



BOARD REVIEW

VOLUME 13, No. 2
SPRING 2005

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

LICENSE RENEWAL INSTRUCTIONS: YOU CAN NOW RENEW YOUR LICENSE OVER THE INTERNET!



The wait is over. You can now renew your license on-line. Please read the following instructions thoroughly, along with the instructions on page 3. If you choose to renew your license the old fashioned way (ie. by mail), skip to page 3 for additional instructions.

Renewing on-line is convenient and has other advantages. It will save you time. And you can pay by credit card, debit card, ACH or electronic check transaction. If you choose the old fashioned method, you will still be required to pay by check or money order.



Credit cards accepted: Visa, Mastercard, Discover Card, Diners Club and American Express.

Simply go to <http://www.wvfuneralboard.com> and look for Renewals. If you have more than one license (ex. Funeral Director and Apprentice Embalmer), you must renew each license separately. You will be instructed to enter one of your license numbers on a Search Page. If you have two license numbers for the same license (ex. FD0001 and EM0001), you can choose either number. Once you have done this, you will be given a series of screens to complete. It is important that you follow the instructions thoroughly. If you are given instructions to contact the Board before proceeding further, do so. The application is not saved until you have completed the payment transaction. Once complete, the application will be relayed to the Board for further processing and your license will then be mailed to you. There is no need to mail in the original paper application.

Please note that there is a 2.25% fee added to the total amount charged for all credit card transactions. For debit card, ACH or electronic check transactions, the fee is only 50¢. These are fees that the Board must reimburse to the State Treasurer for the convenience of accepting these types of transactions. The Board does not profit from charging these fees.

TROUBLESHOOTING ON-LINE RENEWAL PROBLEMS

Reciprocal Licensees: On the Search screen, DO NOT include the letter "R" at the end of your license number.

Courtesy Card Holders: You can renew on-line. However, you must still mail the License Verification Form to your home state board for their completion. If you renew your license prior to our receipt of this form, your application will be pending and processed at the time the License Verification Form is submitted. There is a convenient link to the form on the website.

Inactive Licensees: If you are currently inactive, you can not renew on-line. Unfortunately, there are some technical problems with the system that make it inefficient to renew your license on-line. However, if you are currently active and plan to change to inactive, you can renew on-line. You will need to complete an Inactive Certification form, for which there is a convenient link on the website.

Apprentices who will renew for only 1 year: If your application indicates that you are permitted to renew for only 1 year (expiration date set for June 30, 2006), you can not renew on-line. The system is designed to renew only those licenses eligible for a two-year renewal.

Still Need Continuing Education at the time you received your application: You will not be able to renew on-line immediately. You will need to submit evidence of completion of the required credits. The Board will then release your on-line application and you can proceed to renew.

You encountered a problem while trying to renew: If you are unable to continue due to an error message, follow the instructions provided on the screen. Unfortunately, the information you have already entered will not be saved. After the problem has been resolved or corrected by Board staff, you can try again. Most conflicts are a result of the way you answered a question or because your on-line application was "flagged" for delinquent continuing education, late fees, or other

LICENSE RENEWAL DEADLINES

Because Executive Director Sherri Douglass is expected to be on maternity leave during the peak of renewal season, June and July, the Board encourages you to renew your license as soon as possible. This will be very helpful to her and the temporary staff hired to assist Ms. Douglass.

There is a strict deadline of July 31, 2005. All applications submitted after that date will be subject to late fees. The payment stub on the bottom of your application specifies the amounts due based on this deadline.

Comprehensive Law Books Now Available

The Board just had new funeral service law books printed. For \$35.00, you will receive a comprehensive 200 page book that contains state and federal laws, including the Board's laws, vital statistics, OSHA, FTC, medical, and much more. The book comes to you as a loose-leaf 3-hole punched packet that can easily be inserted into a binder.

To order, simply send a \$35.00 check or money order to the Board, along with a note that the payment is for the State and Federal law book. If we're out of stock, we can order copies quickly.

