

NORTH CAROLINA BOARD OF FUNERAL SERVICE



2022 LICENSE RENEWAL

IMPORTANT INFORMATION FOR LICENSEES AND PERMIT HOLDERS!

On December 31, 2021, the following licenses and permits will expire:

Funeral Director	At Need Establishment & Chapels	Inactive License
Funeral Service	Preneed Establishment	Individual Preneed Sales License
Embalmer	Crematory & Hydrolysis Permits	Crematory Manager
Unaffiliated	Provisional Funeral Director	Removal & Transportation Permit

Remember . . . License Renewal is Online Now! All license and permit renewals have been online since 2020. The Board's official Notice of Renewal will be sent by email to all licensees and permit holders the first week of December 2021. The Board no longer mails paper renewal applications, but for those needing a paper application, you may download one by clicking on For Licensees/Applications and Forms on the Board website at www.ncbfs.org starting December 6, 2021.

Getting Started

Step 1: Go to <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>

Step 2: Indicate whether your renewal is Person or Establishment.

Step 3: Log in to your profile.

Step 4: Answer the questions and follow the prompts for renewal and payment

How To Renew Multiple Licenses/Permits At One Time

Individuals Renewing a Funeral Director, Funeral Service or Embalmer license at Establishments Using the Multiple Renewal Option:

- Visit the online iGov portal at <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>
- Log in to your profile and answer the questions on your online application renewal screen.
- On the "Affirm and Submit" page, you have an option to select the box, "Pay Later/Establishment Payment." If this option is selected, you will receive a completion notification and be able to print your renewal application. The Confirmation Number will show as "Waiting for Payment."
- To check the status of your renewal payment, you will need to log back into your profile. Your renewal payment may be pending until your establishment has completed payment for all licenses and permits. If you have questions, please contact appropriate funeral home staff at your location who are responsible for license and permit renewals.

Please do not call the Board office because we will not have information on the status of payments by any particular establishment.

Establishments Renewing At Need and Preneed permits; Individual Licenses (Funeral Director, Funeral Service and Embalming); and Preneed Sales Licenses:

- Visit the online iGov portal at <https://ncbfs.igovsolution.net/renewal/renewal/renewallogin.aspx>
- Log in to your establishment profile and answer the questions on the online application renewal screen.
- On the “**Affirm and Submit**” page, you have an option to select the box, “**Pay Later/Establishment Payment.**” If this option is selected, you will receive a completion notification and be able to print your renewal application. The Confirmation Number will show as “**Waiting for Payment.**”
- Once all your renewals have been completed, log back into your Establishment profile. You will see an alert at the top of the screen in red which says “**You have unpaid renewals in your cart. Click Here to Pay and Renew.**” Click on “**Here**” to open the cart. Select all applicable license renewal types and then follow the prompts for payment.
- Upon successful completion of payment, no confirmation number is provided. A confirmation email will be sent to the licensee and establishment once payment has been made.

New This Year . . . Many of you last year asked for us to add American Express as a payment option. We have done so and appreciate your feedback and suggestions.



Important Information for Preneed Sales Licensees

- Individual preneed sales licenses are renewed jointly with the preneed establishment. For all licensees holding a current preneed sales license, please check with each preneed establishment where you are licensed to assure that your license is renewed for calendar year 2022.
- Preneed establishments wishing to add a new preneed sales licensee should enter the Funeral Service or Funeral Director license number for the new licensee. The \$20 application fee will be automatically added to the Total Amount Due. New preneed sales licensees added cannot sell preneed products until January 1, 2022.
- If you are not renewing the preneed sales license for an individual shown on your list of preneed sales licensees, please leave the “Renew” box unchecked.

Important Notice Regarding CE Credit

At its September 8, 2021, meeting, the NC Board of Funeral Service approved a general waiver of the rule regarding online Continuing Education credits. Under this waiver, licensees may accrue up to 10 hours of online credit from April 1, 2021, through December 31, 2021. Five [5] hours of online credit may be applied to the 2022 license renewal cycle and up to five [5] hours credit may be rolled over to the 2023 renewal cycle.

Those licensees who were awarded online CE credit from January 1, 2021, through March 31, 2021, were allowed under a previous waiver to accrue up to 10 hours of online credit. As with the current waiver, those licensees with 10 hours of online credit awarded during this time period may apply five [5] hours to the 2022 renewal cycle and roll over the remaining 5 hours to the 2023 renewal cycle.