



# BOARD REVIEW

VOLUME 11, No. 1  
WINTER 2002

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

## **GOVERNOR WISE MAKES BOARD APPOINTMENTS**

Governor Bob Wise made appointments to the Board of Funeral Service Examiners in early November 2002. The Governor reappointed R. Brent Parker of Charleston to a term ending June 2005, and Eugene T. Fahey of Wheeling to a term ending June 2006. Mr. Fahey fills the new position of Crematory Operator. In addition to Mr. Parker and Mr. Fahey, Governor Wise appointed Stephen T. Varner of Littleton, A. Craig Rotruck of Kingwood and John W. Chapman, III of Hurricane, to terms ending June 2005.

Mr. Chapman, who was first licensed in 1969, formerly served on the Board from July 1990 through November 1997. He owns and operates Chapman Funeral Home in Hurricane, Chapman-Erskine Funeral Home in Winfield and Bartlett-Chapman Funeral Home in St. Albans.

Mr. Rotruck was first licensed in 1981. He is part-owner and operator of James G. Lobb Funeral Home in Kingwood and Reedsville and Taylor Funeral Home in Newburg.

Mr. Varner, originally licensed in 1993, is the Licensee In Charge at Masters Funeral Home in Mannington. In addition, Mr. Varner operates a family farm in Littleton.

## **BOARD TO OFFER ONE HOUR OF CONTINUING ED CREDIT FOR ATTENDING BOARD MEETINGS**

Licensees can now earn one (1) hour of general funeral service continuing education credit for attending Board meetings.

"We hope that funeral directors will take this opportunity to learn about state government and how the Board operates," says Sherri Douglass, Executive Director of the Board. "We want our licensees to be involved because it makes us a better board."

Funeral directors must pre-register, by calling the Board office at least five (5) days prior to the meeting date. Because of limited space, the Board will only be able to accept ten (10) registrants for credit.

All meetings are open to the general public. The Board may enter into Executive Session at times to discuss confidential matters, in accordance with the Open Governmental Proceedings Act. Executive Sessions are closed to the public.

## **NEW WEBSITE COMING SOON!**

The Board will soon begin working with the State Treasurer's Office this year to design a brand new website.

The new site will be state-of-the-art, with on-line license verification capabilities and on-line payment for license renewals. Downloadable forms, legal information, and related links should also be a focus of the new design.

When the new site is ready, we'll let you know!!!

## **CREMATORIES REGISTERING**

Beginning in January, crematories across the state will begin registering with the Board. Over the next six months, the Board and crematories will be gearing up for full licensing in July.

## **DISCIPLINARY ACTIONS 4<sup>TH</sup> QTR**

There were no disciplinary actions during the 4<sup>th</sup> quarter of 2002.

## **NEW INSPECTION PROCEDURES**

Recently, the Board has been reviewing how

the inspection process can be improved. A direct result of some funeral homes' disregard for the laws in this state, the Board has found it necessary to take a different approach to inspections. All funeral homes should be able to and want to meet the requirements of these laws, as it protects both the consumers and the funeral providers. The Board wants a safe work environment for its embalmers and clear, simple price lists for consumers at minimum.

While the inspection process itself will remain the same, violations will be managed differently. In the near future, the Board will begin entering into agreements with non-compliant funeral homes to correct violations instead of issuing Warning Notices.

These agreements will define time frames for compliance and penalties for failing to comply. The agreement will give the offending funeral home an opportunity to correct a violation without any penalties. But if the offending funeral home fails to correct the violations within the time frame specified in the agreement, then the offending funeral home will be subject to monetary penalties, which could accumulate in to the hundreds of dollars over time. The longer an offending funeral home remains non-compliant, the higher the monetary penalty. In addition, the agreement would authorize the Board to hold a public hearing after 120 days to consider disciplinary action, including but not limited to revocation of the funeral home's license.