**Areas with gray background denote OSHA/health related courses. There are several more courses, including OSHA/Health programs, listed on our website, www.wvfuneralboard.com. Consult previously issued newsletters, also.

On-Going (once per month)	Professional Arranger Dev. 11 CEU's General Education Location: Batesville, IN Sponsor: Batesville Casket Company, (800) 622-8373	On-Going	Funeral Home Fleet Management 2.0 CEU's General Education Location: Amelia, OH Sponsor: Eagle Coach Company, (513) 797-4100	April 1-4, 2005	Professional Women's Conference 10 CEU's General Education Location: Scottsdale, AZ Sponsor: NFDA, (800) 228-6332, www.nfda.org
On-Going	10 courses, 1-3 CEU's General 2 courses, 2-3 CEU's OSHA Location: Internet Sponsor: FuneralCE.com (866) 332-8423 www.funeralce.com	On-Going	Certified Preplanning Consultant Correspondence Course 15.0 CEU's General Education Location: Home study Sponsor: NFDA, (262) 789-1880 www.nfda.org	April 9-10, 2005	101st Annual Convention 7.0 CEU's General Education Location: Rogers, Arkansas Sponsor: International Conference of Funeral Service Examining Boards, (479) 442-7076
Varies	Audio seminars via telephone 1.0 CEU's General Education Each 4/21/05 - Protecting Families' Privacy in the Age of Technology 5/19/05 - Responding to Shifting Expectations of Today's Funeral Professional 6/16/05 - Proactive Measures That Protect Funeral Professionals from Liability Sponsor: International Order of the Golden Rule, (800) 637-8030, www.oqr.org	Varies	2005 Group Meetings 2.0 CEU's General Education 7.0 CEU's OSHA/Health Education 4/3/05-4/9/05 Royal Cruise 4/17/05-4/19/05 Asheville, NC 4/24/05-4/26/05 Moline, IL 5/1/05-5/3/05 Santa Barbara, CA 5/4/05-5/6/05 Incline Village, NV 5/15/05-5/17/05 Portland, ME 5/18/05-5/20/05 Windsor, ON Sponsor: Selected Independent Funeral Homes, (800) 323-4219, www.selectedfuneralhomes.org	April 12-14, 2005	Multiple Death Disaster Management Symposium 16.0 CEU's General Education (total) 4.0 CEU's OSHA Education (total) Location: Huntington, WV Sponsor: Tri-State Fire Academy, (304) 696-5508
On-Going	Funeral Campus 36 courses, ranging from 1-17 hours each 15 osha/health courses Location: internet Sponsor: 360 training www.funeralcampus.com 1-800-442-1149	Varies	Funeral Celebrants 17.0 CEU's General Education 5/13/ - 5/15/05 Oklahoma City, OK 6/10/ - 6/12/05 New Orleans, LA 8/12/ - 8/14/05 Niagara Falls, Ont 9/16/ - 9/18/05 Portland, OR 10/14 - 10/16/05 Kansas City, MO Sponsor: In-Sight Institute, (405) 810-9501, glenda@insightbooks.com	April 13-16, 2005	2005 Annual Conference 18.25 CEU's General Education Location: San Francisco, CA Sponsor: International Order of the Golden Rule, (800) 637-8030, www.oqr.org
On-Going	Casket Manufacturing & Merchandising 4 CEU's General Education Location: Reynoldsville, PA Sponsor: Reynoldsville Casket Co., (814) 653-9666	Varies	Embalming, Reconstructive Surgery & Airbrushing Tech. 10.0 CEU's General Education 4/26-4/27/05 - Pittsburgh, PA 10/1/05 - Chicago, IL (6 CEU's) 11/15-11/16/05 - Fayetteville, NC Sponsor: NFDA, (800) 228-6332, www.nfda.org	April 20, 2005	Living with Grief: Ethical Dilemmas at the End of Life 2.5 CEU's General Education Teleconference broadcast Sponsor: Hospice Foundation of America, (800) 854-3402, www.hospicefoundation.org
On-Going	Aurora Plant Tour 1.0 CEU General Education Location: Aurora, IN Sponsor: Aurora Casket Company, (800) 457-1111 www.auroracasket.com	Varies	Exceptional Funerals: Personalization Beyond Basics 10.0 CEU's General Education 5/3-5/4/05 - Avon, CT 8/23-8/24/05 - St. Louis Sponsor: NFDA, (800) 228-6332, www.nfda.org	April 30 - May 5, 2005	PFDI conference 8.5 CEU's General Education Location: Atlantis, Bahamas Sponsor: MKJ Marketing, (888) 655-1566, www.mkjmarketing.com
On-Going	Eagle Coach Company Plant Tour 2.0 CEU's General Education Location: Amelia, OH Sponsor: Eagle Coach Company, (513) 797-4100	Varies	Certified Preplanning Consultant Program 16.0 CEU's General Education 4/13-4/15/05 - Riverside, NJ 5/11-5/13/05 - Brookfield, WI 8/17-8/19/05 - Windsor, CT 10/1-10/2/05 - Chicago (8 CEU's) Sponsor: NFDA, (800) 228-6332, www.nfda.org	May 5, 2005	Need-to-Know Wage and Hour Compliance for Employers 2.0 CEU's General Education Teleconference Sponsor: NFDA, (800) 228-6332, www.nfda.org

