License Renewal Is Coming . . .

Now is a great time to make sure you are on track to having your CE completed prior to renewal!

As a courtesy, we have prepared a set of CE Tracking Document forms. These inventory forms do not have to be submitted to our office, but rather are for your personal use, since it is the licensee’s responsibility to track, tally and maintain your continuing education and Certificates of Completion.

Utilizing these forms will help you know where you are in your CE journey and hopefully alert you to areas you need to fulfill.

Please see the last 2 pages of this newsletter for printable copies of these two useful forms

All Ohio Board of Embalmers and Funeral Directors licenses renew every 2 years on even numbered years

INDIVIDUAL LICENSES
- Crematory Operator Permit (CROP) - $150
- Courtesy Card Permit (FD) - $200
- Embalmer License (EMB) - $200
- Funeral Director License (FD) - $200

FACILITY LICENSES
- Crematory (CREM) - $400
- Embalming Facility (EFAC) - $400
- Funeral Home (FH) - $400
CE requirements for
EMB and/or FD license holders:

6 hours must be: In Person hours
12 hours can be: In Person or Webinar or Online hours
(_pkp: Webinars ARE NOT considered In Person hours)
18 HOURS TOTAL

Of the 18 hours, 5 shall be in the following required categories:
1 hour of Ethics, 2 hours of Preneed, 2 hours of Laws & Rules

When you RENEW, you will attest that you have completed or will complete the minimum required CE by the end of the current compliance period.

Education requirements for
Crematory Operator Permit (CROP) holders:

1. An UNEXPIRED and ACTIVE Certificate of Completion from a Board-approved Crematory Operation Certification Program, i.e. CANA, ICCFA, NFDA, Matthews Cremation Services (good for 5 years)

2. 2 hours of Laws & Rules specific to crematory operation in Ohio (must be renewed every 2 years)

When you RENEW, you will submit copies of Certificates of Completion evidencing compliance with the above 2 requirements.

Please note: If your Crematory Operation Certification Program certificate is EXPIRED, you will need to take a REFRESHER COURSE (good for 5 years).

The REFRESHER COURSE is a 4 hour program consisting of:
   2 hours of Best Practices for Crematory Operators and
   2 hours of Laws and Rules

RENEWAL CHECKLIST

- CHECK Expiration date of your license
- PREPARE by taking an inventory of your completed CE, if required.
  Use our CE Tracking Document forms for ease in tracking!
- REGISTER for CE programs you may need
- COMPLETE all CE prior to Renewal
- RENEW – Renewal period will be September through December 2022
  See page 1 for Renewal Fees

OFDA 2022 Convention and Expo
Speaker: Amanda Crates

OFDA 2022 Convention and Expo
Speaker: Jason Troyer
How Do I Know If I’ve Met My CE Requirements?

- **KNOW** the specific CE requirements for your license type (see page 2)
- **GATHER** your completed CE certificates
- **FILL OUT** our **CE Tracking Document** forms for ease in tracking!
  
  *Printable copies available on the last 2 pages of this newsletter*

- **CHECK** your completed **CE Tracking Document** entries against our “2021-2022 All Approved CE Programs List” available on our website at Funeral.ohio.gov / Continuing Education

  You will also be able to identify your compliance with the “REQUIRED TOPICS” (ethics, preneed, Laws & Rules) by cross-referencing your certificate information with this list.

- **DETERMINE** if you need to fulfill any CE requirements
- **REGISTER** for CE programs you may need
- **COMPLETE** all CE prior to Renewal

**RENEWAL WILL BE A BREEZE IF YOU FOLLOW THIS PROCEDURE**

**BONUS!** You will be prepared if you happen to be selected to participate in the next CE Audit.

All information you entered into the **CE Tracking Document** will be the same information you’ll need to provide for a CE Audit, along with electronic copies of your actual certificates.

If I send you my certificates, will you review them for me so I know if I am in compliance?

As stated, it is the licensee’s responsibility to track, tally and maintain your continuing education and Certificates of Completion. The Board does not perform individual audits outside the official CE Audit. You have been provided the method by which to determine if you have met your requirements in the above article.

Am I supposed to submit my CE certificates when I Renew my license?

For an Embalmer and/or Funeral Director License: When you Renew, you will attest that you have completed or will complete the minimum required CE by the end of the current compliance period. You will not submit CE certificates unless requested to do so by the Board, as in an official CE Audit.