## **STATE HOLIDAYS (OFFICE CLOSED)**

January 1	New Year Day
January 20	Martin Luther King Jr. Birthday
February 12	Abraham Lincoln's Birthday
February 17	President's Day

## **BOARD MEETINGS**

February 5	1:00 p.m., Charleston
April 9	9:00 a.m., Charleston
June TBA	Stonewall Jackson Resort
August TBA	
November TBA	

On-Going **Certified Preplanning Consultant Program, Correspondence Course 15 CEU's General Education**  
 Location: home study  
 Sponsor: Funeral Service Foundation (NFDA)  
 Registration: FSF Service Representative, phone 877-402-5900

On-Going **Protecting Memories Education Program and Manufacturing Plant Tour 3.0 CEU's General Education**  
 Location: Columbus, OH  
 Sponsor: Clark Grave Vault  
 Registration: Doug Beck, phone 1-800-848-3570

On-Going **FSEF Home Study Program (3 credits each) 17 Home Readings, 10 CEU's General Education 35 Audiocassettes, 1.75 CEU's OSHA Education (Only Cassettes #00-TC2, 01-TC3AB, 01-5, 97-49, and 99-15) or 1.75 CEU's General Education (all other audiocassettes) 8 Videotapes/Study Guides 1.75 CEU's OSHA Education (Only "OSHA Access to Employee Exposure..." and "OSHA Hazard Communication...") or 1.75 CEU's General Education (all other videos)**  
 Location: in your home or business  
 Sponsor: Funeral Service Educational Foundation  
 Registration: FSEF Service Rep., phone 1-877-402-5900

On-Going **NFDA Online Learning Center 1.75 CEU's General Education**  
 8 courses available  
 Location: Internet [www.nfda.org](http://www.nfda.org)  
 Sponsor: National Funeral Directors Association  
 Registration: Member Service Rep., phone 1-262-789-1880

On-Going **Annual OSHA Training 3 CEU's OSHA Education**  
 Location: varies  
 Sponsor: Regulatory Support Services  
 Registration: David Partridge, phone 804-784-7347

On-Going (daily) **Meeting the Needs of our Changing Families 6-10 CEU's General Education**  
 Location: Batesville, IN  
 Sponsor: Batesville Casket Company  
 Registration: Don Baechle, phone 1-800-622-8373

On-Going (once per month) **Professional Arranger Development Seminar 3 CEU's General Education**  
 Location: Batesville, IN  
 Sponsor: Batesville Casket Company  
 Registration: Carrie Sullivan, phone 1-800-622-8373

On-Going **Sterisafe BBP Training 2 CEU's OSHA Education**  
 Location: varies, available to Stericycle customers only  
 Sponsor: Stericycle  
 Registration: Pennie Roy, phone 1-847-607-2179

On-Going **CPR Training 1 - 3 CEU's General Education**  
 Location: varies  
 Sponsor: varies  
 Registration: contact any certified provider

On-Going **OSHA Bloodborne Pathogens 2 CEU's OSHA Education**  
 Location: funeral home clients' facilities  
 Sponsor: BMW Med Tec  
 Registration: BMW Med Tec representative

On-Going **Federal Trade Commission Training 1 CEU General Education**  
 Location: varies  
 Sponsor: Regulatory Support Services  
 Registration: David Partridge, phone 1-804-784-7347

On-Going **And We Wonder Why People Question the Need for Funerals 1.50 CEU's General Education**  
 Location: homestudy (videotape)  
 Sponsor: International Order of the Golden Rule  
 Registration: phone 1-800-637-8030

On-Going **Helping Children Understand Funerals 1.25 CEU's General Education**  
 Location: homestudy (videotape)  
 Sponsor: International Order of the Golden Rule  
 Registration: phone 1-800-637-8030

On-Going **Explaining Death and Funerals to Children 1.25 CEU's General Education**  
 Location: home study (video)  
 Sponsor: International Order of the Golden Rule  
 Registration: Jenny Gabbert, phone 1-800-637-8030

