



# BOARD REVIEW

VOLUME 12, No. 2  
SPRING 2004

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS "WVBFSE"  
THE PROFESSIONALS' NEWSLETTER

## LICENSE RENEWAL APPLICATION INSTRUCTIONS

If your license expires on June 30, 2004, you should have received a renewal application by now. To determine when your license expires, please refer to your wallet card. If you have lost your application, please call the Board office. Renewal forms are not currently available on-line.

Before returning the application, take time to review it for accuracy. Mail the entire application; do NOT separate the application from the stub. Also, refrain from attaching unnecessary documents. Extra documents can get lost amongst the mountain of applications. Attach only documents which are vital to the application. If you fail to complete any section on the application, it will be returned to you. Only checks or money orders can be accepted at this time.

Below is a check list of questions you should review before mailing your application. There may be more than one category below which applies to you. So, please read the check list carefully.

### **All Licensees:**

- Is the demographic information accurate? Make corrections in red ink and fill in blank categories.
- Did I complete the Employment section?
- Did I enclose my application fee?

### **Apprentices:**

- Did my preceptor complete the Preceptor Certification section?

### **Courtesy Card Holders:**

- Did I mail the License Verification Form to my HOME STATE board for completion? The form must be mailed from my HOME STATE board.

### **Apprentices, Courtesy Card Holders,**

### **Funeral Directors/Embalmers/Funeral Service Licensees:**

- Did I complete the Child Support Obligation section?
- Did I complete the Criminal Background section?
- Did I sign the application?

### **Funeral Directors/Embalmers/Funeral Service Licensees:**

- Did I complete the Practice Status section?
- What is my current Continuing Education Status? *If past due*, the application will be held until verification is submitted.

### **Funeral Establishments:**

- Did the owner complete the Owner Certification section?
- Did the Licensee-In-Charge complete the Licensee In Charge Certification of Responsibility section?
- Is my list of employees and job responsibilities accurate?
- Is my ownership information accurate?

**Crematories and Crematory Operators:** Your licenses expire June 30, 2005. Therefore, you will not be renewing this year.

## LEGAL INTERPRETATIONS

There are no new interpretations to report. However, the board is currently reviewing how obituaries may be affected by the advertising rule since many newspaper publications are now offering to print the funeral provider's logo at the end of an obituary. Once the board has completed its review, the interpretation will be printed in the next available newsletter.

## DISCIPLINARY ACTIONS

**R. Edward Harbert, Jr.,**  
funeral service licensee

The board entered into an Amended Consent Agreement to finalize Case No. 1999-01. Previously, the licensee agreed to be placed on Inactive Status until such time as other legal matters were resolved. In the new agreement, the licensee and board agreed to a two-year probation, supervised practice, \$1000.00 fine and \$2000.00 administrative cost reimbursement to the board.

## BOARD MEETINGS

June 16, 2004	Morgantown
August 11, 2004	Charleston

The board will grant one hour of CE credit for any licensee who attends a full meeting. Meetings generally run 3-4 hours.

## PENNSYLVANIA LIMITED LICENSE

Recently, the Board entered into an agreement with Pennsylvania which allows a West Virginia funeral director to apply for a Limited License in Pennsylvania. This license is very similar to our courtesy card and does not affect the standing reciprocal agreement we have with Pennsylvania. If you wish to apply for a Limited License or need additional information, contact the Pennsylvania Board of Funeral Directors at ( 7 1 7 ) 7 8 3 - 3 3 9 7 o r [www.dos.state.pa.us/funeral](http://www.dos.state.pa.us/funeral).

## NEW EMAIL ADDRESS

Make a note of it! Our email address has changed to [wvfuneralboard@msn.com](mailto:wvfuneralboard@msn.com). The old address will be void after July 1, 2004.

## EXAMINATIONS

The current pass rate for the WV LRR examination is 50% on the first attempt, 56% on the second attempt and 100% on the third attempt. Candidates greatly improve their chances of passing when completing an Examination Review.

An Examination Review gives the candidate the opportunity to view his/her examination to determine areas of weakness. Most candidates express that their weaknesses are the preneed laws or simply a lack of study time. To date, all candidates who completed the Examination Review have passed with substantially better scores on the very next attempt. All candidates are given an opportunity for an examination review upon their first failure. The cost of the Examination Review is \$65.00.

