

North Carolina Board of Funeral Service

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www.ncbfs.org

E-NEWSLETTER March 2018: Volume 14, Issue 3

The Board's next scheduled meeting is at 9:00 a.m. on **Wednesday, April 11, 2018** at 1033 Wade Avenue, Suite 108, Raleigh, North Carolina. The Board will be closed on March 30, 2018 for Good Friday.

BOARD STAFF ANNOUNCEMENTS

The deadline for licensure renewal was December 31, 2017. Any licenses or permits that were not renewed by February 1, 2018 have been forfeited and surrendered to the Board. Requests for reinstatement must be made to the Board's Legal Department in writing.

We have been alerted to a scam occurring statewide in Alabama by the Alabama Board of Funeral Service, whereby individuals who do not work for a funeral establishment are contacting families of decedents and requesting money be paid for the decedent's services and merchandise. The individuals are representing themselves to the families as employees of the funeral establishment that is providing services for the decedent, stating that the family needs to pay additional money for caskets, cemetery items, shipping, etc. The individuals are requesting the families to bring the additional money to the parking lot of the funeral establishment after business hours, to go to a local business and wire the money, or to meet them in a public parking lot of a local business. There are also reports that the individuals are asking families to give a credit card over the phone to cover the charges. While we are not aware of any such activity occurring in North Carolina, we recommend that families contact the funeral establishment directly or go to the funeral establishment during business hours and speak with a licensee, if they receive a suspicious phone call.

LEGISLATIVE ANNOUNCEMENTS

Pursuant to Session Law 2017-23, all Certificates of Assumed Name filed before December 1, 2017, will have an expiration date of December 1, 2022.

If you have filed an assumed name in the past or filed one before December 1, 2017 and intend to continue engaging in business in North Carolina using the assumed name on or after December 1, 2022, you must file a new Assumed Business Name Certificate form, as required by the new law. Assumed Business Name Certificates filed on or after December 1, 2017, will not expire under the new law.

For more information, please contact your local County Register of Deeds.

The North Carolina Certificate of Death form has been revised with two new field label changes as shown below:

- Field Label #17, previously listed as FATHER'S NAME (First, Middle, Last), is now changed to FATHER/PARENT NAME (First, Middle, Last)/(Last Name Prior to First Marriage)
- Field Label #18, previously listed as MOTHER'S NAME PRIOR TO FIRST MARRIAGE (First, Middle, Last), is now changed to MOTHER/PARENT NAME (First, Middle, Last)/(Last Name Prior to First Marriage)

The revised death certificate currently is available on DHHS, Division of Public Health, Vital Records' website (<http://vitalrecords.nc.gov/>) under the "Funeral Director" tab.

NC Vital Records has informed local health departments that the updated form must be used no later than March 1, 2018 and previous versions will no longer be accepted thereafter. For more information, please contact DHHS, Division of Public Health, Vital Records.

DHHS, Division of Public Health, Vital Records, is pleased to announce that it has received the funding to start the implementation of an Electronic Death Registry System ("EDRS") in North Carolina. A vendor was selected in January 2018 and plans for the development of the system are underway. The Board will share more information as it becomes available as to when the EDRS will be rolled out to licensees.

TRAINEESHIP ANNOUNCEMENTS

Board staff have observed an increase in work reports that are not completed fully and accurately. As such, trainees and supervisors are reminded to review work reports carefully prior to submission. The following tiered discipline will be imposed upon trainees who repeatedly submit deficient work reports:

<u>First Deficient Work Report:</u> -First time deficient; or -No previous warning letters sent to Trainee	Warning letter will be sent to both the trainee and the supervisor, containing tiered discipline for any subsequent deficient work reports.
<u>Second Deficient Monthly Work Report:</u> -Second time deficient; or -Only one previous warning letter containing tiered discipline sent to Trainee	Warning letter will be sent to both the trainee and the supervisor, containing tiered discipline for any subsequent deficient work reports.

<p><u>Third Deficient Monthly Work Report:</u> -Third time deficient; or -Only two previous warning letters sent to Trainee</p>	<p>Trainee and supervisor will be notified that the Trainee has lost work credit for any and all months in which a deficient report was received. Trainee will not lose credit for any months that were included in first and second warning letter.</p>
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Additionally, trainees and supervisors are reminded to notify the Board immediately and in writing whenever a traineeship ends prior to certification.

