



BOARD REVIEW

VOLUME 13, No. 3
SUMMER 2005

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

LICENSE RENEWAL DEADLINES

If your license expires June 30, 2005, you should have received a renewal application in April. The last day to renew without penalties is July 31, 2005. After that date, late fees will be assessed every 30 days. After September 30, 2005, your license will be invalid and you must apply for reinstatement. The cost of reinstatement varies depending on the type of license and when you apply.

If you did not receive an application, you can call our office to have one mailed to you OR you can renew on-line at www.wvfuneralboard.com.

WEB BROWSING LESSON

Even though the Board attempts to maintain current and accurate information on its website, we often receive phone calls regarding outdated material, such as old CE programs.

Most often when this occurs, it is because your internet browser is not looking at the latest version of the web page. Try refreshing or reloading the page. In Internet Explorer, there is also a Refresh button on the tool bar.

Many browsers, like Internet Explorer and Navigator, also allow you to change your internet options so that the newest version of the web page is automatically displayed. Please check the help menu of your internet browser to find out how to ensure you always see the current version of a website.

LIC'S IN ADVERTISEMENTS

Recently a funeral director asked the Board to clarify an advertisement policy regarding Licensees-In-Charge. You are not required to include the exact phrase "Licensee-In-Charge" next to his or her name. In fact, no title is required IF the LIC is the only person listed in the advertisement or IF all the other persons listed are also licensed funeral directors. However, IF you include non-licensed personnel in the advertisement, then you must clarify who is licensed and who is not licensed. This can be achieved easily by simply including job titles.

To see examples, refer to newsletters January 2002, Volume 10, #1 and April 2002, Volume 10, #2.

RECIPROCITY INTERPRETATION

The Board's legal counsel recently advised that all applicant's for reciprocity licensure must meet the current educational standards set out in law. Those standards, of course, include 60 semester hours of undergraduate study and 1 year of mortuary school.

The Board has charged its Legislative Committee with reviewing the current reciprocity requirement and making recommendations for possible alternative requirements, such as work experience in lieu of some of the undergraduate work.

The committee has just begun looking at this issue and will research it thoroughly before making any recommendations for change.

COMPLAINTS:

DON'T CALL BOARD MEMBERS

Many of you have personal relationships or know our board members well enough to pick up the phone to make a complaint about another licensee.

The Board asks that you direct all complaint inquiries to the Board staff to avoid tainting the investigative process.

Complaints are confidential until such time as the Board holds a hearing or finalizes a consent agreement. If a board member has been involved IN ANY WAY with a complaint, he/she must recuse himself/herself from taking action on that complaint. When this happens, it jeopardizes the required majority.

NEW HIRE

Many of you remember Connie Sloan from her days at the Attorney General's Office in the Preened Division. Connie is now working for the Board part-time while Sherri Douglass, Executive Director, is on maternity leave.

The Board is thrilled to have Connie's expertise in funeral service law. Primarily, Connie will be keeping the office functional and processing license renewals.

After Sherri returns full-time from maternity leave, Connie will fill in occasionally during vacation periods and other short term leaves of absences.

COMMITTEE CHANGES

Effective July 1, 2005, Craig Rotruck will replace Steven Varner on the Complaint Committee. And, Steven Varner will replace Craig Rotruck on the Legislative Committee.

DISCIPLINARY ACTIONS

None to report.

BOARD MEETING SCHEDULED

The Board will meet on Wednesday, August 24, 2005 from 9:00 a.m. to 12:00 p.m. in Charleston. Funeral Directors will receive 1 ce credit for attending the entire meeting.

CERTIFIED CE PROVIDERS

Any program offered by a certified continuing education provider is automatically approved for credit. A list of certified providers is available on the board's website, www.wvfuneralboard.com. Contact providers directly to obtain a list of available programs.

Board Staff

Sherri Douglass, Executive Director
James Sands, Investigator
Price Calfee, III, Inspector
Vacant Inspector Position

