
From: Richards, Lucy **On Behalf Of** DLI BSD Funeral Service

Sent: Friday, June 22, 2018 2:35 PM

Subject: MT Board of Funeral Service - Quick Updates - June 2018

A Word from the Executive Director

It is time for another "Quick Updates" e-mail from the Montana Department of Labor & Industry and Board of Funeral Service. Lately the question that keeps coming up is why the board implemented a process to track preneed money held in trust. That is often followed by: "Why does the board have any authority over the money?". The simple answer is that the Legislature tasked the Board of Funeral Service with the duty to protect the public's money being held in trust by mortuaries, branch establishments, and crematories. When a licensee puts money into trust for a member of the public by making preneed arrangements that licensee is only acting as an intermediary—until the terms of the preneed contract are complete that money is only being managed by the licensee and still belongs to that member of the public. The Legislature holds the board responsible for protecting the public. Requiring licensee reporting and accountability for money held in trust is no more or less important than any of the other laws that licensees must follow.

As always, feel free to contact me at the contact information below if you have any questions.

Upcoming Dates of Interest and Deadlines

- **July 2 – Deadline to renew mortuary, branch establishment, crematory, mortician, crematory operator, & crematory technician licenses** – if you have not already renewed you should renew as soon as possible. Online renewal is recommended. Do not wait until the last minute as web traffic can be high. The computer system is used by all professional and occupational licensees under the Department of Labor and Industry. Go to <https://ebiz.mt.gov/POL/Welcome.aspx> and log into your account to begin the renewal process. Late fees are 100% the cost of the license you are renewing—no exceptions. If you have questions about renewal or accessing your online account contact renewal staff at 406-444-6880.
- **July 13 – Upcoming Rules Committee Meeting** – a final meeting agenda will be posted to website approximately two weeks prior to the scheduled meeting date. This is a meeting of the rules committee, not the full board. Among other things the committee will be discussing potential amendments to licensing requirements for crematory technicians and operators. This is the beginning of the discussion and the committee will not be taking formal action at this meeting. The committee is merely formulating recommendations to be taken to the full board for discussion and action.
- **August 8 – Upcoming Board Meeting** – a final meeting agenda will be posted to website approximately two weeks prior to the scheduled meeting date. Recordings and agendas from past meetings can also be found by clicking on the "Board Information " tab and selecting

"Board Events".

Department of Labor & Industry Inspectors Now Inspecting Facilities – Jeff Garden, Hugh Pratt, Randy Schuelke

The board is now using Department of Labor and Industry inspectors for funeral inspections. Jeff, Hugh and Randy began inspecting in May and a fourth inspector will be starting soon. They are trained in standard inspection practices and applicable state laws. They have been inspecting other boards' licensees for years. Some of you have already met the inspectors. I encourage all of you to ask questions you might have regarding laws. I know that they are also interested in asking you questions to learn more about your profession.

Don't Forget to Notify the Board of Change of Mortician-in-Charge or Crematory Operator-in-Charge

The law requires you notify the board within 10 days when your mortuary, branch establishment, and/or crematory has a change of mortician-in-charge or crematory operator-in-charge ([ARM 24.147.409](#)). The owner and new person-in-charge must submit one form; and, the licensee who was previously the person-in-charge must also submit a form. Both forms indicate the date the change took/will take effect so the department can update records accordingly. For your convenience I have posted the forms to the board website. To access the forms click on the links below or go the board webpage and click on the "forms" tab.

- [Change of Mortician-in-Charge - Owner](#)
- [Change of Mortician-in-Charge - Previous Mortician-in-Charge](#)
- [Change of Crematory Operator-in-Charge - Owner](#)
- [Change of Crematory Operator-in-Charge - Previous Crematory Operator-in-Charge](#)

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Make Sure Your Contact Information on File with the Board Is Current

Make sure your contact information on file with the board is current. Email is the board's primary form of communication so a current e-mail helps ensure you stay up-to-date on board information. You can update your information at any time by [logging into your online account](#). If you have trouble logging into your account you can call 406-444-6880 for assistance.

Lucy Richards

Executive Officer

Board of Funeral Service | Board of Speech-Language Pathologists & Audiologists | Board of Veterinary Medicine

Montana Department of Labor & Industry

Business Standards Division

PHONE (406) 841-2394

dlibsdfnr@mt.gov