



**The Ohio Board  
of Embalmers and  
Funeral Directors**

*Serving Ohio Since 1902*

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David A. Ingram, Esq.  
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Jon W. Rettig Sr.  
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William C. Wappner CFSP, CCO  
**Board Secretary Treasurer**

Jill R. Pugh  
**Board Member**

Edward C. Nurre, Jr.  
**Board Member**

Marcella Boyd Cox  
**Board Member**

77 South High Street  
16<sup>th</sup> Floor  
Columbus, Ohio 43215

**614 . 466 . 4252**  
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[www.funeral.ohio.gov](http://www.funeral.ohio.gov)

**Minutes of the December 20, 2017**  
**Education and Examination Committee**

**Wednesday, December 20, 2017**

**9:43 a.m.**

Pursuant to 4717.03(A) of the Revised Code, the State of Ohio Board of Embalmers and Funeral Directors convened in Room South A, of the Vern Riffe Center for Government and Arts, 77 South High Street to discuss continuing education, examination, and structure for the new crematory operator's license with the following board members present:

Jon W. Rettig, Sr.; Jill R. Pugh; Edward C. Nurre, Jr.; Marcella Boyd Cox; William C. Wappner

Also present was David A. Ingram, Executive Director

Stakeholders Jack Lechner from Cincinnati College of Mortuary Science (CCMS) and Melissa Sullivan from Ohio Funeral Directors Association (OFDA) were also present at the meeting.

Mr. Ingram presented the topic of online continuing education for discussion. Mr. Lechner described that he would like to see the Board set all of the requirements for the continuing education program to assist him with selecting and contracting with a company or provider. He also requested to have the online programs approval stand for a period of time. Ms. Sullivan described she would like to see the Board require some form of checkpoint or acknowledgement that will signal that ensures attention to the material presented.

The committee acknowledged the need for standards and that it needed to balance the structure versus fluidity of the online programs. The committee discussed potentially requiring an exam with a passage percentage, quizzes throughout the program, or an attestation at the beginning of the program.

The committee requested that CCMS and OFDA provide the Board with online continuing education program requirements or standards in writing.

**10:09 a.m.**

The committee reviewed the continuing education programs for approval. The committee reviewed the program submitted by the Embalmers Association of Cleveland and conditionally approved the program but required the provider to send an itinerary/ outline of the program.



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**10:14 a.m.**

Ms. Pugh moved to adjourn the meeting. The motion was seconded by Mr. Nurre.  
The motion carried 3/0.

\_\_\_\_\_  
Jon R. Rettig, Sr., President

\_\_\_\_\_  
Date

\_\_\_\_\_  
William C. Wappner, Esq., Secretary/ Treasurer

\_\_\_\_\_  
Date