For a Crematory Operator Permit: When you Renew, you will upload a copy of your Crematory Operator Certification Program certificate, and a copy of your certificate of Laws & Rules specific to Ohio crematory laws.

I have an Insurance License and a Funeral Director License. Are my CE hours transferrable?

As long as the CE hours are listed on our “2021-2022 All Approved CE Programs List”, then they can be applied to your Funeral Director and /or Embalmer license CE requirements.

If the individual programs are not on our list, they will not apply as individual programs.

However, the board will allow 4 hours of credit for licensees who submit a copy of the "licensee continuing education transcript" from the Ohio department of insurance evidencing satisfactory completion of the continuing education requirements for issuance or renewal of an insurance license.
My Crematory Operator Certification Program certificate has expired. How can I get recertified?

The Board requires that a licensee must have an UNEXPIRED and ACTIVE Certificate of Completion from a Board-approved Crematory Operation Certification Program in order to be issued a Crematory Operator Permit (CROP) from the state of Ohio.

A CROP holder must also have 2 hours of Laws & Rules specific to crematory operation in Ohio.

The following programs are currently available to fulfill this requirement.

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Program Title</th>
<th>Program #</th>
<th>Program Type</th>
<th>CE Hours (e, p, L&amp;R)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANA</td>
<td>CANA’s Online Crematory Operations Certification Program</td>
<td>0-002813</td>
<td>Online</td>
<td>8</td>
<td>Now thru 12-31-2022</td>
</tr>
<tr>
<td>CCMS</td>
<td>ICCFA / CCMS Crematory Operator Certification Program</td>
<td>4eL-003254</td>
<td>In Person</td>
<td>7 (2 L&amp;R)</td>
<td>8-4-2022</td>
</tr>
<tr>
<td>CCMS</td>
<td>ICCFA / CCMS Crematory Operator Certification Program</td>
<td>0eL-003255</td>
<td>Webinar</td>
<td>7 (2 L&amp;R)</td>
<td>8-4-2022</td>
</tr>
<tr>
<td>OFDA</td>
<td>ICCFA / OFDA Crematory Operator Certification Program</td>
<td>3eL-003256</td>
<td>In Person</td>
<td>7 (2 L&amp;R)</td>
<td>8-31-2022</td>
</tr>
<tr>
<td>OFDA</td>
<td>Crematory Operator Refresher Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 2: Ohio Crematory Laws &amp; Rules</td>
<td>0L-002784</td>
<td>Online</td>
<td>2 (2 L&amp;R)</td>
<td>Now thru 12-31-2022</td>
</tr>
<tr>
<td>WebCE</td>
<td>Ohio Rules &amp; Regulations Regarding Crematory Operations</td>
<td>0L-002744</td>
<td>Online</td>
<td>2 (2 L&amp;R)</td>
<td>Now thru 12-31-2022</td>
</tr>
</tbody>
</table>

Please refer to our website for updated information on approved programs. Funeral.ohio.gov / Continuing Education

My Master’s Training certificate has expired. How can I get recertified?

The Board requires that a licensee must have an UNEXPIRED and ACTIVE Certificate of Completion from a Board-approved Master’s Training Program in order to qualify as a Master to an Apprentice.

The Board also encourages licensees to complete this program for CE credit, even if you do not intend to be a Master. You will be able to get the required 6 In Person hours, along with the required topics of 1 hr ethics, 2 hrs preneed, and 2 hrs Laws & Rules.

The following programs are currently available to fulfill this requirement.

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Program Title</th>
<th>Program #</th>
<th>Program Type</th>
<th>CE Hours (e, p, L&amp;R)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCMS</td>
<td>Master’s Training</td>
<td>To Be Announced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFDA</td>
<td>Master’s Training</td>
<td>To Be Announced</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to our website for updated information on approved programs. Funeral.ohio.gov / Continuing Education
ARPPS REPORTING

- 2022 Q1 filing deadline was May 31, 2022. Please submit now even if filing late and/or reporting 0 contracts sold for the quarter.

- 2022 Q2 filing will be available July 1, 2022 and will be due August 30, 2022. This will be for preneed contracts sold between April 1, 2022 and June 30, 2022.

- If you are submission role 1 or 2, you are required to submit your filing even if reporting “0” contracts.

- If a submission role change is necessary, the request must come from the Actually-In-Charge.

