FUNERAL DIRECTORS EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Dan Williams (608) 266-2112
August 1, 2017

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA
9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda

B. Approval of Minutes of May 23, 2016

C. Administrative Updates
   1) Staff and Administrative Updates
   2) Board Members – Term Expiration Dates
      a. Aziz Al-Sager – 07/01/2018
      b. Bruce Carlson – 07/01/2019
      c. Marc Eernisse – 07/01/2018
      d. Eric Lengell – 07/01/2016
      e. Marla Michaelis – 07/01/2021 (reappointed, not yet confirmed)
      f. Vacant – Public Member

D. 9:30 A.M. Public Hearing on Clearinghouse Rule 17-048 Relating to Continuing Education Requirements for Funeral Directors
   1) Review and Respond to Clearinghouse Comments and Public Hearing Comments

E. 9:30 A.M. Public Hearing on Clearinghouse Rule 17-049 Relating to Academic Instruction Requirements for Funeral Directors, Apprentices, and Reporting Requirements for Apprentices
   1) Review and Respond to Clearinghouse Comments and Public Hearing Comments

F. Legislative/Administrative Rule Matters
   1) Update on Legislation and Pending or Possible Rulemaking Projects

G. Funeral Director Continuing Education Audit Report

H. Speaking Engagement(s), Travel, or Public Relation Request(s)

I. Deliberation on Items Added After Preparation of Agenda:
   1) Introductions, Announcements and Recognition
2) Election of Board Officers
3) Appointment of Board Liaison(s)
4) Administrative Updates or Administrative Matters
5) Education and Examination Matters
6) Credentialing Matters
7) Practice Matters
8) Legislative/Administrative Rule Matters
9) Liaison Reports
10) Informational Items
11) Disciplinary Matters
12) Presentations of Petitions for Summary Suspension
13) Petitions for Designation of Hearing Examiner
14) Presentation of Proposed Stipulations, Final Decisions and Orders
15) Presentation of Proposed Final Decision and Orders
16) Presentation of Interim Orders
17) Petitions for Re-Hearing
18) Petitions for Assessments
19) Petitions to Vacate Orders
20) Requests for Disciplinary Proceeding Presentations
21) Motions
22) Petitions
23) Appearances from Requests Received or Renewed
24) Speaking Engagement(s), Travel, or Public Relation Request(s)

J. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

K. Deliberation of Division of Legal Services and Compliance (DLSC) Matters
   1) Administrative Warning(s)
      a. 15 FDR 014 (F.L.B., R.U.K.F.H.)
   2) Proposed Stipulations, Final Decisions, and Orders
   3) Case Closings
      a. 15 FDR 014
      b. 16 FDR 017
   4) Monitoring

L. Consulting with Legal Counsel

M. Deliberation of Items Added After Preparation of the Agenda
   1) Education and Examination Matters
   2) Credentialing Matters
   3) Disciplinary Matters
   4) Monitoring Matters
   5) Professional Assistance Procedure (PAP) Matters
   6) Petitions for Summary Suspensions
   7) Petitions for Designation of Hearing Examiner
   8) Proposed Stipulations, Final Decisions and Order
   9) Administrative Warnings
   10) Review of Administrative Warnings
11) Proposed Final Decision and Orders
12) Matters Relating to Costs/Orders Fixing Costs
13) Case Closings
14) Proposed Interim Orders
15) Petitions for Assessments and Evaluations
16) Petitions to Vacate Orders
17) Remedial Education Cases
18) Motions
19) Petitions for Re-Hearing
20) Appearances from Requests Received or Renewed

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

O. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration

ADJOURNMENT

NEXT MEETING DATE: November 28, 2017

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.
FUNERAL DIRECTORS EXAMINING BOARD
TELECONFERENCE/VIRTUAL MEETING MINUTES
May 23, 2017

PRESENT: Aziz Al-Sager, D. Bruce Carlson, Marc Eernisse, Eric Lengell, Marla Michaelis

STAFF: Dan Williams, Executive Director; Greg DiMiceli, Administrative Rules Coordinator; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

Marc Eernisse, Chair, called the meeting to order at 9:34 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Correct: March 17, 2016 to March 17, 2017
- Changed time from 9:00 a.m. to 9:30 a.m.