LICENSEE COMPLIANCE ANNOUNCEMENTS

Pursuant to N.C. Gen. Stat. § 90-210.61(a)(2), “if a preneed funeral contract is funded by a trust deposit or trust deposits, a preneed licensee may retain, free of the trust, up to ten percent (10%) of any payments made on a preneed funeral contract, provided that the preneed licensee fully discloses in writing in advance to the preneed funeral contract purchaser the percentage of the payments to be retained.” Such withholding must be made at the time the parties enter into the contract and before it is deposited into trust; if it is not, the licensee cannot withhold the funds thereafter. If such a withholding is made, and the contracting establishment performs the service, the contracting establishment must give credit for the amount retained upon the death of the preneed funeral contract beneficiary at the time of performance.

On June 16, 2016, the FTC staff issued an opinion, which addresses when a funeral provider may violate the Funeral Rule upon placing a consumer in a casket display room to wait to speak to a funeral director without first showing the consumer a Casket Price List (“CPL”). The FTC staff opined that, “[a]llowing providers to escort prospective customers to a casket display room to wait for a funeral director who could respond to an inquiry, without first showing them a CPL,” likely would violate the FTC Funeral Rule. To review FTC Staff Opinion 16-01, click here (https://www.ftc.gov/system/files/documents/advisory_opinions/opinion-16-1/opinion_16-1.pdf)

At its February 2018 Board meeting, the Board directed the Board staff to provide compliance opinions consistent with the following: The offering and/or providing of direct online cremations in North Carolina by licensees holding an active funeral establishment permit, unaffiliated license, or crematory permit issued by the Board currently is compliant with the Board’s statutes and rules, provided that said licensees must comply with all statutes and rules governing the practice of funeral service and cremations that otherwise would apply if the arrangements were made in person.

Licensees are reminded that, pursuant to 21 NCAC 34C .0303(b), all funeral establishments must use Board Form 56D (Delivery of Cremated Remains from Funeral Establishment) when

documenting the release of human remains to the recipient of the cremated remains. Establishments may use other types of documents to establish receipt **only if** they also prepare a receipt on the prescribed Board Form as well. Questions regarding compliance may be addressed to complianceopinion@ncbfs.org.

Have a compliance question? Remember to use the Board's question-and-answer feature, Compliance Opinion. If the question relates to your own *prospective* conduct, you may send an electronic correspondence to complianceopinion@ncbfs.org. You also may send a facsimile to (919) 733-8271, attention "Compliance Opinion." Your correspondence must include: (1) your name; (2) your licensee affiliation/status; (3) all facts necessary for an opinion to be rendered; and (4) any supporting, pertinent documentation. In the order in which they are received, inspectors will provide responses to these inquiries, to the extent they pertain to future actions and matters within the purview of the Board's Laws and Rules *only*. If your question relates to past conduct (your own or that of another licensee), the Board staff may decline to answer.

A special reminder to licensees: Board staff other than inspectors cannot provide licensees with compliance advice. Questions about whether or not your actions would be compliant with the Board's laws and rules are not legal questions and should not be directed to our legal department. Rather, they are compliance questions and should be directed to our compliance/inspection department. For your convenience, compliance questions may be answered in any one of the following methods:

- **By emailing the Board's Compliance opinion email:** complianceopinion@ncbfs.org
- By contacting the Board's Compliance Liaison, Brett Lisenbee, or your individual inspector at the contact information provided on the Board's website [here](#).

**Please note that, on occasion, calls to individual inspectors will be routed to the "on-call" inspector of the day so that compliance calls can be answered as quickly as possible.

MUTUAL BURIAL ASSOCIATION COMPLIANCE ANNOUNCEMENTS

February 15 was the deadline for every mutual burial association to file with the Board an annual report, which covers the complete financial condition of the mutual burial association for the preceding calendar year. Failure to timely submit the financial report will result in a fine of \$25/per day for each day after February 15 that the report is late. The mutual burial association financial report template is available [here](#).

NCGS 90-210.95 provides that each MBA with assets of \$10,000 or less must have a bond payable to the Board as trustee in an amount not less than \$1,000 and not more than \$10,000, in the discretion of the Board. At its January 2018 Board meeting, the Board voted that, going forward, associations with assets less than \$10,000 must maintain a bond that, at a minimum, is equal to or greater than the fund balance at all times, as determined by the Board's inspectors, but at no time less than \$1,000.00.

PRENEED COMPLIANCE ANNOUNCEMENTS

As a reminder, the 2017 Preneed Annual Reports were mailed to all preneed establishment licensees during the week of January 22, 2018. Completed 2017 Preneed Annual Reports are due **no later than March 31, 2018**. As a reminder, on-line filing of the Preneed Annual Report will not be available in 2018 as the Board is in the process of migrating to a new database system.