- If you need technical assistance with your ARPPS account, and/or you need to request a submission role change, please contact:

  arpps@funeral.ohio.gov

CE EXEMPTIONS and WAIVERS

The Board offers 2 types of Continuing Education Exemptions and 1 Waiver:

1. **Separation From Practice Exemption**
   Once this exemption is granted, you cannot engage in the practice of embalming and/or funeral directing in Ohio until you have satisfied requirements for removal of the exemption.

2. **50 Years of Licensure Exemption**
   You can apply any time during the compliance period, once you have attained your 50 years of licensure.

3. **Medical/Undue Hardship Waiver**
   The application for a Waiver must be submitted no later than AUGUST 31, 2022.

If you feel you qualify for or are in need of one of the above exemptions or waiver, please refer to our website for detailed information on each.

Funeral.ohio.gov / Continuing Education / CE Exemption and Waiver Forms
YOUR LICENSE . . . YOUR RESPONSIBILITY

Your license belongs to YOU, not the funeral home or facility for whom you work. Therefore, you are ultimately responsible for the validity and renewal of your license.

Lapsed Licenses may equal: • Fines  • Fees  • Retaking the LRR

Don’t be caught off guard!
CHECK THE EXPIRATION DATE ON YOUR LICENSE TODAY!!
The 51st INTERNATIONAL FEDERATION OF THANATOLOGIST ASSOCIATIONS’ (FIAT-IFTA) International Council of Direction (I.C.D) Annual Meeting, which took place from June 15 to 17, 2022 in Budapest, Hungary was unique in many respects. For the first time in two years, it was possible to meet face-to-face among international funeral industry entrepreneurs.

Participants came from Poland, Hungary, the Netherlands, Spain, Greece, USA, Belgium, the Netherlands, Ukraine, Germany, Estonia, Iceland, Bolivia, Brazil, Colombia, Panama, Mauritania, Japan, New Zealand, Austria, Bulgaria, France, Ireland, Italy, Malta, Portugal, UK, Israel, Cameroon, Mexico, Slovakia, Philippines, among others.

Due to COVID-19 the 16th FIAT-IFTA Convention, Yokohama, Japan, June 2020 was postponed to June 2021. However, due to restrictions still in place, an online convention took place. It was not possible to hold an election in Japan and from June 2021 to June 2022 the FIAT-IFTA Board operated as the FIAT-IFTA Interim Board.

Members were finally able to meet in Budapest for the ICD meeting as well as the General Assembly. The FIAT-IFTA Board was elected which consists of the following members elected and nominated at the General Assembly held in Budapest, June 2022:

- Marek Cichewicz, Poland (President)
- William Wappner, USA (1st Vice president)
- Johan Dextes, Belgium (2nd Vice president)
- Mylena Cooper, Brasil (3rd Vice president)
- Emerson De Luca, United Kingdom (International Secretary)
- Atanas Argirov, Bulgaria (Treasurer)
- Hiroshi Kitajima, Japan (Immediate Past President)

News Release

INTERNATIONAL FEDERATION OF THANATOLOGIST ASSOCIATIONS’ (FIAT-IFTA) Elects new offices at 51st Annual Meeting

Members were finally able to meet in Budapest for the ICD meeting as well as the General Assembly. The FIAT-IFTA Board was elected which consists of the following members elected and nominated at the General Assembly held in Budapest, June 2022:

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- Atanas Argirov, Bulgaria (Treasurer)
- Hiroshi Kitajima, Japan (Immediate Past President)

William Wappner
Past President, Ohio Board of Embalmers and Funeral Directors
FOR IMMEDIATE RELEASE
The International Conference of Funeral Service Examining Boards
Contact: Dustin Wardlow info@theconferenceonline.org
Photo Included: Jon Rettig

Jon Rettig, Sr. Elected Vice President of The Conference

FAYETTEVILLE, AR (February, 2022) – Jon Rettig, Sr. was elected Vice President of The International Conference of Funeral Service Examining Boards at the 118th Annual Meeting. The event was held February 23-24, 2022, in Houston, TX.

Mr. Rettig, of Columbiana, OH, was elected District 4 Director in 2020, and previously served as Secretary/Treasurer in 2021. He represents funeral service regulators from Indiana, Michigan, Ohio, and Ontario. He was appointed to the Ohio Board of Embalmers and Funeral Directors in April 2016 and served as president of the Board from July 2016 until July 2019.