MOTION: Bruce Carlson moved, seconded by Marla Michaelis, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Bruce Carlson moved, seconded by Eric Lengell, to approve the minutes of March 17, 2017 as published. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

FD 1 Relating to Funeral Director Licensure and the Apprenticeship Process

MOTION: Marla Michaelis moved, seconded by Aziz Al-Sager, to authorize the Chair to approve the preliminary rule draft of FD 1 relating to Funeral Director Licensure and the Apprenticeship Process, for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

FD 4 Relating to Continuing Education

MOTION: Bruce Carlson moved, seconded by Aziz Al-Sager, to authorize the Chair to approve the preliminary rule draft of FD 4 relating to Continuing Education, for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.
CLOSED SESSION

MOTION: Bruce Carlson moved, seconded by Marla Michaelis, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). The Chair read aloud the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Aziz Al-Sager – yes; D. Bruce Carlson – yes; Marc Eernisse – yes; Eric Lengell – yes; and Marla Michaelis – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:26 a.m.

At this time, all external communication contacts will be terminated for purposes of going into Closed Session.

RECONVENE TO OPEN SESSION

MOTION: Bruce Carlson moved, seconded by Eric Lengell, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:36 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Aziz Al-Sager moved, seconded by Bruce Carlson to affirm all motions made and votes taken in closed session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

PROPOSED FINAL DECISION AND ORDER

MOTION: Bruce Carlson moved, seconded by Aziz Al-Sager, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Jason Schneider and Schneider Funeral Home and Life Tributes, Respondents, DHA Case No. SPS-16-0071/DLSC Case No. 15 FDR 009, 15 FDR 012 and 15 FDR 026. Motion carried unanimously.

(Marla Michaelis disconnected from the meeting for deliberation and voting in the matter concerning Jason Schneider and Schneider Funeral Home and Life Tributes.)
DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings


MOTION: Aziz Al-Sager moved, seconded by Marla Michaelis, to close DLSC Case No. 15 FDR 023, against J.F.H.I., J.L.F.H. and P.J.J., for Prosecutorial Discretion (P2.) Motion carried unanimously.

16 FDR 013 – B.M., J.M. and M.M.

MOTION: Aziz Al-Sager moved, seconded by Marla Michaelis, to close DLSC Case No. 16 FDR 013, against B.M., J.M. and M.M., for Prosecutorial Discretion (P2.) Motion carried unanimously.

ADJOURNMENT

MOTION: Marla Michaelis moved, seconded by Aziz Al-Sager, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:37 a.m.
### AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Greg DiMiceli  
   Administrative Rules Coordinator
2) Date When Request Submitted: July 7, 2017
   Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting

3) Name of Board, Committee, Council, Sections:  
   Funeral Directors Examining Board

4) Meeting Date:  
   August 1, 2017

5) Attachments:  
   ☒ Yes  
   ☐ No

6) How should the item be titled on the agenda page?  
   Public Hearing on Clearinghouse Rule 17-048 relating to continuing education requirements for funeral directors.
   1) Review and respond to Clearinghouse Report and Public Hearing comments

   1) Review and respond to Clearinghouse Report and Public Hearing comments

7) Place Item in:  
   ☒ Open Session  
   ☐ Closed Session

8) Is an appearance before the Board being scheduled?  
   ☐ Yes (Fill out Board Appearance Request)  
   ☐ No

9) Name of Case Advisor(s), if required:

10) Describe the issue and action that should be addressed:
    Hold Public Hearing at 9:30  
    Discuss any public hearing comments. Review, discuss and respond to any Clearinghouse comments.

