



News Brief

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Message from the Board President and Executive Director

Dear Funeral Service Licensees,

It has been a busy time for the Board – with a number of new proposed regulations, updates to our forms and applications, and license renewals, there is much information to share with our licensees.

In addition to reviewing the information in this newsletter, we encourage you to take the time to visit the Board's website, <https://www.dhp.virginia.gov/funeral/>, where you will find information concerning the operation of your Board, answers to frequently asked questions, as well as resources and links to information from other partner agencies.

Also, if you have not done so, we encourage you to use the website to renew your license online. Not only is the online process smoother and faster, the online process saves a significant amount of time and cost for Board staff.

We hope you will find the information in this newsletter both valuable and informative. We encourage you to share it with your colleagues and staff.

It is a pleasure serving you. Thank you for the work that you do every day for families and their loved ones across the Commonwealth.

Sincerely,

Larry T. Ompps, FSL
Board President

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

Important Information about Renewals

As a reminder, renewals of licenses and registrations for the Virginia Board of Funeral Directors & Embalmers are due on March 31st. The Board encourages you to read the following reminders and important information about renewals.

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 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.

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.

Renewal forms are available on the Board’s website at:

<https://www.dhp.virginia.gov/Forms/funeral/Establishment/WaiverofFull-TimeManager.docx>.

Funeral Interns

If you are a funeral intern and have not received a renewal notice from the Board, or if you have previously renewed your intern registration for more than four consecutive years and have been unable to renew online, please contact the Board at fanbd@dhp.virginia.gov or (804) 367-4479 for more information.

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.

Online Renewals and PIN Requests

To access the online renewal system, please visit the Department of Health Profession’s website at:

<https://www.dhp.virginia.gov/mylicense/renewalintro.asp>.

To request a PIN number for your online renewal, please contact the DHP Call Center at 804-367-4444.



Updates to Board Forms and Applications

Revised Intern Reporting Forms

At its January 16, 2018 meeting, the Virginia Board of Funeral Directors and Embalmers approved revisions to the Funeral Service Internship Reporting forms. Effective immediately, the new forms should be utilized by all interns and supervisors. These forms, which also can be found on the Board's [Forms and Applications](#) page, are:

- [Internship Report Form - 1st 1000 hrs](#) - revised 01/16/2018
- [Internship Report Form - 2nd 1000 hrs](#) - revised 01/16/2018
- [Internship Report Form - 3rd 1000 hrs](#) - revised 01/16/2018
- [Internship Report Form - Final Completion](#) - revised 01/16/2018

The image shows the cover page of the 'COMMONWEALTH OF VIRGINIA Board of Funeral Directors and Embalmers FIRST 1000 HOUR FUNERAL INTERNSHIP REPORT' form. It includes contact information for the Board, fields for intern and supervisor information, and a table for reporting training hours.

Area of Knowledge and Training	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Average No. Hours Per Week	TOTAL HOURS WORKED
1. Virginia Laws and Regulations				
2. Federal Laws: FTC, OSHA, ADA				
3. Vital Statistics and Burial Home Regulations				
4. Merchandise/Markchandising				
5. Funeral Arranging (At Home & Shrouded with Family)				
6. Cremation Laws				
7. Funeral Directing				
8. Funeral Home Laws				
9. General Business Procedures				
10. Funeral Arrangements and Removals				
11. First Call/Internals				
12. Assisting in Funeral Arrangements				
13. Funeral Services, Memorial Services, Graveside Services, etc.				
14. Visitation				
15. Cremation				
16. Administration (Burial/Death Certificates, paperwork, etc.)				
17. Other (List in space)				
18. Care and Preparation of Body				
19. Anatomy				
20. Restorative Art				
21. Safety and Sanitation				
22. Embalming and Proficiency				
23. Biological Anatomic, OSHA				
24. Organ/Tissue Donation				
25. Autopsy/Inquest				

What has changed?

While requiring much of the same information as previous forms, the revised intern reporting forms include additional areas of training and require that interns provide specified information, including case names and dates, for embalmings and funerals with which he or she has assisted. The forms for the first and second 1,000 reports no longer include a rating scale for proficiency in areas of training; feedback on proficiency will be gathered from supervisors on the third 1,000 hour report, as well as on the final report of completion. Finally, there is no longer a separate attestation page for each report; the attestations for both supervisors and interns appear on each of the individual report forms.

