

April 2011

## INFORMATION FOR LICENSEES

1 The Board will hold the ANNUAL MEETING on MAY 24, 2011, 1 pm, 101 East Capitol, Little Rock, Conference Room C. This meeting is for the purpose of nominating perspective Board members. Positions open for nominations are:

James Terry Woodard, 1<sup>st</sup> District, Eligible for reappointment  
R.W. Ocker, 3<sup>rd</sup> District, Eligible for reappointment.

### ELIGIBILITY TO SERVE ON BOARD:

In order to be eligible for nomination to the Board you must be a licensed embalmer and or funeral director who has had at least 5 year consecutive years of active experience as embalmers or funeral directors in Arkansas immediately preceding appointment.

### NOMINATING PROCESS:

You must be a licensee to make a nomination;

You must be present to make a nomination

You do not have to be present to be nominated

You must be from the District(s) that are open for nomination in order to caucus with that District.

2 Act 874 was signed into law. This act changes all license renewal due dates. Renewals are now due in the Board office by December 31. If December 31<sup>st</sup> falls on a weekend or holiday, renewals will be due the next business day. Delinquent fees will be assessed after the 31<sup>st</sup>, no exceptions. Postmarks are not considered, renewals must be in the Board office by December 31<sup>st</sup>. Look for your renewals notices to arrive in early November,

3 As I'm sure you're noticed, your 2011 license renewal form contained the CE courses you had taken, if we had received the information prior to mailing out the renewal notices.

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We were able to do this because we require that program presenters send us program rosters/proof of attendance reports. We ask that program presenters also provide some sort of proof to you. You should keep this proof of attendance for your records to make sure you do not duplicate a course you have already taken and just in case we do not receive the information from the presenter.

\* It is important that you get the required CE courses before December 31. If you do not; you can't renew and you will have to pay delinquent fees when and if you renew.

REMEMBER THIS: IF YOU WAIT UNTIL AFTER DECEMBER 31 TO GET YOUR CE COURSES, YOU CAN'T TAKE THE NEXT YEARS CE COURSES. FOR EXAMPLE, IF YOU DO NOT RENEW YOUR LICENSE BEFORE DECEMBER 31 2011, YOU CAN'T TAKE COURSES APPROVED FOR 2012. WE WILL CONTINUE TO POST THE 2011 CE COURSES ON THE WEB SITE FOR A BRIEF PERIOD OF TIME TO ALLOW DELINQUENT LICENSEES ACCESS TO THOSE APPROVED COURSES.

4 Lastly, we are in the process of revamping our licensing data base. Several of you have noted that your names are not listed on the web site rosters. Until the new data base is up and running, we are unable to make any changes. When the new data base is completed, there will be other changes that you will notice, hopefully, you will agree that it is a better system. We will keep you apprised of what is going on.

As always, we stand ready to assist you in whatever what we can. If you have suggestions or thoughts as to things we could do or change that would make things better, feel free to write, email or call the Board office.

Don't forget to check the website, [www.arkansas.gov/fdemb](http://www.arkansas.gov/fdemb) for information about Board meetings, Current CE listings, licenses, and lots of other information.

Rachael F. McGrew  
Exec.