11) Authorization  
    Signature of person making this request  
    Greg DiMiceli  
    Supervisor (if required)  
    Date  
    Date

Executive Director signature (indicates approval to add post agenda deadline item to agenda)  
Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.
An order of the Wisconsin Funeral Directors Examining Board to amend FD 4.03 (6), (7), (8), FD 4.04 (1) (d), FD 4.04 (6); and to create FD 4.02 (5), (6), FD 4.03 (6m), FD 4.03 (11), (12), and FD 4.06, relating to continuing education requirements for funeral directors.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: Section 445.03 (2) (a) and 440.075

Statutory authority: Sections 15.08(5) (b) and 445.03 (2) (a)

Explanation of board authority:

Section 15.08 (5) (b), Stats. – Each examining board shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

Section 445.03 (2)(a) allows examining boards to make and enforce rules not inconsistent with this chapter establishing professional and business ethics for the profession of funeral directors and for the general conduct of the business of funeral directing, and for the examination and licensing of funeral directors and the registration of apprentices.

Related statute or rule:

Wisconsin funeral director licensing requirements are found in ch. 445, Stats., “Funeral Directors”, and administrative rules promulgated by the Funeral Directors Examining Board found in chs. FD 1 to 6. Chapter 440, Department of Safety and Professional Services, and chs. SPS 1 to 9 outline the Department of Safety and Professional Services’ administrative procedures for issuing licenses.

Plain language analysis:

This rule provides definitions for continuing education and makes changes to the continuing education requirements for funeral directors. This rule also allows for an audit of the continuing
education requirements and for any licensee who has come under investigation by the board for alleged misconduct.

**Summary of, and comparison with, existing or proposed federal regulation:**

Licensing requirements for funeral directors are established by state law.

**Comparison with rules in adjacent states:**

**Illinois:** An Internet search revealed that in Illinois every funeral director must complete 24 hours of continuing education for each two year licensure period. For the 2015 and 2017 renewals, the 24 hours must include a minimum of 6 hours related to the practice of funeral directing and a minimum of 6 hours related to the practice of embalming. Beginning with the 2019 renewal, the 24 hours must include a minimum of 9 hours related to the practice of funeral directing and a minimum of 9 hours related to the practice of embalming. No more than 6 hours may consist of insurance courses.

**Iowa:** An Internet search revealed that Iowa requires 24 hours of continuing education per two years of licensure.

**Michigan:** An Internet search revealed that Michigan has no continuing education requirements.

**Minnesota:** An Internet search revealed that Minnesota requires 12 hours of continuing education per two years of licensure.

**Summary of factual data and analytical methodologies:**

The Funeral Directors Examining Board reviewed the rule and statutory requirements.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

**Fiscal Estimate and Economic Impact Analysis:**

The Department is currently soliciting information and advice from businesses, local government units, and individuals in order to prepare the economic impact analysis.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Kirsten.Reader@Wisconsin.gov, or by calling (608) 267-2435.
Agency contact person:

Greg DiMiceli, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-266-0955; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Greg DiMiceli, Rule Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before (TBD) to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. FD 4.02 (5), 4.02 (6) are created to read:

FD 4.02 (5) Definitions. “In-service” means continuing education approved by the board that is provided by a licensed funeral director to staff in their funeral establishment and is available to all funeral directors.

FD 4.02 (6) Definitions. “Professional activity” means an activity recognized by the board which a funeral director engages in that advances the funeral director profession.

SECTION 2. FD 4.03 (6) is amended to read:

(6) No more than 2 hours of the 15-hour requirement may be acquired for presentation of any continuing education program by a funeral director. Continuing education hours may be granted for teaching or presenting any continuing education programs or courses under 4.04 (1) (a) 1. to 4. No credit will be granted for any subsequent presentations of the same program or course. A teacher or presenter may receive up to 2 continuing education credit hours for each hour of presentation.

SECTION 3. FD 4.03 (6m) is created to read:

(6m) Continuing education hours may be granted for professional activity.