## WELCOME TO THE NEWEST MEMBERS OF THE FUNERAL INDUSTRY

### FUNERAL SERVICE LICENSEES

Patrick A. Kovalck  
Paul T. Lochstampfor  
Jerry A. McConnell  
William F. Fisher

### APPRENTICES

Mariella Godby  
Kandi K. Mullins  
Franklin H. Collier  
William E. Vest

### COURTESY CARD HOLDERS

Gregory D. Walley  
Clark B. Dearth  
Larry Russell Preston

## BILLBOARDS

Billboards are a form of advertising. All billboards must contain the funeral establishment name, phone, address and licensee-in-charge. This article serves as notice that all billboards must comply by July 1, 2004. Failure to comply will result in referral to the Complaint Committee for investigation.

### Board Staff

Sherri Douglass, Executive Director  
James Sands, Investigator  
Alvin Arner, III, Inspector  
Price Calfee, III, Inspector

## WRITTEN AUTHORIZATION TO CREMATE

Many of you have asked if the Board has a sample Written Authorization to Cremate form. Pursuant to W.Va. Code §30-6-21, all crematories must have written permission before a cremation can occur. Specifically, the law states that the written permission must contain the following: (1) the identity of the deceased, (2) the name of person authorizing the cremation, (3) the actual permission to cremate and (4) the name of person who will claim the cremated remains from the crematory. Based on these four requirements, the board developed the form below to aid you in compliance with these requirements. Be sure that your forms contain the four items listed above or utilize this form.

### **Written Permission to Cremate In accordance with WV Code §30-6-21(a)**

**In accordance with WV Code §30-6-21(a), all funeral establishments and crematories are required to obtain written permission to cremate prior to said cremation. This form seeks to obtain such permission and the information immediately preceding this introduction is required by law and must be completed in its entirety before cremation can begin.**

The undersigned hereinafter referred to as the "Authorized Representative(s)," \_\_\_\_\_, hereby certifies that they are the person(s) to whom the right of disposition devolves, in accordance with Title six, Series one, Section twenty-four or Title six, Series two, Section twenty-three of the rules of the Board of Funeral Service Examiners, a state government agency, for the final disposition of the herein named Deceased, \_\_\_\_\_, hereinafter referred to as the "Deceased."

The Authorized Representative(s) authorizes the cremation, processing and disposition of the cremated remains of the Deceased.

In the alternative, the Authorized Representative(s) has designated another person or entity, hereinafter referred to as the "Designated Agent," \_\_\_\_\_, to act on his or her behalf and authorizes the Designated Agent to authorize the cremation, processing and disposition of the cremated remains of the Deceased.

Additional Authorized Representative(s) of equal relationship: The application of signatures below signify that these additional Authorized Representative(s) have agreed to the stipulations of the Written Permission to Cremate.

_____ Authorized Representative Signature	_____ Authorized Representative relationship to Deceased	_____ Date
_____ Authorized Representative Signature	_____ Authorized Representative relationship to Deceased	_____ Date
_____ Authorized Representative Signature	_____ Authorized Representative relationship to Deceased	_____ Date
_____ Authorized Representative Signature	_____ Authorized Representative relationship to Deceased	_____ Date
_____ Authorized Representative Signature	_____ Authorized Representative relationship to Deceased	_____ Date

The Authorized Representative(s) or the Designated Agent hereby authorizes the delivery of the cremated remains of the Deceased as follows:

\_\_\_\_\_  
\_\_\_\_\_

## OFFICE CLOSURES & HOLIDAYS

June 21 West Virginia Day  
July 5 Independence Day  
September 6 Labor Day

\*May 27 - June 4  
\*September 13 - September 24  
*\*answering service will be available*

## DECEDENTS' RIGHTS

Code of State Rules 6-1-24 and 6-2-23 authorize the decedent to (1) name an individual who will be in charge of final disposition and (2) outline specifically the instructions for final disposition. The funeral establishment and crematory are required to follow such instructions, provided there are financial resources available to cover the costs. More detailed information was provided to you in the Fall 2003 and Winter 2004 newsletters.

\*\*Areas with gray background denote OSHA/health related courses. There are several more OSHA/Health related courses listed on our website, [www.wvfuneralboard.com](http://www.wvfuneralboard.com).