Please note that the instructions and certification sheet for the 2017 Preneed Annual Report were revised so that certain summary information no longer is required. Any questions should be directed to the Board's Preneed Program Assistant, Ms. Lyn Cochrane, at lcochrane@ncbfs.org. As a reminder, this year, the Board will accept bank and insurance year-end reports showing the fund balances for preneed contracts as of December 31, 2017, in lieu of requiring licensees to put the updated balances directly on the Preneed Annual Report.

At its December 2017 Board meeting, the Board voted to increase the amount of funds dedicated to its Preneed Recovery Fund to \$5.00 per preneed contract filed with the Board in 2018. This action does not increase the filing fee paid by licensees to the Board, but will make more funds available to pay consumers whose entrusted funds have been misappropriated by licensees.

As a reminder, the Board is statutorily required to inform local district attorneys when it receives evidence that licensees have misappropriated preneed funds, which is a felony offense under N.C. Gen. Stat. § 90-210.70(a).

DISCIPLINARY MATTERS

Board Case Number: M17-031

Respondents: Mills Funeral Home, Inc. (FE 391; PN 225) and Clemonte Mills (FSL 2468)

Summary: Board staff conducted a routine inspection and examination of Respondent Funeral Home's active preneed accounts and found nearly fifty active preneed contracts that had not been filed with the Board. In addition, Board staff found numerous instances of preneed recordkeeping violations.

Board Action: The Board adopted a Consent Order, whereby Respondents agreed to the following discipline: The Board suspends the preneed establishment permit and any and all ancillary preneed sales licenses of Mills Funeral Home, Inc. for three (3) years, but stays the suspension on the following conditions: a) Respondents shall provide Board staff with documentation to show that all violations identified in the 2017 Inspection are brought into full compliance within 30 days following the date of the Consent Order. If Respondents fail to comply with this term, the stay of the suspension shall be automatically lifted until such violations have been corrected and documented with the Board; b) following any period of active suspension, Mills Funeral Home, Inc. shall be placed on probation for the remainder of said suspension period. Mills Funeral Home, Inc.

must submit to, and pass, an inspection and audit conducted by a Board staff inspector before any probation period shall be lifted; and c) within 30 days from the date this Consent Order takes effect, Mills Funeral Home, Inc. shall pay a compromise penalty of \$1,000.00 to the Civil Penalty and Forfeiture Fund. Additionally, the Board places on probation the Funeral Service license of Clemonte Mills for three (3) year under the following conditions: a) Respondent Mills successfully completes three (3) continuing education credit hours of a preneed course taught by Board staff on or before December 31, 2018; and b) Respondent Mills shall not violate any law or rule of the Board during the period of probation.

Effective Date: February 14, 2018.

Board Case Number: M17-035

Respondents: Howell Funeral Service, Inc. (FE 662 and PN 733) and Donald Rierson (FS 838)

Summary: A Board staff inspector conducted a routine preneed examination, finding violations of laws and rules governing the practice of preneed funeral planning, including commingling of preneed funds; missing instruments of assignment; no record of disposition of funds; incorrect calculations of matured inflation-proof preneed contracts; missing at-need Statements of Goods and Services Selected; missing Certificates of Performance in preneed files; and several Certificates of Performance that had not been filed with the Board.

Board Action: The Board adopted a Consent Order, whereby Respondents agreed to the following discipline: The Board suspends the preneed establishment permit and any and all ancillary preneed sales licenses of Howell Funeral Service, Inc. for three (3) years, but stays the suspension on the following conditions: a) Within 6 months from the effective date of the Consent Order, Howell Funeral Service, Inc. must pass a re-audit by a Board inspector without substantial deficiencies or else the stay of the suspension shall be lifted; b) Howell Funeral Service, Inc. shall be placed on probation during the period of suspension and must pass an inspection and audit before any probation shall be lifted; and c) within 30 days from the date this Consent Order takes effect, Howell Funeral Service, Inc. shall pay a compromise penalty of \$3,000.00 to the Civil Penalty and Forfeiture Fund. Additionally, the Board suspends the Funeral Service license of Donald Rierson for three (3) year, but stays the suspension under the following conditions: a) Respondent Rierson shall be on probation for 3 years beginning from the date of the Consent Order and b) Respondent Rierson shall not violate any law or rule of the Board during the period of probation.

Effective Date: March 14, 2018.