CE's ARE DUE BY JUNE 30, 2005. YOUR STATUS CAN BE FOUND ON THE LAST PAGE OF THIS NEWSLETTER, JUST BELOW THE MAILING LABEL OR ON YOUR LICENSE RENEWAL APPLICATION

**WELCOME
TO THE NEWEST MEMBERS OF THE FUNERAL INDUSTRY**

FUNERAL SERVICE LICENSEES Jason B. Jimmie Terry Lee Ellyson, II	CREMATORY OPERATORS none	APPRENTICES Jeremiah M. Rickard Brian S. Duda William C. Arnold
COURTESY CARD HOLDERS Jeremy A. Bowersox Brad A. Wilson	FUNERAL ESTABLISHMENTS Charleston Mortuary, <i>opened in Charleston</i> Williams Funeral Home, <i>opened in Pine Grove</i> Stafford Family Funeral Home, <i>opened in Oceana</i>	CREMATORIES none

**GENERAL LICENSE RENEWAL
INSTRUCTIONS**

If your license expires on June 30, 2005, you should have received a renewal application with this newsletter. **Please refer to your wallet card for your expiration date.** If you did not receive an application AND your license expires on June 30, 2005, you can either have an application mailed to you OR you can go to www.wvfuneralboard.com and renew on-line. If you renew on-line, please follow the instructions on the front of this newsletter.

1. Take time to review your application for accuracy.
2. If renewing by mail, send the entire application, including the payment stub. DO NOT separate the stub from the application.
3. If renewing by mail, do not attach any unnecessary documents, as these can easily become misplaced. Attach only documents that are vital to your application.
4. If you renew by mail, please remember that you must pay by check or money order.
5. If renewing by mail and you fail to complete any section on the application, it will be returned to you. This will delay your license. For apprentices, this also includes the Preceptor Certification section.
6. If your CE's are delinquent, your application will be held until verification of completion is submitted.

OFFICE CLOSURES

May 30	Memorial Day
June 20	WV Day
July 4	Independence Day
Sept 5	Labor Day

*Expect additional temporary closures throughout the Spring and Summer due to Ms. Douglass' maternity leave.

APPRENTICESHIP: BEFORE OR AFTER MORTUARY SCHOOL?

While the law doesn't require it, the Board suggests that students consider serving their apprenticeship before mortuary school so that they have a full understanding of their career choices before spending several thousand dollars on education.