Mr. Rettig is a 1976 graduate of the Cincinnati College of Mortuary Science and earned certification to enucleate donor eyes in 1979 from the University of Pittsburgh School of Medicine. An Ohio licensed funeral director and embalmer since 1977, Jon is President of Family Care Services, Inc. which owns and operates three funeral homes, Van Dyke-Swaney-Rettig, East Palestine, Woods-Rettig Funeral Home, Leetonia, Warrick-Kummer-Rettig Funeral Home, Columbiana, and a crematory, Family Care Cremation Services, Columbiana.

In 2014 he became a Certified Crematory Operator. He is a member and Past President of the Ohio Funeral Directors Association, a member of the National Funeral Directors Association and the Cremation Association of North America. He and his wife, Ellen Mraz Rettig, have four grown children and six grandchildren.

The International Conference of Funeral Service Examining Boards is headquartered in Fayetteville, Arkansas. Founded in 1904, the membership of The Conference is composed of funeral service licensing and regulatory agencies throughout the United States and Canada. For more information on The Conference, visit www.theconferenceonline.org.

###
A MESSAGE FROM PUBLIC BOARD MEMBER

ADRIANA SFALCIN

The Board of Embalmers and Funeral Directors is an efficiently run State Agency with a remarkable Staff and Board of Directors.

Having the honor to have been appointed as one of the Public Members of this Board and then re-appointed has, indeed, been a learning experience for me in being able to understand the immense functionality of the Staff and Board serving the people of Ohio.

Meeting on a monthly basis, the Board of Directors along with the Staff demonstrate an efficient Agenda in all matters relating to the funeral industry - from Educational endeavors to licensing to ensuring apprentices are wisely directed on the step-by-step requirements to obtain their licenses.

The Board of Directors and Staff understand the delicate nature in which they approach their duties on a daily basis and I commend each and every person involved in ensuring the capabilities they possess for the desired results.

Adriana Sfalcin
Public Member, State of Ohio Board of Embalmers and Funeral Directors

Ohio Board of Embalmers and Funeral Directors at the 142nd OFDA Convention and Exposition held May 24 – 26, 2022 at the Hilton Columbus at Easton, Columbus, OH. Pictured left to right: Staff members Derek Bogner, Kim Bourk, Melissa Keefer, Jarrod Williams and Kim Grossman. Cheryl Grossman, Executive Director and William Wappner, Board Member.
Senate Bill 224
Title: Revise the Law Regarding Funerals and Funeral Services
Effective Date: September 13, 2022

Governor Mike DeWine has signed a bill which will amend Ohio funeral law effective September 13, 2022. The following topics are included in the new revisions:

- Preneed Funeral Contracts
- Unclaimed Cremated Remains
- Courtesy Card Permits
- Out-of-state Licenses
- Right of Disposition
- Death of an Adult Child
- Transportation Lighting
- Notification of Bad Players

For detailed information and documentation, please see the following:
https://www.ohiohouse.gov/legislation/134/sb224

EXECUTIVE DIRECTOR
Cheryl L. Grossman
info@funeral.ohio.gov

Board Member Liaison
Budget and Finance
Legislative and Legal Issues
DOH COVID-19 Mass Fatality Planning Workgroup
Staff Oversight and Evaluation
Media Liaison

ADMINISTRATIVE OFFICER
Jarrod Williams
JWilliams@funeral.ohio.gov

JCARR Rules Review Committee
Compliance
Laws, Rules and Regulations
Indigent Burial and Cremation Support Program
Financial Reports
Purchasing
Fees, Payments and Penalties
Complaints
Virtual Meeting Moderator

CERTIFICATION / LICENSURE
Kim Grossman
KGrossman@funeral.ohio.gov
Individual Licensure
Facility Licensure
Crematory Operator Permits
Apprenticeship Program
Master’s Training
Licensure Certification
Transcripts
Background Checks
Renewals

CONTINUING EDUCATION
Kim Bourk
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Education and Examination Committee
CE Licensee Requirements
CE Exemptions and Waivers
CE Provider Applications
Approved CE Programs List
CE Audits
Newsletters
Website Management

PRENEED RECOVERY FUND / ARPPS
Derek Bogner
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Preneed Recovery Fund Committee
Quarterly Preneed Reporting
Annual Preneed Reporting
Preneed Audits

INDIGENT BURIAL AND CREMATION REIMBURSEMENT FUND
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Reimbursement Applications
Required Documents
Fund Management

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TSeehase@funeral.ohio.gov

Northern Ohio - Julie Clevenger
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Eastern Ohio - Eric Anderson
EAnderson@funeral.ohio.gov