Revised Application Forms

A number of Board applications were revised effective March 1, 2018, and are now available for use by applicants and current licensees. The Board's applications reflect a number of updates and revisions, including:

- Clearer and more user-friendly text boxes and layouts;
- Additional licensure questions related to mental, physical, or substance abuse conditions that could impact practice; and
- A new logo from the Department of Health Professions.

The revised applications can be accessed on the Board's website on the [Forms and Applications](#) page.

The image shows the cover page of the 'FUNERAL SERVICE ESTABLISHMENT BRANCH APPLICATION' form. It includes the Virginia Department of Health Professions logo and contact information, followed by application details and a section for establishment information.

MARK ONLY ONE BOX:

- New Establishment Application - \$600.00 Fee
- Renewal/Extension of Application - \$500.00 Fee (New Establishment License Number)
- Change of Ownership with no changes - \$500.00 Fee
- Change of Location with no changes - \$400.00 Fee (Change Effective Date 03/01/2017)
- Change of Ownership with changes - \$500.00 Fee
- Change of Establishment Name - \$100.00 Fee (Change Effective Date 03/01/2017)

ESTABLISHMENT INFORMATION (PLEASE PRINT IN BLUE OR BLACK INK)

OWNER'S FIRST NAME: _____ OWNER'S LAST NAME: _____

ESTABLISHMENT BRANCH NAME: _____

ESTABLISHMENT BRANCH MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

ESTABLISHMENT BRANCH LOCATION: _____ CITY: _____ STATE: _____ ZIP CODE: _____

ESTABLISHMENT BRANCH TELEPHONE: _____ ESTABLISHMENT BRANCH EMAIL ADDRESS: _____

ESTABLISHMENT BRANCH NUMBER: _____

TYPE OF BUSINESS (Select only one)

- SOLE PROPRIETORSHIP
- LIMITED PARTNERSHIP*
- GENERAL PARTNERSHIP**
- CORPORATION*
- LIMITED LIABILITY COMPANY**
- OTHER

*Federal Employer Identification Number (FEIN) _____

**All Corporations, Limited Liability Companies, and Limited Partnerships must register with the Virginia State Corporation Commission (VSCC) including any state business names prior to applying for licensure with the Virginia Board of Funeral Directors and Embalmers. For additional information, please contact the VSCC at (804) 777-7733. Attach documentation.

**General Partnerships must attach a certificate of partnership issued by the Virginia State Corporation Commission. Partners within the partnership (each a Federal or state), valid and not corporations, must attach a copy of the certificate filed with the clerk of the court in the locality where business will be conducted.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE - FOR OFFICE USE ONLY

APPROVED BY: _____

LICENSE NUMBER: _____ BUSINESS NUMBER: _____ SIGN DATE: _____ RECEIPT NUMBER: _____

Pending Regulatory Actions

Clarification of permission to embalm and refrigeration of human remains

Stage: Proposed

Summary: The Board of Funeral Directors and Embalmers has adopted guidance documents on its interpretation of the statutory requirements for express permission to embalm a body and for refrigeration of a dead human body. The intent of this regulatory action is to incorporate the Board's guidance on those requirements into its regulations so, if necessary, compliance can be enforced through a disciplinary proceeding.



Status: Public Comment Period ended February 23, 2018

CE Credit for Board Meetings

Stage: Proposed

Summary: The Board intends to amend 18VAC65-20-151, which provides requirements for continued competency for renewal of an active license. The Board intends to amend the section by offering one hour of CE credit every other year for attendance at a board meeting or at an informal conference or formal hearing. In the year the one hour of credit was granted, it could meet the statutory requirement for "one hour per year covering compliance with federal or state laws and regulations governing the profession (§ 54.1-2816.1)."

Status: Public Comment Period ended March 9, 2018

Regulations Regarding Funeral Service Intern Program – Oversight of Funeral Service Intern Program

Stage: Notice of Intended Regulatory Action (NOIRA)

Summary: The Board of Funeral Directors and Embalmers has adopted a recommendation of the Ad Hoc Committee on Funeral Interns that a Notice of Intended Regulatory Action be initiated to do the following: 1) amend 18VAC65-40-130 (A) to indicate training should be completed within not less than 18 months nor more than 60 months, and that the Board would only consider extensions for extenuating circumstances; 2) require supervisors to register for supervision of each funeral service intern with an expiration for the registration of 60 months or at the completion of the intern's training, whichever occurs first in order to allow the Board to track active supervisors and make sure supervisors are in good standing; and 3) add a regulation requiring that interns be identified to the public as interns in titles, correspondence, and communications with the public.

