



Acquiring Continuing Education Credits Just Got Easier!

We have **GOOD NEWS** for our Ohio Licensees

As of October 15, 2020, all Continuing Education Credits can now be acquired through Approved Webinars and Online Programs through the end of this Compliance Period (12-31-2020).

See Acquiring CE, page 4, for full story

LICENSE RENEWAL IS IN FULL SWING

ALL current, active licenses and permits will expire on December 31, 2020. (Does not apply to apprenticeships.)

The License Renewal period began September 2, 2020 and will remain open through December 31, 2020.

Renewal notifications have been sent by email to each licensee's current email address of record.

See License Renewal, page 2

UPCOMING BOARD MEETINGS

Due to the COVID-19 pandemic, please note that the Meetings, Dates, Times, Locations, and Method to Convene are **subject to change**. Check our website for current meeting information.

REMAINING 2020 BOARD MEETING DATES TENTATIVE

NOVEMBER 18

DECEMBER 16

DATES TO REMEMBER

OCTOBER 1, 2020

ARPPS 2020 Q3

Filing Available

OCTOBER 14, 2020

Board Meeting

OCTOBER 15, 2020

Effective Date for New Rule regarding CE
In Person Waiver

NOVEMBER 11, 2020

Veterans Day Observed

NOVEMBER 18, 2020

Board Meeting

NOVEMBER 26, 2020

Thanksgiving Holiday Observed

NOVEMBER 30, 2020

ARPPS 2020 Q3

Filing Due

DECEMBER 16, 2020

Board Meeting

DECEMBER 25, 2020

Christmas Holiday Observed

DECEMBER 31, 2020

End of 2019-2020 Compliance Period

- Last Day to Fulfill CE Credit Hours (18)
- Last Day for License Renewal

JANUARY 1, 2021

Start of 2021-2022 Compliance Period

LICENSING

License Renewal

(continued from page 1)

Please login to your eLicense account to complete the online renewal application.

Attach (upload) any required documentation and pay applicable license renewal fees.

Payments may be made by credit card or electronic check (e-check or ACH).

LICENSE RENEWAL FEES

Individual

• Courtesy Card Permit Funeral Director only	\$200
• Crematory Operator Permit	\$150
• Embalmer	\$200
• Funeral Director	\$200

Facility

• Crematory Facility	\$400
• Embalming Facility	\$400
• Funeral Home Facility	\$400

Any license not renewed on or before December 31, 2020 is considered lapsed.

A lapsed license will incur a late fee of \$50 per month until reinstated.

For additional info on late fees, see “License Fee Schedule” under the Licensing tab on the Board’s website:

www.funeral.ohio.gov

Crematory Operator Permit Renewal

The Crematory Operator Permit (CROP) is the latest license type issued by the State of Ohio Board of Embalmers and Funeral Directors. The permit became effective on January 1, 2019.

This will be the first time a holder of a CROP must renew their permit, and the requirements for renewal of a CROP are different from other license types issued.

The holder of a CROP will be required to demonstrate proof of two items in addition to their completed renewal application:

1. An unexpired and active certificate from a Board approved Crematory Operation Certification Program, or in the case of a renewal, a Refresher Course completion certificate,

and,

2. Within the last 24 months, successful completion of a two-hour course consisting of Laws and Rules relevant to Ohio and specific to crematory operation.

Demonstrating proof to the Board means submitting (uploading as an attachment) a copy of each of the two required certificates, if issued separately. You will do this through your eLicense account.

Accepted certificates must include valid dates.

Board approved Crematory Operation Certification Programs can be found on our website under the Continuing Education tab.

The approved Providers for these programs are:

- Cremation Association of North America (CANA)
- International Cemeterly, Cremation and Funeral Services Association (ICCFA)
- Matthews Cremation Division
- National Funeral Directors Association (NFDA)

These Crematory Operation Certification Program certificates are typically good for 5 years. Therefore, a renewal applicant may be able to use this certificate for more than one renewal period before the certificate expires.

However, the “Laws and Rules” certificates are only good for 24 months. These certificates must have been completed on or after September 1, 2018 for renewal of a CROP in this Compliance Period.

A CROP holder will have to get 2 hours of Laws and Rules during every Compliance Period.

If you have further questions regarding the CROP, please contact us at:
Info@funeral.ohio.gov

LICENSING

Applying for Inactive Status

A licensee may request that their Funeral Director or Embalmer license be placed on Inactive Status.

You can make the request through your eLicense account.

The applicant must be in good standing with the Board, and in compliance with applicable Continuing Education requirements.

A Funeral Director or Embalmer who is granted Inactive Status is prohibited from participating in any activity in Ohio for which a FD or EMB license is required.

A Funeral Director or Embalmer who has been granted Inactive Status is exempt from the Continuing Education requirements during the period of the Inactive Status.

If you have been granted Inactive Status you may not return to Active Status for at least 2 years.

