



STATE OF OHIO
BOARD OF EMBALMERS AND FUNERAL DIRECTORS

RESPECT

QUARTERLY NEWS

VOLUME 1 ISSUE 1 MARCH 2020

*It is a pleasure
to share our first
quarterly
newsletter
provided to
communicate
important
information to
our licensees*

DATES TO REMEMBER

MARCH 1, 2020

ARPPS 2019 Q4 Due

MARCH 31, 2020

Annual Preneed Report Due

MAY 31, 2020

ARPPS 2020 Q1 Due

ANNUAL AND QUARTERLY REPORTING

UPCOMING DEADLINES

Annual Preneed Reports

submit **PAPER COPIES** via **MAIL**

Annual Preneed Funeral Contract Report Forms (green paper) are due to be postmarked to the Board by **MARCH 31, 2020**.

If the annual report is sent to the Board by U.S. Mail, it shall be postmarked on or before the due date for the submission of the annual report in order to be timely filed with the Board. Mail that is not postmarked shall be considered filed on the date it is received by the Board.

IMPORTANT - Please be aware of the misprint at the bottom of the form where it is to be notarized. The date on the following statement should be **2020**.

"Sworn to (or affirmed) before me and signed in my presence this _____ day of _____ ~~2019~~."

ARPPS

submit **ONLINE** at funeral.ohio.gov

Quarterly ARPPS (Automated Reporting Preneed Payment System) Reports can be accessed by selecting the ARPPS tab, and are due as follows:

- **ARPPS 2019 Q4** filing due to the Board by **MARCH 1, 2020**
(sold between 10-1-2019 through 12-31-2019)
*Please submit even if filing late
- **ARPPS 2020 Q1** filing due to the Board by **MAY 31, 2020**
(sold between 1-1-2020 through 3-31-2020)

IMPORTANCE OF EMAIL

Most communications you will receive from the Board are sent via email. Please make sure you have a current email address and home address updated on your eLicense account.

CONTACT US

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LICENSING

APPRENTICES

We have added **new functionality** to the online apprentice report forms on our website at funeral.ohio.gov.

NEW METHOD

- complete the **new online fillable .pdf report forms**
- download to your computer
- upload to your eLicense Dashboard

OLD METHOD

- print the report forms
- fill out paper forms by hand
- scan them
- upload to your eLicense Dashboard

If you have been using the old method you may continue to do so if that is more familiar to you. However, you may find it more convenient to use the new online fillable .pdf report forms.

Please **submit your reports on time**. If you need an extension, please contact Kim Grossman, Kgrossman@funeral.ohio.gov.

You will need to have an **updated FBI and BCI background check** done before you are issued a license. We suggest you have that done **one month before** your apprenticeship is finished to prevent any possible delays in the U.S. Mail. **All background checks are valid for one year.**

One-year apprentices will have a **6-month interview** scheduled by us. You will receive a **notification via email only**. You should receive your email notification about 1-2 weeks before your scheduled interview. Therefore, please keep your email up to date and check it regularly.

CONTINUING EDUCATION

LICENSED EMBALMERS AND FUNERAL DIRECTORS

Continuing Education Compliance Deadline December 31, 2020

If you were licensed in 2019 or 2020 these requirements do not apply until the next compliance period (2021-2022).

Waiver of the Continuing Education Requirements August 31, 2020 — deadline to apply for a waiver

CONTINUING EDUCATION REQUIREMENTS

Section 4717-9 of the Administrative Code

Effective January 2019

- **December 31** remains the Continuing Education compliance deadline. The deadline is always on December 31 of an even year.
- **18 total hours** of Continuing Education programs are required.
- A minimum of **6 hours** of Continuing Education shall be fulfilled through programs that are conducted in person, face to face, and open to all Ohio licensees.
- **5 hours** of the 18 total hours shall be fulfilled through programs addressing the following topics:
 - Ethics - **1 hour**
 - Preneed - **2 hours**
 - Laws and Rules regulating the practice of Funeral Directing, Embalming, and Cremation - **2 hours**
- The Board now permits **30-minute** Continuing Education courses.
- The Board **no longer approves** Continuing Education programs in booklet form (paperback, hardback, downloadable, DVD).
- An individual licensee seeking credit for attendance and participation in an educational activity **out-of-state**, which is not approved prior to the date of the activity, shall submit a Request For Credit form. The form, established by the Board, must be submitted **within 30 days after the completion of such activity**.

The request must include documentation of the activity, its dates, subjects, certificate of completion, instructors and their qualifications, and the number of credit hours being requested.

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