**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	NFDA On-Line Learning Center 3.0 CEU's General Ed for all courses 3.0 CEU's OSHA Ed for related courses Location: www.nfda.org Sponsor: NFDA, (800) 228-6332, www.nfda.org	Varies	Embalming, Reconstructive Surgery and Airbrushing Techniques 10.0 CEU's General Education 10/1/05 - Chicago, IL (6 CEU's) 11/15-11/16/05 - Fayetteville, NC Sponsor: NFDA, (800) 228-6332, www.nfda.org	Aug 18, 2005	OSHA Compliance Updates 1.0 CEU's OSHA/Health Education Teleconference/audio seminar Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org
On-Going	Certified Preplanning Consultant Correspondence Course 15.0 CEU's General Education Location: Home study Sponsor: NFDA, (262) 789-1880	Varies	Certified Preplanning Consultant Program 16.0 CEU's General Education 8/17-8/19/05 - Windsor, CT 10/1-10/2/05 - Chicago, IL (8.0 CEU's) Sponsor: NFDA, (800) 228-6332, www.nfda.org	Aug 23-24, 2005	Exceptional Funerals: Personalization Beyond Basics 10.0 CEU's General Education Location: St. Louis Sponsor: NFDA, (800) 228-6332, www.nfda.org
On-Going	Funeral Campus 36 courses, ranging from 1-17 hours each 15 osha/health courses Location: internet Sponsor: 360 training Registration: www.funeralcampus.com or 1-800-442-1149	Varies	The Directors Assistant Regional Training: (1) Basic and (2) Reports & Forms 8.0 CEU's General Education for each 7/12-7/13/05 - Pittsburgh, PA 7/26-7/27/05 - Norfolk, VA 8/9-8/10/05 - Los Angeles, CA 8/23-8/24/05 - New York, NY 10/6-10/7/05 - Chicago, IL Sponsor: Continental Computer Corp. (870) 932-0081	Sept 15, 2005	Short Cuts that Lead to Better Embalming 1.0 CEU's General Education Teleconference/audio seminar Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org
On-Going	Casket Manufacturing & Merchandising 4 CEU's General Education Location: Reynoldsville, PA Sponsor: Reynoldsville Casket Co., (814) 653-9666	July 15-20, 2005	ICFA University 24.5 CEU's Gen Ed for each "College" 1.5 CEU for OSHA 2005: <i>Are You Ready?</i> session in Land Mgmt College Colleges include: Cemetery Administration & Mgmt, Cremation Services, Funeral Home Mgmt, Land Mgmt & Grounds Operation, Sales & Marketing Location: Memphis, TN Sponsor: ICFA, (800) 645-7700, www.icfa.org	Sept. 15, 2005	Human Resource Management for your Funeral Home 2.0 CEU's General Education Teleconference Sponsor: NFDA, (800) 228-6332, www.nfda.org
On-Going	Aurora Plant Tour 1.0 CEU General Education Location: Aurora, IN Sponsor: Aurora Casket Company, (800) 457-1111 www.auroracasket.com	July 1-10, 2005	Marketing Leadership Contact Sponsor for total credit hours Location: Italian Cruise Sponsor: MKJ Marketing, (888) 655-1566, www.mkjmarketing.com	Sept. 17-20, 2005	PFDI conference Contact Sponsor for total credit hours Location: Niagara-on-the-Lake, Ontario 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	July 10-12, 2005	Success by Association 8.75 CEU's General Education Location: Montreal, Quebec Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org	Sept 18-20, 2005	Success by Association 8.75 CEU's General Education Location: Santa Fe, NM Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org
On-Going	Funeral Home Fleet Management 2.0 CEU's General Education Location: Amelia, OH Sponsor: Eagle Coach Company, (513) 797-4100	July 13, 2005	Preventing the Most Common OSHA Violations in your Funeral Home 2.0 CEU's OSHA/Health Education Live Web Seminar Sponsor: NFDA, 800-228-6332 or www.nfda.org	Sept. 20-24, 2005	Annual Meeting Contact sponsor for total credit hours Location: Denver, CO Sponsor: Selected Independent Funeral Homes (847)236-9401
On-Going	Honoring Lives Tour Center 2.0 CEU's General Education Traveling Tour to all 50 states, dates yet to be determined Sponsor: Batesville Casket Co. (866) 877-7373	July 21, 2005	FTC Compliance Updates 1.0 CEU's General Education Teleconference/audio seminar Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org	Oct. 2, 2005	Winds of Change Contact Sponsor for total credit hours Location: Chicago, IL Sponsor: MKJ Marketing, (888) 655-1566, www.mkjmarketing.com
Varies	Funeral Celebrants 17.0 CEU's General Education 8/12/05 - 8/14/05 Niagara Falls, Ont 9/16/05 - 9/18/05 Portland, OR 10/14/05 - 10/16/05 Kansas City, MO Sponsor: In-Sight Institute, (405) 810-9501, glenda@insightbooks.com	Aug. 4, 2005	Avoiding OSHA Citations and Liabilities 2.0 CEU's OSHA/Health Education Teleconference Sponsor: NFDA, (800) 228-6332, www.nfda.org	Oct 20, 2005	Genetic Banking: What's the Fuss? What's the Benefit? 1.0 CEU's General Education Teleconference/audio seminar Sponsor: International Order of the Golden Rule, (800) 637-8030, www.ogr.org

THERE ARE ALSO SEVERAL CERTIFIED CONTINUING EDUCATION PROVIDERS. A COMPLETE LIST CAN BE FOUND ON THE WEBSITE. ANY COURSE OFFERED BY THESE PROVIDERS WILL AUTOMATICALLY QUALIFY FOR CREDIT.