Status: Secretary's Review in Progress

For more information or updates on these pending regulatory actions, please visit **The Virginia Regulatory Townhall Website** at <http://townhall.virginia.gov>.

Important Information from the Office of the Chief Medical Examiner (OCME)

Electronic Cremation Certificates and Additional Information Regarding Cremation Authorizations

Recently, the Office of the Chief Medical Examiner (OCME) distributed an updated electronic version of the cremation certificate (which is a fillable pdf) that can be used immediately by funeral homes and crematories. The OCME also released a memo that provides additional information for the funeral homes and crematories regarding cremation authorizations.

[Click here](#) to access the OCME's memo regarding cremation authorizations.

[Click here](#) to access the new fillable cremation certificate.

Did You Know? – Facility Inspections

What are the most frequently cited inspection deficiencies?

In 2017, a total of 205 facilities (main establishments, branch establishments, and crematories) were inspected by Senior Inspectors from the Department of Health Professions. Of the facilities inspected:

- 96.9% of crematories had no cited deficiencies;
- 63.6% of branch establishments had no cited deficiencies; and
- 43.4% of main establishments had no cited deficiencies.



The Board has found the following deficiencies to be the most frequently cited by inspectors:

<u>Regulation</u>	<u>Deficiency(ies) Cited</u>
18VAC65-20-630	The price ranges for Direct Cremation and Immediate Burial in the General Price List (GPL) are not calculated correctly. Immediate Burial: Your prices should range from your immediate burial package with container provided by purchaser to your immediate burial package plus your most expensive casket. Direct Cremation: Your prices should range from direct cremation with a container provided by the purchaser to the price for direct cremation plus the most expensive wooden casket acceptable for cremation or the most expensive cremation casket.
18VAC65-20-630	The price ranges on the GPL for caskets and outer burial containers do not match the highest and lowest costs of those products and the Casket Price List (CPL) and Outer Burial Container Price List (OBCPL).
18VAC65-20-630, Appendix I, II, II	The required disclosures and the Itemized Statements, GPL, CPL, and OBCPL are not worded exactly as required by the Federal Trade Commission (FTC).
18VAC65-20-630, Appendix II	The CPL and OBCPL do not include the name, address, and telephone number of the facility.
18VAC65-20-590	The facility is unable to show evidence (i.e. a contract with a medical waste disposal company) of proper disposal of waste products.

<u>Regulation</u>	<u>Deficiency(ies) Cited</u>
18VAC65-20-540	Preparation room walls and floor joints are not tight. The floor and wall surfaces are not impervious to water.
18VAC65-20-570	Preparation room is not clean and sanitary. Supplies not used in the embalming process are stored in the preparation room.
18VAC65-20-510	The embalming report does not contain all of the following: <ul style="list-style-type: none"> • The name of the deceased and the date of death • The date and location of the embalming • The name and signature of the embalmer and the Virginia license number of the embalmer • If the embalming was performed by a funeral service intern, the name and signature of the supervisor.
18VAC65-30-70	The listing of preneed contracts is not maintained either chronologically or alphabetically. The preneed list does not have all the required information.

INSPECTION RESOURCE: The Board’s inspection forms are a good tool for licensees in preparing for an inspection and knowing what to expect during the process. These forms are readily available on the Board’s website and can be accessed through the links below:

[Funeral Inspection Report](#)

[Crematory Inspection Report](#)

Upcoming Board Meetings

- **March 13, 2018 (1:00 p.m.)** – Ad Hoc Committee on Funeral Internships
- **April 17, 2018 (10:00 a.m.)** – Full Board Meeting
- **June 12, 2018 (10:00 a.m.)** – Full Board Meeting
- **October 16, 2018 (10:00 a.m.)** – Full Board Meeting

Be sure to check the Board’s website often for updated news and information.

Contact Information

Virginia Board of Funeral Directors & Embalmers
9960 Mayland Drive, Suite 300
Henrico, VA 23233
804-367-4479 – Office
804-527-4413 – Fax

fanbd@dhp.virginia.gov

Website: <http://www.dhp.virginia.gov/funeral/>