Anytime after the 2 years, you may apply to return to Active Status. You will need to comply with the following conditions:

1. File a formal request with the Board through eLicense
2. Take and pass the Ohio Laws exam for each license being activated
3. Pay a Reactivation Fee to the Board for each license being reactivated

If you have further questions regarding Inactive Status, please contact us at: Info@funeral.ohio.gov

STAYING CONNECTED

Certification & Licensure Examiner

Kim Grossman

ALL DOCUMENTS pertaining to license applications, must be sent in and received at least 10 days prior to a Board Meeting. If items are not received at least 10 days prior to the Board Meeting date, your application will not be included on the Board agenda for that month.

PLEASE make sure all emails and phone numbers are current in eLicense. Renewal Notices go out to the email that you have in eLicense. You can update your address on your eLicense dashboard.

PLEASE remember, we are currently working remotely, if you have any questions, comments or concerns please contact us via EMAIL ONLY! Please be patient with any request, as we are working in unfamiliar conditions and do not have access to our office equipment. Some items require signatures that take time to track down and items to be mailed out which can take some time. So please be patient and understanding with us.

APPRENTICES – If you have not fulfilled your course requirements for your apprenticeship, CCMS and OFDA are offering classes that contain all required courses.

ALL FTC packets have been mailed to apprentices that have had their 6 month interviews. If you did not receive one and you have had your 6 month interview, please send me an email and I can get one out to you. Going forward, all FTC brochures will be sent with your Apprentice Certificate and pocket cards. PLEASE be sure you hang onto those, as they will be discussed in your 6 month interview.

RENEWAL PERIOD IS HERE! ALL licenses MUST be renewed. If you were just issued a license at last month's Board meeting, that will also need to be renewed by the end of this year. ALL Crematory Operator permits will also need to be renewed, please make sure you have completed your Refresher Course if necessary, and have the proper documentation for your renewal.

APPRENTICES – If you have any questions, comments or concerns, my email is ALWAYS open. If you have something to share, good or bad, I am here to listen. If you are unhappy or have problems, part of my job is to make sure your apprenticeship is going smoothly. If you have any issues, please let me know and I will do my best to help you work things out.

This also goes for MASTERS as well...if you have issues with your apprentice, please let me know. We want the apprenticeship experience to be as smooth as possible and again, if there is anything I can do to help, I am all ears.

KGrossman@funeral.ohio.gov

CONTINUING EDUCATION

Acquiring CE

(continued from page 1)

In response to the COVID-19 pandemic and the hardship it has caused, the Board has taken action to revise certain rules in the Ohio Administrative Code (OAC).

These proposed rule changes were a collaborative effort stemming from events which began in March of 2020. By June of 2020 the process was underway to formalize these changes.

We heard from many Licensees and Providers regarding safety concerns pertaining to the In Person requirement for Continuing Education.

In compliance with Ohio law, a Notice of Public Hearing was announced and the hearing was held on September 3, 2020.

A ruling was made by the Joint Committee on Agency Rule Review (JCARR) with an effective date of October 15, 2020.

The proposed and subsequently approved amendment changed the language of 4717-9-01 to read:

(H) In the event the governor has declared a state of emergency, and if the board of embalmers and funeral directors determines that it is a hardship to obtain in-person hours, it may exempt the in-person, fact to face requirement for the compliance period during which the state of emergency was declared.

THE RESULT

As is the case, Governor DeWine did indeed declare a State of Emergency in Ohio in March 2020

At its October Board Meeting, the Ohio Board of Embalmers and Funeral Directors confirmed that it is a hardship to obtain In Person hours at this time and has decided to exempt the In Person, face to face requirement for the current Compliance Period (12-31-2020).

It was further determined that the total number of required hours will remain the same at 18.

All 18 hours can now be acquired through Approved Webinars and Online Programs.

In Person hours are still acceptable.

KBourk@funeral.ohio.gov

Exemptions or Waivers from Continuing Education

Separation From Practice Exemption

A licensee who is not engaged in the practice of embalming and/or funeral directing in the state of Ohio may apply for an exemption of the CE requirements.

50 Years of Licensure Exemption

An individual who has held a license as an embalmer or funeral director for not less than 50 years may apply for an exemption of the CE requirements.

Physical Disability / Illness / Undue Hardship Waiver

In individual cases involving physical disability, illness as certified by a physician, or undue hardship, the board may grant a waiver of the CE requirements.

The due date to apply for a Physical Disability/Illness/Undue Hardship Waiver was August 31, 2020.

The board may, in individual cases involving an emergency, grant exception to the deadline.

It is important to note that the Board shall not grant an exemption of the continuing education requirements to any licensee designated as a funeral director actually in charge of or ultimately responsible for a funeral home or an embalmer actually in charge of an embalming facility in the state of Ohio.