SECTION 4. FD 4.03 (7), 4.03 (8) are amended to read:

(7) No more than 10 hours of the 15-hour requirement may be acquired through participation in non-contact home study board approved online programs that have been approved by the board.
Each contact or clock hour or lesson or tape completed in a home-study board approved online program that has been approved by the board is equivalent to 1.0 continuing education credit hour.

SECTION 5. FD 4.03 (11), 4.03 (12) are created to read:

(11) No more than 6 hours of continuing education credit shall be granted for activity under 4.04(1) (a) during each biennial registration period.

(12) The board may count any relevant instruction obtained in connection with military service, as defined in s. 111.32 (12g), toward satisfying up to 15 hours of continuing education credits per biennial registration period.

SECTION 6. FD 4.04 (1) (d) is amended to read:

(d) The program provider of a home-study board approved online continuing education program includes in the program a method satisfactory to the board of determining a participant’s successful completion of the home-study approved online program.

SECTION 7. FD 4.04 (6) is amended to read:

(6) A home-study board approved online program or course taken for academic credit shall be eligible for credit if the program or course relates to subject areas specified in sub. (1) and meets all other requirements in this section.

SECTION 8. FD 4.06 is created to read:

FD 4.06 Audit. 1) The board may conduct a random audit of licensees on a biennial basis for compliance with continuing education requirements.

2) The board may conduct an audit on any licensee who has come under investigation by the board for alleged misconduct.

SECTION 9. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.
STATE OF WISCONSIN
FUNERAL DIRECTORS EXAMINING BOARD

IN THE MATTER OF RULE-MAKING: PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE: FUNERAL DIRECTORS EXAMINING BOARD
FUNERAL DIRECTORS EXAMINING BOARD: ADOPTING RULES
(CLEARINGHOUSE RULE 17-049)

PROPOSED ORDER

An order of the Wisconsin Funeral Directors Examining Board to repeal FD 1.07; to renumber FD 2.06, FD 2.07; to amend FD 1.04; to repeal and recreate FD 1.06; and to create FD 1.065, FD 1.066, FD 1.067, and FD 1.077, relating to academic instruction requirements for funeral directors, apprentices, and reporting and renewal requirements for apprentices.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: Section 445.03 (2) (a) and 440.075

Statutory authority: Sections 15.08(5) (b) and 445.03

Explanation of board authority:

Section 15.08 (5) (b), Stats. – Each examining board shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.
Section 445.03 (2)(a) allows examining boards to make and enforce rules not inconsistent with this chapter establishing professional and business ethics for the profession of funeral directors and for the general conduct of the business of funeral directing, and for the examination and licensing of funeral directors and the registration of apprentices.

Related statute or rule:

Wisconsin funeral director licensing requirements are found in ch. 445, Stats., “Funeral Directors”, and administrative rules promulgated by the Funeral Directors Examining Board found in chs. FD 1 to 6. Chapter 440, Department of Safety and Professional Services, and chs. SPS 1 to 9 outline the Department of Safety and Professional Services’ administrative procedures for issuing licenses.

Plain language analysis:

This rule changes academic instruction requirements for funeral directors and apprentices and provides administrative guidance for the apprenticeship process.
Summary of, and comparison with, existing or proposed federal regulation:

Licensing requirements for funeral directors are established by state law.

Comparison with rules in adjacent states:

**Illinois**: An Internet search revealed that Illinois requires 30 semester hours of college credit plus Mortuary College or associate or bachelor's degree in mortuary science.

**Iowa**: An Internet search revealed that Iowa requires a student to have a minimum of 60 semester hours as indicated on the transcript from a regionally accredited college or university with a minimum of 2.0 or "C" grade point and a course in mortuary science from a school accredited by the American Board of funeral Service Education. The 60 semester hours does not include any technical or vocational mortuary science courses.

**Michigan**: An Internet search revealed that applicants in Michigan for mortuary science licenses are required to have completed not less than 60 semester hours or 90 quarter hours.