On-Going	<b>The Art of Mortuary Airbrush Makeup</b> 16.0 CEU's General Education Location: North Hollywood, CA Sponsor: Dinair Airbrush Makeup System Registration: phone 1-800-785-4770	On-Going	<b>Preneed Funeral Planning</b> 6.0 CEU's General Education Location: homestudy Sponsor: Practicum Strategies Registration: phone 1-800-731-4714	On-Going	<b>Commemoration of a Lifetime</b> 3.0 CEU's General Education Location: varies Sponsor: Batesville Casket Company Registration: Deb St. Pierre, 317-884-1277
On-Going	25 different HOME STUDY programs Programs range from 4.0 – 10.0 CEU's General Education each The following programs are worth 4.0 CEU's OSHA Education each: (1) OSHA: A Practical Guide for Funeral Service Professionals (2) Dealing with Communicable Diseases and AIDS (3) Hazardous Chemicals/Toxic Substances Location: Homestudy Sponsor: Practicum Strategies Registration: Phone, 1-800-731-4714	On-Going	<b>Marketing a Funeral Home for Long Term Profitability</b> 3.0 CEU's General Education <b>Understanding Preneed</b> 4.0 CEU's General Education <b>Understanding and Creating Exceptional Funeral Experiences</b> 3.0 CEU's General Education <b>Personal Management in Funeral Service</b> 4.0 CEU's General Education <b>Understanding and Managing Grief</b> 6.0 CEU's General Education Location: On-line (Internet) at <a href="http://www.funeralreview.com">www.funeralreview.com</a> Sponsor: FuneralReview.com, LLC	On-Going	<b>NFDA Home Study Program Video Tapes</b> <b>General Ed:</b> 4 CEU's each, 10 CEU's for "Embalming Difficult Cases" <b>OSHA Ed:</b> 4.00 CEU's each for "OSHA Access to Employee Exposure" and "OSHA Hazard Communication and Formaldehyde Standard" <b>Audio</b> <b>General Ed:</b> 1.75 CEU's each <b>OSHA Ed:</b> 1.75 CEU's each for #03-TC2AB, #03-TC04AB <b>Books/Readings</b> <b>General Ed:</b> 10.0 CEU's each  Location: home! Sponsor: NFDA Registration: 1-800-228-6332
On-Going	<b>Bloodborne Pathogens</b> 1.25 CEU's OSHA Education Location: where needed Sponsor: Bio Medical Services, Inc. Registration: Doug Parks, 800-787-7406	On-Going	<b>Bloodborne Pathogen Safety</b> 4.0 CEU's OSHA Education Location: Homestudy Sponsor: Compliance Plus, Inc. Registration: Paulette Finch, 800-950-1101	On-Going	<b>Formaldehyde Safety</b> 5.0 CEU's OSHA Education Location: Homestudy Sponsor: Compliance Plus, Inc. Registration: Paulette Finch, 800-950-1101
On-Going	<b>NFDA Online Learning Center</b> 3 CEU's General Education 8 courses available Location: Internet <a href="http://www.nfda.org">www.nfda.org</a> Sponsor: National Funeral Directors Association Registration: Member Service Rep., phone 1-262-789-1880	On-Going	<b>Communicable Disease</b> 2.0 CEU's OSHA Education <b>HIV/AIDS: ... Guide to Occupational Exposure</b> 2.0 CEU's OSHA/Health Education <b>Hazard Communication in Funeral Service</b> 1.0 CUE's OSHA/Health Education Location: On-line (Internet) at <a href="http://www.funeralreview.com">www.funeralreview.com</a> Sponsor: FuneralReview.com, LLC	On-Going	<b>Federal Trade Commission Rule, 1.0 CEU's General Education</b> <b>Rules Governing Funeral Directing and Embalming, 2.0 CEU's General Education</b> <b>HIV/AIDS Communicable Disease Education, 4.0 CEU's OSHA Education</b> Location: Homestudy/On-line Sponsor: Elite Continuing Education Registration: Roe Barletta, 888-857-6920
June 10-11, 2004	<b>4th Annual Palliative Care Conference</b> 11.0 CEU's General Education Location: Beaver, WV Sponsor: Hospice of Southern WV Registration: phone 304-255-6404	June 15-16, 2004	<b>The Director's Assistant Regional Training</b> 16.0 CEU's General Education Location: Boston, MA Sponsor: Continental Computers Corporation Registration: Heather Scott, phone 1-870-932-0081 ext. 260	June 23, 2004	<b>Cremation, the Law and the Funeral Director:</b> 3.0 CEU's General Education Location: Erie, PA Sponsor: Pittsburgh Institute of Mort. Sci. Registration: 1-412-362-8500
June 21-23, 2004	<b>Exceptional Events: A New Frontier for Funeral Service</b> 10.0 CEU's General Education Location: Indianapolis, IN Sponsor: NFDA Registration: phone 1-800-228-6332	June 29-30, 2004	<b>The Director's Assistant Regional Training</b> 16.0 CEU's General Education Location: Houston, TX Sponsor: Continental Computers Corporation Registration: Heather Scott, phone 1-870-932-0081 ext. 260	July 6-7, 2004	<b>The Director's Assistant Regional Training</b> 16.0 CEU's General Education Location: Philadelphia, PA Sponsor: Continental Computers Corporation Registration: Heather Scott, phone 1-870-932-0081 ext. 260
July 15, 2004	<b>Handling EPA &amp; OSHA Enforcement Issues: 2004 Update</b> 2.0 CEU's OSHA/Health Education Teleconference Sponsor: NFDA Registration: 1-800-228-6332	July 16-19, 2004	<b>Cemetery Operations &amp; Maintenance Conference</b> Location: Memphis, TN Sponsor: ICFA Registration, phone 1-800-645-7700	July 16-21, 2004	<b>ICFA University</b> Location: Memphis, TN Sponsor: ICFA Registration, phone 1-800-645-7700
July 20-21, 2004	<b>The Director's Assistant Regional Training</b> 16.0 CEU's General Education Location: San Francisco, CA Sponsor: Continental Computers Corporation Registration: Heather Scott, phone 1-870-932-0081 ext. 260	July 21-23, 2004	<b>Certified Preplanning Consultant Fastrac I</b> 16.0 CEU's General Education Location: Atlanta, GA Sponsor: NFDA Registration: 1-262-789-1880	July 23-25, 2004	<b>Celebrants</b> 17 CEU's General Education Location: Cleveland, OH Sponsor: In-Sight Books Institute Registration: Glenda Stansbury, phone 1-405-810-9501
Aug 3-4, 2004	<b>The Director's Assistant Regional Training</b> 16.0 CEU's General Education Location: Oklahoma City, OK Sponsor: Continental Computers Corporation Registration: Heather Scott, phone 1-870-932-0081 ext. 260	Aug 6-8, 2004	<b>Embalming, Reconstructive Surgery and Cosmetology Techniques</b> 10.0 CEU's General Education Location: Detroit, MI Sponsor: NFDA Registration: phone 1-800-228-6332	Aug 11-13, 2004	<b>Certified Preplanning Consultant Fastrac I</b> 16.0 CEU's General Education Location: Brookfield, WI Sponsor: NFDA Registration: 1-262-789-1880
<b>June 14-16, 2004 West Virginia Funeral Directors Association Annual Convention Radisson Hotel at Waterfront Place Morgantown, West Virginia</b>					