Board Case Number: C17-057, C17-063, M17-045

Respondents: Howell Funeral Services of Pilot Mountain, Inc. d/b/a Howell-Nelson Funeral Service & Crematory (FE 723 and PN 832 and CR 56) and Ralph Howell (FS 2236)

Summary: A consumer purchased a preneed contract with Respondent Funeral Establishment in December of 2016, but the check to the insurance company was not cashed until May of 2017 and the check for the \$20.00 filing fee to the Board was never cashed. When the consumer called the Board office to check the status of her preneed contract, she was informed that the contract had not been filed with the Board. Respondent Funeral Establishment responded and indicated that the paperwork was mailed to the insurance company at the wrong address. The paperwork was eventually received and processed by the insurance company. Respondent Funeral Establishment further indicated that the contract and filing fee was mailed to the Board office, but must have been lost in the mail. A second consumer also purchased a Preneed contract for her mother with Respondent Funeral Establishment in November of 2016, but the check written for the preneed contract was not cashed until March 2017 and the check written for the \$20.00 filing fee has not been cashed to date. Respondent Funeral Establishment did not respond to this complaint.

Thereafter, a Board staff inspector conducted a routine crematory inspection and preneed examination of Respondent. The Board staff inspector found violations of laws and rules governing the practice of preneed funeral planning, including: commingling of checks made to insurance companies in the Trustee's general operating account; a failure to retain financial statements for insurance policies not sold by Respondent; a failure to maintain instruments of assignment in all preneed contract files; a failure to properly calculate credits owned to consumers for inflation-proof contracts; a failure to maintain an at-need statement of funeral goods and services selected signed by a licensee or records of disposition in closed preneed contract files; a failure to maintain certificates of performance in many closed preneed contract files; and a failure to timely file with the Board certificates of performance for many closed preneed contracts. In the crematory inspection, the Board staff inspector found that violations of laws and rules governing the practice of cremations, including: a failure to maintain death certificates for all files; a failure to report all cremations performed to the Board on a monthly basis; and a failure to maintain a closed file for all cremations performed.

Board Action: The Board adopted a Consent Order, whereby Respondents agreed to the following discipline: The Board suspends the preneed establishment permit and any and all ancillary preneed sales licenses and the crematory permit of Respondent Establishment for three (3) years, but stays the suspension on the following conditions: a) Within 6 months from the effective date of the Consent Order, Respondent Establishment must pass a re-audit by a Board inspector without substantial deficiencies or else the stay of the suspension shall be lifted; b) Respondent Establishment be placed on probation during the period of suspension and must pass an inspection and audit before any probation shall be lifted; c) within 10 days from the effective date of the Consent Order, Respondent Establishment file with the Board the two unfiled preneed contracts with the appropriate filing and late fees; and d) within 30 days from the date this Consent Order takes effect, Respondent Establishment shall pay a compromise penalty of \$3,000.00 to the Civil Penalty and Forfeiture Fund. Additionally, the Board suspends the Funeral Service license of Ralph Howell, Sr. for three (3) year, but stays the suspension under the following conditions: a) Respondent Howell shall be on probation for 3 years beginning from the date of the Consent Order and b) Respondent Howell shall not violate any law or rule of the Board during the period of probation.

Effective Date: March 14, 2018.

Board Case Number: R18-004

Respondent: Thomas Adam Baynard (FS 2309)

Summary: Respondent failed to deliver an application for renewal of his funeral service license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said license. Since January 1, 2018, Respondent has engaged in the practice of funeral service.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 funeral service license, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a funeral service license; (2) payment of a \$100.00 renewal fee for a funeral service license; (3) payment of a \$50.00 license reinstatement fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-007

Respondent: Gregory Whisenant (FS 676)

Summary: Respondent failed to deliver an application for renewal of his funeral service license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said license. Since January 1, 2018, Respondent has engaged in the practice of funeral service.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 funeral service license, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a funeral service license; (2) payment of a \$100.00 renewal fee for a funeral service license; (3) payment of a \$50.00 license reinstatement fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-012

Respondent: Tott Griffin (FS 2163)

Summary: Respondent failed to deliver an application for renewal of his funeral service license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said license. Since January 1, 2018, Respondent has engaged in the practice of funeral service.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 funeral service license, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a funeral service license; (2) payment of a \$100.00 renewal fee for a funeral service license; (3) payment of a \$50.00 license reinstatement fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-015

Respondent: C.C. Hodges Funeral Services (FE 252)

Summary: Respondent failed to deliver an application for renewal of its funeral establishment permit with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said permit. Since January 1, 2018, Respondent has engaged in the practice of funeral service.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 funeral establishment permit, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a funeral establishment permit; (2) payment of a \$200.00 renewal fee; (3) payment of a \$100.00 late renewal fee; and (4) payment of a \$500.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-016

