



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

*Serving Ohio Since 1902*

John R. Kasich  
**Governor of Ohio**

David A. Ingram, Esq.  
**Executive Director**

Jon W. Rettig Sr.  
**Board President**

Thomas Taneff  
**Board Vice President**

William C. Wappner CFSP, CCO  
**Board Secretary Treasurer**

Jill R. Pugh  
**Board Member**

Edward C. Nurre, Jr.  
**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 March 28, 2018**  
**Education and Examination Committee**

**Wednesday, March 28, 2018**

**9:12 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.; William Wappner

Also present was David A. Ingram, Executive Director

Stakeholder Diana Carpenter from Ohio Funeral Directors Association (OFDA) was present at the meeting.

Mrs. Pugh called the meeting into order and opened the meeting by sharing her experience following the International Conference of Funeral Service Examining Boards Annual Convention in New Orleans, LA. Ms. Pugh stated she enjoyed the conference and found it helpful.

**9:16 a.m.** Mr. Ingram discussed the examination fee increases imposed by the International Conference of Funeral Service Examining Boards. He noted the fees are increasing by \$10 starting August 2018.

Ms. Pugh and Mr. Ingram informed the committee what it learned about the Board's version of the exam, the cost associated to make any updates or changes to the content or questions for the exam, and the timeline for this exam modification process between the board, the conference, and Pearson Vue. Mr. Ingram stated the overall cost to request the exam and make changes would be approximately \$5,700 and the process would take over three months.

**9:22 a.m.** Mrs. Pugh and Mr. Rettig confirmed that she and Mr. Rettig reviewed the current version of the exam and removed one question from the exam because they believed it was problematic. As a result, an individual taking the exam would be given a point on the exam because of that question. Mr. Rettig stated that otherwise, he and Mrs. Pugh believed questions were appropriate, current, and necessary for minimal competence. Mrs. Pugh also mentioned that the International Conference of Funeral Service Examining Boards can send data about specific question results to assist the Board with determining whether a question is a sufficient or needs to be modified.



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- 9:25 a.m.** Mr. Ingram discussed the need for the Board to adopt an internal management rule requiring the Board or committee to review the exam's content to make sure it is current with the prevailing laws, rules, and standards at that time. Mr. Ingram suggested a five year review to remain consistent with the Board's administrative rules required five year review.
- 9:27 a.m.** Mr. Rettig moved to establish an internal management rule for the Board and committee to review the exam once every 5 years. The motion was seconded by Mr. Nurre. The Motion carried 3/0.
- 9:30 a.m.** The committee reviewed the proposed and current draft of continuing education rules for approval. The committee reviewed the each of the rules at length.
- 10:11 a.m.** Mr. Rettig moved to approve the current version of the rules with the minor grammatical changes. The motion was seconded by Mr. Nurre. The motion carried 3/0.
- 10:19 a.m.** Mr. Rettig moved to adjourn the meeting. The motion was seconded by Mr. Nurre. The motion carried 3/0.
- 10:19 a.m.** Meeting adjourned

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Jon R. Rettig, Sr., President

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Date

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William C. Wappner, Esq., Secretary/ Treasurer

\_\_\_\_\_  
Date