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BOARD MEMBERS
Edward C. Nurre, President
Thomas Taney, Vice President
George Horne, II, Secretary / Treasurer
Amanda Crates
Jon W. Rettig, Sr.
Adriana Sfalcin
William C. Wappner, CFSP, CCO

BOARD STAFF
Cheryl L. Grossman, Executive Director
Jarrod Williams, Administrative Officer
Kim Grossman, Certification / Licensure
Kim Bourk, Continuing Education
Derek Bogner, Preneed Recovery Fund/ARPPS
Melissa Keefer, Indigent Burial Fund
Troy Seehase, Inspector
Julie Clevenger, Inspector
Eric Anderson, Inspector
This form is being provided to you as a courtesy to help you track your CE.

**EDUCATIONAL REQUIREMENTS for OHIO**

**Embalmer License and/or Funeral Director License**

**18 HOURS TOTAL (minimum from Board approved programs)**

- Of the 18 hours, 6 must be In Person. The remaining 12 hours can be obtained via In Person, Webinar and/or Online Programs.
- Of the 18, 5 hours must be in the following Required Categories:
  - 1 hr – Ethics, 2 hrs – Preneed, 2 hrs – Laws & Rules

---

**Name of Program Provider:**

**Program Title:**

**Program Date:**

**Program Type:** □ In Person □ Webinar □ Online

**Total # of CE Hours:** ______ ( # of Ethics hrs ______ , # of Preneed hrs ______ , # of Laws&Rules hrs ______ )

---

**Name of Program Provider:**

**Program Title:**

**Program Date:**

**Program Type:** □ In Person □ Webinar □ Online

**Total # of CE Hours:** ______ ( # of Ethics hrs ______ , # of Preneed hrs ______ , # of Laws&Rules hrs ______ )

---

**Name of Program Provider:**

**Program Title:**

**Program Date:**

**Program Type:** □ In Person □ Webinar □ Online

**Total # of CE Hours:** ______ ( # of Ethics hrs ______ , # of Preneed hrs ______ , # of Laws&Rules hrs ______ )

---

**Name of Program Provider:**

**Program Title:**

**Program Date:**

**Program Type:** □ In Person □ Webinar □ Online

**Total # of CE Hours:** ______ ( # of Ethics hrs ______ , # of Preneed hrs ______ , # of Laws&Rules hrs ______ )

---

**Name of Program Provider:**

**Program Title:**

**Program Date:**

**Program Type:** □ In Person □ Webinar □ Online

**Total # of CE Hours:** ______ ( # of Ethics hrs ______ , # of Preneed hrs ______ , # of Laws&Rules hrs ______ )
CE TRACKING DOCUMENT
Compliance Period 1-1-2021 through 12-31-2022

License’s Name _________________________________________________________
CROP Permit # ______________________________
Do you also hold an EMB or FD License? If so, please indicate license numbers: EMB License #____________________     FD License # ___________________

This form is being provided to you as a courtesy to help you track your CE.

EDUCATIONAL REQUIREMENTS for OHIO
Crematory Operator Permit
1. Unexpired and Active Certificate of Completion from Board approved Crematory Operation Certification Program (good for 5 years)
2. Certificate of Completion of a 2-hour program on Laws and Rules specific to crematory operation in Ohio (must be renewed every 2 years)

CREMATORY OPERATION CERTIFICATION PROGRAM
Initial Program: typically 6 – 8 hours, may or may not include 2-hrs Laws & Rules. Certificate is valid for 5 years or
Refresher Course: typically 4 hours and includes 2-hr Laws & Rules. Certificate is valid for 5 years

Name of Program Provider:
☐ CANA – Cremation Association of North America
☐ ICCFA – International Cremation, Cremation & Funeral Services Association
☐ Matthews Cremation Division
☐ NFDA – National Funeral Directors Association

Program Title: ____________________________________________________________________________________________
Program Issuance Date: ________________________________________________
Program Expiration Date: ____________________________________________ (If your certificate is expired, you will need to take a Refresher Course)
Program Type: ☐ In Person ☐ Webinar ☐ Online
Did this course include 2 hours of Laws & Rules specific to crematory operation in Ohio? ☐ Yes ☐ No
Total # of CE Hours: __________

2-hour LAWS & RULES specific to crematory operation in Ohio

Name of Program Provider: ________________________________________________________________________________
Program Title: __________________________________________________________________________________________
Program Date: ________________________________________________
Program Type: ☐ In Person ☐ Webinar ☐ Online
Total # of CE Hours: __________