Various Dates **Series 2: Facial Lacerations: Waxing & Cosmetics 12.0 CEU's General Education**  
 Dates: May 5-8 2003, July 7-8 2003, Sept 18-19 2003  
 Location: Springfield, MO  
 Sponsor: Fountain National Academy  
 Registration: Vernie Fountain, phone 1-417-833-5130

Various Dates **Series 3: Embalming Skills 20.0 CEU's General Education**  
 Dates: 5/5/2003 - 5/7/2003, 9/15/2003 - 9/17/2003  
 Location: Springfield, MO  
 Sponsor: Fountain National Academy  
 Registration: Vernie Fountain, phone 1-417-833-5130

Various Dates **The Future of Funeral, Cemetery and Memorial Product Merchandising 4.5 CEU's General Education**  
 Location: York, PA  
 Sponsor: Yorktowne Caskets, Inc.  
 Registration: Lisa Beard, phone 1-800-233-9361 ext. 583

Various Dates **Series 5: Advanced Post Mortem Reconstructive Surgery 30.0 CEU's General Education**  
 Dates: 5/12/2003 - 5/16/2003, 9/22/2003 - 9/26/2003  
 Location: Springfield, MO  
 Sponsor: Fountain National Academy  
 Registration: Vernie Fountain, phone 1-417-833-5130

Various Dates **Certified Preplanning Consultant Program, Fastrac I 16 CEU's General Education**  
 Date/Location: varies  
 Sponsor: Funeral Service Foundation (NFDA)  
 Registration: FSF Svc Representative, phone 1-877-402-5900

Various Dates **Certified Preplanning Consultant Program, Fastrac II 8 CEU's General Education**  
 Date/Location: varies  
 Sponsor: Funeral Service Foundation (NFDA)  
 Registration: FSF Svc Representative, phone 877-402-5900

January 16-17, 2003 **2003 Sales Management and Marketing Conference 11.5 CEU's General Education**  
 Location: New Orleans, LA  
 Sponsor: International Cemetery and Funeral Association  
 Registration: 1-800-645-7700

April 30, 2003 **Living with Grief: Coping with Public Tragedy 3.0 CEU's General Education**  
 Location: live satellite  
 Sponsor: Hospice Foundation of America  
 Registration: Kate Viggiano, phone 1-202-638-5419

July 9-11, 2003 **Series 6: Adv. II Post Mortem Reconstructive Surgery 20.0 CEU's General Education**  
 Location: Springfield, MO  
 Sponsor: Fountain National Academy  
 Registration: Vernie Fountain, phone 1-417-833-5130

**To determine your CE status, turn to the back page of this newsletter. Look for your mailing address. Your status is indicated just below your address.**



## CALENDER OF EVENTS

### Exams:

Wednesday, January 22, 2003 9:00 am  
Wednesday, February 19, 2003 9:00 am  
Wednesday, March 19, 2003 9:00 am

### Other Events:

*WVFDA Advocacy Summit (Midwinter Mtg)*  
February 5 - 7, 2003  
Charleston, WV

*Multiple Death Disaster Management Symposium*  
April 8 - 10, 2003  
Huntington, WV

*International Conference of Funeral Service Examining Boards annual conference*  
April 11 - 13, 2003  
Anaheim, CA

*WVFDA Annual Convention*  
June 2003  
Stonewall Jackson Resort, WV

*Board Meetings*  
See page one (1)

## WEST NILE VIRUS

Check out "Protecting Yourself from West Nile Virus" by Kathleen Murdock on the Ohio Funeral Director's Association's website, [www.ofdaonline.org](http://www.ofdaonline.org).

Click on newsletters and then search for "west nile." The article is quite informative.

## PROPOSED LEGISLATIVE RULES

After hearing your concerns about the proposed apprenticeship changes, the Board will be asking the Legislature to rescind that proposal. We will update you in April.