**Minnesota**: An Internet search revealed that Minnesota requires a bachelor of science degree with a major in mortuary science received from an accredited school.

Summary of factual data and analytical methodologies:

The Funeral Directors Examining Board reviewed the rule and statutory requirements.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

Fiscal Estimate and Economic Impact Analysis:

The Department is currently soliciting information and advice from businesses, local government units, and individuals in order to prepare the economic impact analysis.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at [Kirsten.Reader@Wisconsin.gov](mailto:Kirsten.Reader@Wisconsin.gov), or by calling (608) 267-2435.

Agency contact person:

Greg DiMiceli, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-266-0955; email at [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).
Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Greg DiMiceli, Rule Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments shall be received on or before (TBD) to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. FD 1.04 is amended to read:

To meet the requirements of 2 academic years of instruction specified in s. 445.045 (1) (d), Stats., an applicant shall submit to the board an official transcript of courses from a college or university recognized by the north central association of colleges and secondary schools, regionally accredited college showing that the applicant has completed at least the a course of study with 60 semester credit hours shown below in the following areas:

<table>
<thead>
<tr>
<th>Minimum Semester Credit Hours</th>
<th></th>
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<tbody>
<tr>
<td>English &amp; Speech</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences such as:</td>
<td>12</td>
</tr>
<tr>
<td>(a) Psychology</td>
<td></td>
</tr>
<tr>
<td>(b) History</td>
<td></td>
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<tr>
<td>(c) Sociology</td>
<td></td>
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<tr>
<td>(d) Political Science</td>
<td></td>
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<tr>
<td>(e) Economics</td>
<td></td>
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<tr>
<td>Natural Sciences such as:</td>
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<tr>
<td>(a) Anatomy</td>
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<tr>
<td>(b) Physiology</td>
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<tr>
<td>(c) Chemistry</td>
<td></td>
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<tr>
<td>(d) Microbiology</td>
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<td>(e) Biology</td>
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<td>(f) Bacteriology</td>
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<tr>
<td>Business Studies</td>
<td>13</td>
</tr>
<tr>
<td>Electives</td>
<td>14</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

(1) English
(2) Speech
(3) Social Sciences
(4) Natural Sciences
(5) Business Studies
(6) Electives
SECTION 2. FD 1.06 is repealed and recreated to read:

FD 1.06 Proof of academic training. (1) To meet the requirements of one academic year of instruction specified in s. 445.095 (1) (a), Stats. concerning registration as an apprentice funeral director, an applicant shall submit to the board one of the following:

a. A signed statement by the registrar of any regionally accredited college showing that the applicant has completed a course of study with 30 semester credit hours in the following areas:

(1) English
(2) Speech
(3) Social Sciences
(4) Natural Sciences
(5) Business Studies
(6) Electives

b. Demonstrate possession of equivalent education which will permit admission to the college or university with sophomore status.

SECTION 3. FD 1.065, 1.066, 1.067, and 1.068 are created to read:

FD 1.065 Apprenticeship Application. A person applying for a certificate of apprenticeship shall do all of the following:

(1) Complete the apprenticeship application form which shall be substantiated by the oath of the applicant.
(2) File the apprenticeship registration fee specified in s. 440.05 (6).
(3) State that the applicant is 18 years of age or older.
(4) Hold a high school diploma or possesses equivalent education.
(5) Not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335.
(6) Have completed one academic year of instruction in a recognized college or university in a course of study approved by the board under FD 1.06.
(7) Notify the examining board with the name and place of business of the funeral director whose service the apprentice has entered.
(8) Report any changes in information on the apprenticeship application to the board within 5 days if applicable.