BOARD MEETING DATES

April 13, 2005	Charleston office
June 15, 2005	Glade Springs

BOARD STAFF

SHERRI DOUGLASS, EXECUTIVE DIRECTOR
JAMES SANDS, INVESTIGATOR
ALVIN ARNER, III, INSPECTOR
PRICE CALFEE, III, INSPECTOR

MEDICAL POWER OF ATTORNEY

To clarify from a previous newsletter, the Board's legal counsel has advised the Board that a Medical Power of Attorney can make funeral arrangements only if the written document specifies this. If there is no mention of funeral arrangements in the document, the Medical Power of Attorney can not serve as the authorized representative.

This would not prohibit the same person from making funeral arrangements if he/she qualifies as an authorized representative in some other manner, such as spouse.

LATE FEES AND INTEREST CHARGES

Please be aware that it has recently come to the attention of the Board that charging late fees on funeral contracts is strictly prohibited under West Virginia law. In addition, if you charge interest on a funeral contract, then the federal truth in lending regulations must be followed. This is being enforced by the Office of the Attorney General.

While the interpretation of such laws and the enforcement of them are not within the jurisdiction of the Board, the Board believed it important to inform you about this issue. Please consult your own attorney or advisor on how best to comply.

BRACHYTHERAPY

According to Don E. Douthit, CANA Scientific Advisor, brachytherapy treatment is the use of radiation through implanted catheters in the breast cavity of women who have had lumpectomies for breast cancer.

He also says that this therapy "should have no impact on the care and handling of the deceased" because there are no radioactive resources left in the body after treatment.

To learn more about this procedure and its safety issues, you can find Mr. Douthit's entire article "Brachytherapy: Similar But Different" in *The Cremationist of North America*, vol. 40, No. 4, 2004, pg 4.

DISCIPLINARY ACTIONS

None to report for this quarter.

CERTIFIED CE PROVIDERS

Any program offered by a certified continuing education provider is automatically approved for credit. Below is a partial list of 2005 approved providers. A full list can be obtained from our website.

West Virginia Funeral Directors Assoc.
815 Quarrier Street, Suite 345
Charleston, WV 25301-2616
(304) 345-4711
Rprice0851@aol.com
www.wvFDA.org

Thanos Institute
PO Box 1928
Buffalo, NY 14231-1928
(716) 636-0383
Thanosinst@aol.com
www.thanosinstitute.com

International Cemetery & Funeral Assoc.
1895 Preston White Dr., Suite 220
Reston, VA 20191
(703) 391-8400
ldangelo@icfa.org
www.icfa.org

Selected Independent Funeral Homes
500 Lake Cook Road, Suite 205
Deerfield, IL 60015
(847) 236-9401
(800) 323-4219
headquarters@selectedfuneralhomes.org
www.selectedfuneralhomes.org

Hospice Foundation of America
2001 S Street, NW, Suite 300
Washington, DC 20009
(202) 638-5419
karen@hospicefoundation.org
www.hospicefoundation.org

MKJ Marketing
1501 Belcher Road S., Building B
Largo, FL 33771
(727) 524-8100
(888) 655-1566
lpeterson@mkjmarketing.com
www.mkjmarketing.com

National Funeral Directors Association
13625 Bishop's Drive
Brookfield, WI 53005
(262) 789-1880
sjeske@nfd.org
www.nfd.org

International Order of the Golden Rule
PO Box 28689
St. Louis, MO 63146
(800) 637-8030
jgabbert@ogr.org
www.ogr.org

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

Want an Easy way to Answer your Questions or get forms?

Go on the internet to www.wvfuneralboard.com. Our new web site can provide you assistance with most of your questions. This is especially helpful during non-business hours. Download laws, applications, apprentice report forms, etc.

Need a Funeral Service Law Book?

To order the *new* Funeral Service Law Book, send \$35.00 to the address listed above, along with a note that the payment is for the Funeral Service Law Book. Please allow up to three (3) weeks for delivery, if the book is out of stock.

The 200-page Funeral Service Law Book contains state and federal laws related to the funeral industry.



**LET US KNOW HOW WE STACK UP.
WE'D LOVE TO HEAR FROM YOU.**

**STATE OF WEST VIRGINIA
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Benjamin F. Williams

Continuing Education Committee

LRR Examination Review Committee