

BOARD BRIEFS

December 2023

BOARD MEETING SCHEDULE - 2024

Board Business Meetings:

- Friday, January 12, 2024
- Tuesday, April 16, 2024
- Tuesday, July 16, 2024
- Thursday, October 10, 2024

Hearings and committee meetings are scheduled as needed. For more information, please visit the [Board's meeting calendar](#).



CURRENT BOARD MEMBERS

For a listing of Board members and their terms, please visit [this link](#).

If you are interested in serving on the Board, visit the [Secretary of the Commonwealth's website](#).

REGULATORY UPDATES

Update to Appendix III (Itemized Statement)

The Board recently updated Appendix III to the Board's Regulations to make a correction to the FTC-required disclosure language for embalming and to clarify the Board's disclosure language related to warranties.

The [updated Appendix III](#) can be accessed on the Board's [Laws and Regulations](#) page.

Updates to Guidance Documents

In 2023, the Board readopted or revised the following Guidance Documents:

65-3, [Guidelines for Processing Applications for Licensure: Examination, Endorsement and Reinstatement](#) (September 14, 2023)

65-4, [Aiding and abetting unlicensed practice](#) (September 14, 2023)

65-18, [Guidance on Surface Transportation & Removal Services](#) (September 28, 2023)

Pending Regulatory Actions

[2023 Regulatory Reduction](#) (18VAC65, Chapters 20, 30, 40) - The Board intends to reduce regulatory requirements related to the practice of funeral services, funeral directing, embalming, funeral interns, and preneed funeral planning.

Stage: NOIRA

Status: At the Secretary's Office

[Adjustment of requirements related to documentation of CE](#) (18VAC65-20-10 et seq.) – To align with 2022 legislation, changes the amount of time documents related to continuing education must be kept from two to three years.

Stage: Fast-Track

Status: At the Secretary's Office

To view pending regulatory actions or to submit public comments during open comment periods, visit the Virginia Regulatory Town Hall website at www.townhall.virginia.gov



2024 RENEWALS

Electronic renewal notices for the upcoming 2024 renewal period will be emailed to your address of record on file with the Board on or before February 14, 2024.

If you need to update your email address, please log into your account using the [Online Licensing website](#) to make the necessary change.

WHERE TO FIND CASE DECISIONS

Decisions made by the Board in disciplinary cases involving licensees are available on the Board's website. You may review case decisions for the previous 90-day period, or you may search for case decisions within a date range.

To view case decision information, please visit the [Case Decisions](#) page on the DHP website.

FUNERAL SERVICE PROVIDER WORKFORCE – 2023

Each year, the Healthcare Workforce Data Center at the Department of Health Professions (DHP) compiles a workforce report using the survey data collected from licensees during each renewal cycle. The reports capture important trends in the statewide workforce – from growth (or decline) in licensee counts to regional and statewide accessibility of care or services.

The 2023 Workforce Report for Funeral Service Providers is available [here on the DHP website](#).

REMINDER – ONLINE RESOURCES

A number of helpful resources are available on the Board and DHP websites:

- [Inspection Form \(Combined Funeral Establishment and Crematory\)](#)
- Frequently Asked Questions, including:
 - [Funeral Interns](#)
 - [Continuing Education Requirements](#)
 - [Name and Address Changes](#)
 - [Questions Related to Closure of a Funeral Home](#)
 - [Manager of Record](#)
- [Applications and Forms](#) – Applications, Name and Location Changes, CE forms, inspection forms
- [Healthcare Practitioners' Monitoring Program \(HPMP\)](#)



UPDATES FROM AGENCY PARTNERS

Updates to the E-Amendment Process – Office of Vital Records

The Office of Vital Records, Virginia Department of Health, announced the deployment of the Electronic Death Registration System (EDRS) Release 5.0 - Totally Electronic E-Amendment. This release became effective on Monday, December 4, 2023. [Read More.](#)

Northern Virginia OCME – Change to Release Hours

The Office of the Chief Medical Examiner (OCME), Northern District, recently communicated a change to their hours for the release and intake of decedents. [Click here to view the December 5, 2023, memo.](#)



Bookmark the Board's website for updated news and information:

www.dhp.virginia.gov/funeral/

QUESTIONS?

Contact the Board:

Virginia Board of Funeral Directors and Embalmers
9960 Mayland Drive, Suite 300
Henrico, VA 23233
804-367-4479 – Office
fanbd@dhp.virginia.gov
Website: <http://www.dhp.virginia.gov/funeral/>

For questions related to inspections, or to submit inspection deficiency corrections, please use funeralinspections@dhp.virginia.gov.