



# Important Messages from the NC Board of Funeral Service

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Dear Licensee:

January 23, 2020

We are offering the following information as part of our continuing efforts to keep you apprised of the Board's upcoming activities and events. We appreciate our collaboration with each of you and appreciate the opportunity to answer questions and provide information through email, Board newsletters, Board website [[www.ncbfs.org](http://www.ncbfs.org)] and other communications. We hope the following updates will prove helpful.

## 2019 Preneed Annual Report

We are working hard with our information technology contractor to have the Preneed Annual Report portal up and running by tomorrow or Monday at the latest. Please remember that if you complete the Report online, **DO NOT SEND** a hard copy to the Board. Your online submission is sufficient although you may want to print a copy of the Report for your files if needed. If you prefer to complete the Report by hard copy, please send an email request to Rebecca Williams, Senior Preneed Program Specialist, to [rwilliams@ncbfs.org](mailto:rwilliams@ncbfs.org).

If you send a Certificate of Performance to the Board in 2020 for a contract listed on the 2019 Annual Report, please be aware that the Report may show the contract in active status. You will need to indicate on the Report that the contract has been performed and that you timely sent the COP to the Board by e-mail or U.S. mail. We do not recommend sending COP's by FAX transmission since the Board's digital FAX service does not easily accept a FAX from older FAX machines that are not digital.

Be sure that you complete and send to us the Preneed Annual Report Certification form when you submit your Report. This form must be notarized and can then be sent to the Board office by U.S. Mail or e-mail at [ptownsend-banks@ncbfs.org](mailto:ptownsend-banks@ncbfs.org). We are working on an option for you to upload the form directly from the portal to the Board's data system but do not know at present whether that option will be available.

Your Preneed Annual Report is due March 31, 2020.

## Resident Trainees

Please remind your applicants for a resident traineeship that the Board requires completion of certain documents before approval of a traineeship. These requirements are found on the Application forms for Registration as a Resident Trainee located on our website under the **Traineeship** tab. Applicants are responsible for completing these requirements prior to approval as a resident trainee including the submission of their fingerprints for a criminal history background check. Keep in mind that the time required for background checks ranges from 4-6 weeks once the fingerprints have been submitted to the NC SBI through a local law enforcement office. If necessary, please remind your trainee applicants that it is their responsibility to submit their fingerprints to a local law enforcement agency.

Once applicants have submitted their fingerprints, they must mail the **Release of Information Form** to the Board along with a money order or certified check made payable to the NC SBI in the amount of \$38.00. You and your applicants will find this information along with a Trainee FAQ on the website under the **Traineeship** tab. Failure to pay for the background check will delay or prevent our approval of the application.

Once an application is complete and all requirements have been met, the applicant will receive an email from the Board confirming approval and a start date. All trainee applications are considered in pending status until all requirements have been met. It is not necessary to call the Board office to determine the status of an application. **Please rely upon the email that the Board will send once the application has been completed.**

**Please encourage trainees, trainee supervisors, and trainee applicants to check out the information on our website under the **Traineeship** tab for information and answers to questions they may have regarding traineeships.**

### Crematory Licensees

Please remember that effective August 30, 2019, all crematory licensees offering at-need cremation goods and services to the public “shall comply with the standards set forth in Funeral Industry Practices, 16 C.F.R. §453 (1984), as amended. This federal statute is The Funeral Rule. You will recall that this provision resulted from legislation enacted last year.

### Pacemakers, Defibrillators or Other Potentially Hazardous Implants

Another change to the Funeral Practice Act that became effective August 30, 2019, concerns the responsibility of licensees for dealing with implanted devices that could pose a threat to safety. As noted in the statute,

*If an authorizing agent informs the funeral director, funeral service licensee, or the crematory licensee . . . on the cremation authorization form of the presence of a pacemaker or defibrillator or other potentially hazardous implant or condition in the human remains, then the funeral director, funeral service licensee, or the crematory licensee . . . responsible for obtaining the information required to complete the decedent’s death certificate, shall also be responsible for ensuring that all necessary steps have been taken to remove the pacemaker or defibrillator or other potentially hazardous implant or to correct the hazardous condition before delivering the human remains to the crematory. Anyone removing a hazardous implanted device or material under this subsection shall comply with the laws and rules governing the handling of such material and with any other regulations enforced by the proper regulating authority.*

Future editions of the Board’s newsletter will provide additional information and coverage on this topic, but we wanted to be sure you were aware of the statutory changes and the language enacted last year through the provisions of House Bill 554.

***You still have time to renew your license or permit if you haven’t already done so -- February 1<sup>st</sup> is the deadline!***