An approval of an Exemption or Waiver does not waive the licensee from renewal fees.

Continuing Education Requirements for License Renewal

A person holding an Embalmer and/or Funeral Director license is to obtain a minimum of 18 hours of continuing education credit.

4717-9-01 Ohio Administrative Code (OAC)

A newly licensed Funeral Director or Embalmer shall be exempt from the Continuing Education requirements during their first biennial Compliance Period. This is applicable only to initial licenses issued from January 1, 2019 through December 31, 2020.

4717-9-02(F) Ohio Administrative Code (OAC)

A person holding a Crematory Operator Permit (CROP) is to obtain 2 hours of Continuing Education on Laws and Rules relevant to Ohio and specific to crematory operation.

4717-15-02 Ohio Administrative Code (OAC)

IMPORTANT

It is the responsibility of each licensee to obtain Continuing Education and retain all certificates of completion for 4 years or until the licensee submits such as proof during a random audit.

FYI

Only In Person programs qualify for Out-of-State Credit.

Webinars and Online programs do not qualify for Out-of-State Credit.

INDIGENT BURIAL AND CREMATION SUPPORT PROGRAM

In Issue 2 of the State of Ohio Board of Embalmers and Funeral Directors RESPECT Quarterly Newsletter, you were introduced to the Indigent Burial and Cremation Support Program.

The program launched in December 2019 when the Board began accepting applications electronically through its website. Submissions were moderate from the outset, but the frequency has increased over the months with the collaboration of Mid-Ohio Regional Planning Commission, Ohio Township Association, and the Ohio Department of Commerce, Division of Real Estate & Professional Licensing sharing information about the program with its members across Ohio.

In this issue, the Board would like to share with you the **five (5) required items to accompany an application for reimbursement**.

When a local government entity completes an application online it must also submit (upload as an attachment) an original or legible copy of each of the following supporting documentation:

1. An affidavit or statement of indigency status determined by the local government entity;
2. A statement of goods and services from the licensed funeral director;
3. Receipts of charges and payments for goods and services;
4. The cremation authorization form;
5. The burial transit or disposition permit;
6. If applicable, the contract or formal agreement between the local government entity and the funeral home to perform final disposition of indigent persons for the local government entity.

If any of the above-mentioned required documents are not submitted, as applicable, with an application, the application will be deemed incomplete and not processed until all missing items are received. No exceptions.

A "local government entity" is defined as a municipal corporation, village, city, or any township.

It is helpful that copies of multi-page documents are complete, and no pages are missing. For example, a cremation authorization form contains more than one page.

And remember, the program can only reimburse. Please be sure that the funeral service provider has been paid for goods and services rendered prior to applying for reimbursement. The submitted copy of a receipts of charges and payments should demonstrate that no balance due.

IndigentSupport@funeral.ohio.gov

ANNUAL AND QUARTERLY REPORTING _____

UPDATES

Annual Preneed Reports

submit PAPER COPIES via MAIL

Annual Preneed Reports are past due. Please mail your Report if you have not already done so. You will receive email notification that it has been received.

ARPPS

submit ONLINE at www.funeral.ohio.gov

Quarterly ARPPS Reports (Automated Reporting Preneed Payment System) can be accessed at www.funeral.ohio.gov/ARPPS

- **ARPPS 2020 Q3** filing is available **OCTOBER 1, 2020** and will be due to the Board by **NOVEMBER 30, 2020** (sold between 7-1-2020 through 9-30-2020)
- **ARPPS 2020 Q2** filing was due to the Board by **AUGUST 31, 2020** (sold between 4-1-2020 through 6-30-2020)
*Please submit even if filing late

FAQs ARPPS AUTOMATED REPORTING PRENEED PAYMENT SYSTEM

Q: I am locked out of my ARPPS Account, or I need a Password Reset. What should I do?

A: Our ARPPS Administrator can help you with that. Please email ARPPS@funeral.ohio.gov

Q: How do I submit a Zero Filing in ARPPS?

- A:**
- Login
 - Click on your account
 - Under "My Funeral Homes", Click on Funeral Home name
 - Click Submit Zero Filing (not Start New Filing)
 - Select Quarter
 - Save
 - Complete

You can find more Frequently Asked Questions and Answers at:
www.funeral.ohio.gov/ARPPS

Got a Question? We Can Help

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- Business Operations
- Financial Reports
- Purchasing
- Rules and Regulations
- Compliance
- Complaints

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- Individual Licensure
- Facility Licensure
- Crematory Operator Permits
- Apprenticeships
- Licensure Certification
- Background Checks
- Renewals

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- Continuing Education
- CE Exemptions and Waivers
- CE Provider Applications
- Newsletters
- Website

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Automated Reporting and
Preneed Payment System (ARPPS)

FOR YOUR CONVENIENCE

If you are in need of specific forms, please refer to our newly enhanced website
funeral.ohio.gov

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