CE's WERE DUE BY JUNE 30, 2005
YOUR STATUS CAN BE FOUND ON THE LAST PAGE OF THIS NEWSLETTER

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

FUNERAL SERVICE LICENSEES

Scott A. Blosser
James A. Riffe, Jr.
Jared S. Jenkins
Ryan L. Summerfield
Scott I. Hinkle
Amanda J. Vandelinde

CREMATORIES

none

FUNERAL ESTABLISHMENTS

Stevens Funeral Home, *new ownership*
Perine Funeral Home, *new construction*
Richard M. Roach Funeral Home, *new ownership*
J. E. Scott Memorial Funeral Home, *new ownership*

CREMATORY OPERATORS

Warren E. Wright

APPRENTICES

Mark S. Hess
Deborah Johnson

COURTESY CARD HOLDERS

Jeffrey N. Hurst
Andrea L. Horn

SAMPLE FORMS AND PROCEDURES

To aid you in complying with several requirements, the Board has made available a booklet containing sample forms and procedures. The price is \$7.25, which covers printing and shipping.

The booklet contains the following:

1. Procedure for Identification of Bodies and Cremated Remains (6-1-22, 6-2-14)
2. List of Required Records (6-1-27, 6-2-18)
3. Prep room Sign In/Out Sheet (6-1-13.1)
4. Disclosure of Unrecoverable Cremated Remains (6-1-23.3, 6-2-13.2)
5. Written Permission to Cremate (30-2-21a)
6. Viewing of Unembalmed Body Disclosure
7. List of Who Has the Right to Control Funeral Arrangements (6-1-24, 6-2-23)
8. Application to Request Circuit Court to Declare an Estranged Relationship
9. Application to Request [Circuit Court] Resolution of a Dispute Regarding the Final Disposition of a Deceased Human Body
10. Application to Request [Circuit Court] Authorization for the Disposition of a Deceased Human Body
11. Cremation Procedures (6-2-15)

FALL NEWSLETTER

The next newsletter will be out in late October. If you need up-to-date information on scheduled CE programs before the next publication, please log on to our website.

INSPECTOR RETIRES

As some of you may already know, Pete Arner is retiring with over twenty years of service to the Board. Pete will be sadly missed because not only was he a loyal employee but an expert in the field of funeral service. We wish Pete the best of luck with his growing family and business.

With Pete's pending retirement, the Board will be hiring a new inspector for the northern region. A job announcement was issued to funeral directors in that area in April. Interviews were conducted in June and the new inspector is expected to start on August 1st. Until then, we appreciate your patience during this transition.

LIC ORIENTATION

The Board began requiring newly named or hired Licensees-in-Charge to attend orientation last year. Although it requires a long drive for some of you, the Board believes that it is essential to meet you and inform you of your many responsibilities as the Licensee-in-Charge. It's also a great opportunity for you to meet the Board members and its staff.

During orientation, we emphasize our open-door policy and ask that licensees use our office as a resource. We want them to know that our goal is to prevent problems before they occur and encourage them to call us anytime they have practice questions.

COMPLAINT COMMITTEE UPDATE

As of May 20th, the committee has logged in only five formal complaints for the current calendar year and is investigating another three informal cases. Two additional cases have been set for public hearing to consider disciplinary action in August 2005. Since January, the committee has also completed one disciplinary action, dismissed one formal complaint and closed three informal investigations. Three inspection problems

have been reviewed, also.

**WHEN YOUR FUNERAL HOME OR
CREMATORY NEEDS INPSECTED**

The Board requires inspections for the following reasons:

- (1) *Annual*: the board is required to inspect every facility annually;
- (2) *Compliance*: to determine if a facility has corrected violations from a previous inspection;
- (3) **Renovations of the preparation room*: if the facility has been renovated, other than routine maintenance or upgrades of equipment;
- (4) **New construction*: if a brand new facility is being built;
- (5) **New ownership*: if the facility is being purchased by new owners; and
- (6) *Reinstatement*: if the facility's license lapses and the owner applies for reinstatement of the license.

You must notify the board at least thirty (30) days in advance of operating if you are a new business, new construction or renovation of an existing facility, or under new ownership. You are welcome to contact the inspector; however, you **MUST** contact the board office, too.

This 30-day window should provide ample time for an inspection to be scheduled and completed prior to operating.

*Failure to notify the Board of items # 3-5 could result in disciplinary action, including but not limited to denial of licensure or revocation.

EXAM DATES

There will be no law examination in June or July. Exams will next be administered August 17 and September 21.

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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Board Members

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Raymond S. Tomassene, Secretary
John W. Chapman, III
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LRR Examination Review Committee
R. Brent Parker
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LRR Examination Review Committee
Stephen T. Varner
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