The Board originally proposed that an apprentice be required to serve the apprenticeship AFTER mortuary school. You told us that it could place a financial hardship on the apprentice and that it was important for the apprentice to have a true understanding of the profession before spending several thousand dollars on his or her education.

Students choosing the baccalaureate degree in mortuary science will, by default, serve their apprenticeships after mortuary school.

## WELCOME TO THE NEWEST MEMBERS OF THE FUNERAL INDUSTRY

### FUNERAL SERVICE LICENSEES

None for the 4<sup>th</sup> quarter of 2003

### APPRENTICES

Jeremy Shane Koontz  
Roanna J. Weatherholt  
David S. Slater  
Joseph J. Wright

***Congratulations!!!!!!***

Because the baccalaureate degree programs intertwine the mortuary curriculum with the core curriculum throughout the entire four-year schedule, a student will not finish the necessary 60 semester hours until he or she finishes the program. If you need more information on baccalaureate degree programs, please contact the Board or go to [www.cfseb.org](http://www.cfseb.org) for a link to approved mortuary colleges.

## Change of Address Form

Mail to: Board of Funeral Service Examiners • 179 Summers Street, Suite 305 • Charleston • WV • 25301  
or Fax to: 304.558.0660

Type of License:  Funeral Service (Dual FD/E)     Funeral Director Only     Apprentice     Courtesy Card  
 Funeral Establishment     Crematory     Crematory Operator

Date of Change: \_\_\_\_\_ License Number(s): \_\_\_\_\_

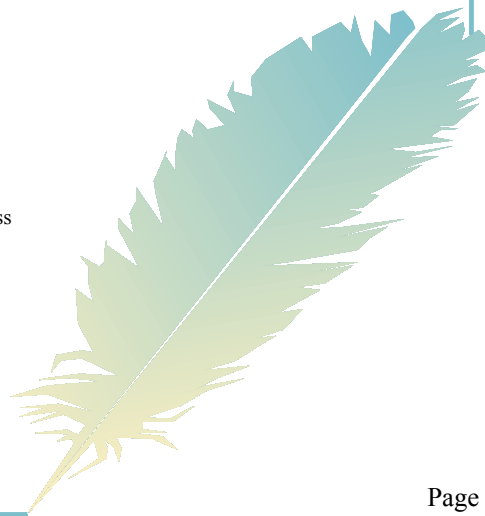
Name: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

New Address: \_\_\_\_\_ New Phone number, if applicable: \_\_\_\_\_  
(Street or PO Box)

\_\_\_\_\_  
(City, State, Zip)

Signature: \_\_\_\_\_

**Disclosure:** As a state government agency, all files are a matter of public record, including your address and phone number. Your address of record is the address preferred by you, the licensee. Please be aware that this information can be disclosed to all individuals making inquiries. It will also be utilized by this agency for the purposes of mailing licenses, renewal applications, newsletters, and other official correspondence. You, the licensee, have the option of choosing your home or office address as your preferred address. If you choose your office address, please inform your employer, in the event that this may conflict with your office's personnel policies. It is your responsibility to maintain a current address on file with this agency.



## 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  
[boeafd@lycos.com](mailto:boeafd@lycos.com)

### 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 \$5.00 to the address listed above.



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 (304)558-0660 Fax  
email: [boeafd@lycos.com](mailto:boeafd@lycos.com)  
web site: [www.state.wv.us/funeraldirector](http://www.state.wv.us/funeraldirector)

### Board Members

Joseph F. Ford, III, President  
Raymond S. Tomassene, Secretary  
John W. Chapman, III, Legislative Committee  
Eugene T. Fahey, Complaint Committee  
R. Brent Parker, CE & Legislative Committees  
A. Craig Rotruck, Legislative Committee  
Stephen T. Varner, Complaint Committee

### Staff

Sherri Douglass, Executive Director  
James Sands, Investigator  
Alvin Arner, III, Inspector  
Price Calfee, III, Inspector  
Jamea Giordano, Office Assistant