registration or at the completion of the intern's training, whichever occurs first. (18VAC65-40-250, -280)
- Specify that the Board will **not approve registration of a supervisor** who has been subject to **board discipline within the most recent two years**. (18VAC65-40-250)

To access an updated version of the Board's Regulations for the Funeral Service Internship Program visit the [Board's Laws and Regulations](#) page.

To view the changes to the text of the Board's Regulations, please visit the Virginia Town Hall website: [Text Changes - Regulations for the Funeral Service Internship Program](#).

## The International Conference of Funeral Service Examining Boards – Funeral Practitioner Job Task Analysis (JTA) Survey

Please see the below communication from the International Conference of Funeral Service Examining Boards to funeral services licensees:

Dear Licensed Funeral Practitioner,

Please take the time to complete the Funeral Practitioner Job Task Analysis (JTA) Survey and share this link with your fellow licensed practitioners. This survey will help capture new developments in the field as well as shape future Funeral Service licensure exams. Your participation is crucial to better understanding the job and the nature of the field, and it is extremely important to provide your feedback about the job by completing this survey.

The following link will lead you to the survey, as well as instructions as to how to complete it. By completing the survey, there is a chance to earn Continuing Education credit with your state and the Academy of Professional Funeral Service Practice (pending approval).

### Link to Survey:

<https://theconferenceonline.org/jta2022/>

*In the circulation of the survey, you may receive the link more than once, but only one submission is requested.*

If you have any questions regarding the survey, please contact Sarah Gill, Examination Services Manager at (479) 442-7076 or by email at [services@theconferenceonline.org](mailto:services@theconferenceonline.org).