Respondent: Daniel Branson (FS 3022)

Summary: Respondent failed to deliver an application for renewal of his funeral service license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said license. Since January 1, 2018, Respondent has engaged in the practice of funeral service.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 funeral service license, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a funeral service license; (2) payment of a \$100.00 renewal fee for a funeral service license; (3) payment of a \$50.00 license reinstatement fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-023

Respondent: Richardson Funeral Home (PN 603)

Summary: Respondent failed to deliver an application for renewal of its preneed establishment permit and ancillary preneed sales license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said permits and licenses. Since January 1, 2018, Respondent has engaged in the practice of preneed funeral planning.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 preneed establishment permit, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a preneed establishment; (2) payment of a \$190.00 renewal fee; (3) payment of a \$150.00 late renewal fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-024

Respondent: Richardson Funeral Home (PN 523)

Summary: Respondent failed to deliver an application for renewal of its preneed establishment permit and ancillary preneed sales license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said permits and licenses. Since January 1, 2018, Respondent has engaged in the practice of preneed funeral planning.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 preneed establishment permit, upon Respondent's compliance with the following terms: (1) completion of a 2018 renewal application for a preneed establishment; (2) payment of a \$190.00 renewal fee; (3) payment of a \$150.00 late renewal fee; and (4) payment of a \$250.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

Board Case Number: R18-026

Respondent: Barnes Funeral Home (FE 19 and PN 907)

Summary: Respondent failed to deliver an application for renewal of its funeral establishment permit, preneed establishment permit and ancillary preneed sales license with payment of applicable renewal fee to the Board by close of business on February 1, 2018, thereby failing to renew said permits and licenses. Since January 1, 2018, Respondent has engaged in the practice of funeral service and preneed funeral planning.

Board Action: The Board adopted a Consent Order, whereby the Board agreed to retroactively renew Respondent's 2018 preneed establishment permit and funeral establishment permit, upon Respondent's compliance with the following terms: (1) completion of 2018 renewal applications for a preneed establishment and funeral establishment; (2) payment of a \$370.00 renewal fee; (3) payment of a \$225.00 late renewal fee; and (4) payment of a \$500.00 compromise penalty which shall be paid to the Civil Penalty and Forfeiture Fund in accordance with Article 31A of Chapter 115C of the NC General Statutes.

Effective Date: March 14, 2018.

NEW LICENSEES, TRAINEES, AND ESTABLISHMENTS BETWEEN FEBRUARY 15, 2018 AND MARCH 15, 2018

Chapels	None
Crematories	None
Transporters	None
Unaffiliated Licensees	None
Funeral Establishments	Johnson & Associates Funeral Service – Fayetteville, NC Slate Funeral Home (changed ownership) - King, NC
Funeral Service Licensees	Donna Wells Austin – Washington, DC William J. Johann – High Point, NC Michael E. Lesney – Apex, NC

	Marie H. Thompson – Columbus, NC Esmeralda T. Walsh – Jacksonville, NC Michael Steven Elmore – Dunn, NC (converted from FD to FSL) Brent Wayne Woodruff – Cary, NC Rodney Eugene Sanders – Franklin, NC (converted from FD to FSL)
Funeral Directors	Derek Reams Sherrod – Nashville, NC David Lanier Green – Dover, NC
Trainees (Starting March 2018)	Melissa R. Ball – Rouse Funeral Home Marcia M. Brown – Smoky Mountain Cremations & Funeral Service Cassandra J. Champion – Gentry-Newell & Vaughan Funeral Home Henry L. Chandler – Blakely’s Funeral & Cremation Service, LLC Graham H. Hatley – Forest Lawn West James C. Howell – Walker Funeral Home April H. Knight – Holland Funeral Service & Crematory Madeline F. Nixon – Hayworth-Miller Funeral Home Terry J. Robinson – Yancey Funeral Service Richard W. Taylor – Alexander Funeral Services Amanda B. Ward – Jenkins Funeral Home

RECENTLY APPROVED CONTINUING EDUCATION COURSES

Please note that recent improvements have been made to the Board’s list of approved Continuing Education courses, based on user feedback, so that courses are now searchable by date.

When submitting requests for Continuing Education approval, please ensure that all appropriate documentation is submitted in a timely fashion. Instructions for submitting requests are [here](#).

The Board’s list of approved Continuing Education courses is updated regularly and can be found on the Board’s website at this [link](#).