## Questions?...Just Ask Us!

If you need information pertaining to the practice of funeral service, funeral establishments, crematories, etc., write to:

Sherri Douglass  
Executive Director  
WV Board of Funeral Service Examiners  
179 Summers Street, Suite 305  
Charleston, WV 25301  
[wvfuneralboard@msn.com](mailto:wvfuneralboard@msn.com)

### WANT AN EASY WAY TO ANSWER YOUR QUESTIONS OR GET FORMS?

Go on the internet to [www.wvfuneralboard.com](http://www.wvfuneralboard.com). Our new web site can provide you assistance with most of your questions. This is especially helpful during non-business hours. We encourage you to use the web site regularly as a one-stop source for state and federal regulations, as well as general licensing questions.

### NEED A COPY OF THE NEW LAW?

To order a copy of the current "West Virginia Funeral Service Examiners Act" and its corresponding rules, please send a self-addressed stamped envelope and \*\$6.00 to the address listed above.

\*Laws: \$5.00 plus \$1.00 shipping



Let us know how we stack up.  
We'd love to hear from you.

STATE OF WEST VIRGINIA  
BOARD OF FUNERAL SERVICE EXAMINERS  
179 Summers Street, Suite 305  
Charleston, WV 25301  
(304)558-0302 Voice      (304)558-0660 Fax  
email: [wvfuneralboard@msn.com](mailto:wvfuneralboard@msn.com)  
web site: [www.wvfuneralboard.com](http://www.wvfuneralboard.com)

### Board Members

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**Raymond S. Tomassene, Secretary**

**John W. Chapman, III**

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*Complaint Committee*

*Legislative Committee*

**A. Craig Rotruck**

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