FD 1.066 Apprenticeship Reporting. 1) Each apprentice shall submit the semi-annual report under §445.095 (1) (d) to the board until the apprenticeship is complete or has been terminated. The report shall include the following information:

(a) Exact dates of attendance at a Mortuary school.
(b) Whether the apprentice worked as an apprentice during a winter break of a Mortuary school, including dates.
(c) Whether the apprentice worked during the summer while not attending summer school, including dates.
(d) Whether the apprentice worked as an intern, including intern dates.
(e) Total number of hours employed.
(f) Number of assisted embalmings performed.
(g) Number of funeral services assisted.
(h) Number of funeral arrangement conferences the apprentice participated in, including a brief description of each funeral arrangement. The description shall include the type of funeral services and method of disposition, relationship to deceased, and the amount of time spent on each funeral arrangement.

(2) Reports Regarding Employment.

(a) An apprentice shall report to the board if the apprentice leaves the employ of the licensed funeral director. The licensed funeral director shall provide the apprentice an affidavit showing the length of time served as an apprentice with that employer, and the work done in detail. This affidavit shall be filed and recorded with the board.

(b) An apprentice shall report to the board if the apprentice reenters the employ of another licensed funeral director in this state.

**FD 1.067 Apprenticeship Renewal and Reregistration.**

(1) A certificate of apprenticeship may be renewed annually on January 1 up to three times. The apprenticeship shall be completed within four-years from the date of initial registration unless the apprenticeship is extended by the board under §445.095 (4).

(2) Any certificate of apprenticeship which the apprentice has allowed to lapse, or for which the board has suspended or revoked, may reregister their certificate of apprenticeship within one year of such lapse, suspension, or revocation. No more than two reregistrations shall be permitted.

(3) For reregistrations that have resulted from a lapsed registration, the board may credit the apprentice with time previously served. The board may credit up to 75 percent of time previously served for reregistrations resulting from a suspension or revocation.

SECTION 4. FD 1.07 is repealed.

SECTION 5. FD 2.06 is renumbered and recreated to FD 1.075

SECTION 6. FD 2.07 is renumbered and amended to FD 1.076

SECTION 7. FD 1.077 is created to read:

**FD 1.077 Apprenticeship Time Limit.** Failure to complete all apprenticeship requirements within 4 years from the date of apprenticeship registration results in the expiration of that apprenticeship unless granted an extension under section 445.095 (4).
SECTION 8. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)
State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:
   Pete Schramm, CE Specialist

2) Date When Request Submitted:
   7/18/2017
   Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting.

3) Name of Board, Committee, Council, Sections:
   Funeral Directors Examining Board

4) Meeting Date:
   8/1/2017

5) Attachments:
   □ Yes
   □ No

6) How should the item be titled on the agenda page?
   Funeral Director CE Audit Report

7) Place Item in:
   □ Open Session
   □ Closed Session

8) Is an appearance before the Board being scheduled?
   □ Yes (Fill out Board Appearance Request)
   □ No

9) Name of Case Advisor(s), if required:

10) Describe the issue and action that should be addressed:

11) Authorization

   Peter Schramm
   7/18/2017
   Signature of person making this request
   Date

   Supervisor (if required)
   Date

   Executive Director signature (indicates approval to add post agenda deadline item to agenda)
   Date

Directions for including supporting documents:
1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.
3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.
• One (1) licensee stated they were no longer in the profession
• One (1) licensee requested a voluntary surrender of their license
• One (1) licensee claimed retirement
• One (1) licensee submitted a table that listed the required continuing education, but submitted no supporting documentation to verify it
• Two (2) licensees submitted the appropriate number of total hours, but were missing hours in the required categories
• Two (2) licensees submitted less than 15 hours of continuing education
• Three (3) licensees submitted hours that occurred outside of the acceptable time period of 1/2/13-1/2/14/2015
• Five (5) licensees had their final notices required as undeliverable by the post office
• Six (6) licensees returned the certified mail receipt, but did not submit any of the requested audit materials

Of 128 licensees audited, 22 were not in compliance representing a 82.9% compliance rate. Following are reasons for noncompliance:

Funeral Director (Ree Type 77) Audit

Funeral Director Continuing Education Audit Compliance Report (2013-2015 Biennium)