Title 25

State Board of Funeral Service

Article	
25-01	General Administration
25-02	Practice of Funeral Service and Licensure of Funeral Practitioners
25-03	Funerals, Funeral Services, and Licensing of Funeral Establishments
25-04	Anatomical Gift
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25-06	Branch Facilities [Repealed]
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25-01-01. Organization of state board of funeral service.

- 1. **History.** The 1905 legislative assembly enacted legislation providing for a state board of embalmers and regulating the licensure and practice of embalming. The 1963 legislative assembly enacted legislation empowering the board of embalmers to license and regulate funeral establishments in this state. The 1989 legislative assembly changed the name of the board to the state board of funeral service and placed crematories under the board's jurisdiction. These enactments are codified as North Dakota Century Code chapter 43-10. It is the responsibility of the board to uphold high ethical and professional standards in the practice of funeral service and in the conduct of business of funeral establishments and crematoriums in this state.
- 2. **Board membership.** The board consists of the state health officer and three funeral practitioners appointed by the governor. The appointed members of the board serve four-year terms, with not more than one term expiring on June thirtieth of each year.
- Officers of the board and executive secretary. The members of the board elect from board membership a president, a secretary, and a treasurer. The board may hire an executive secretary, who may be an officer of the board, to transact the business of the board. The board may also hire any other individual deemed necessary for special work relating to the business of the board.
- 4. **Inquiries.** Inquiries regarding the board may be addressed to the executive secretary and treasurer:

Mr. Rodger E. Haugen Dale G. Niewoehner
Executive Secretary-and Treasurer
State Board of Funeral Service
P.O. Box 633 161
Devils Lake Rugby, North Dakota 58301 58368-0161
www.nd.gov/funeral

History: Amended effective January 1, 1982; July 1, 1983; October 1, 1989; May 1,

1993; May 1, 1998;

General Authority: NDCC 28-32-02.1 <u>28-32-02</u> Law Implemented: NDCC 28-32-02.1 <u>28-32-02</u> **25-02-01-01. Definitions.** The terms in this title have the same meaning as in North Dakota Century Code section 43-10-01 unless the context or subject matter otherwise requires, except:

- "Assistant" means a nonprofessional providing assistance to a funeral practitioner under the direct and immediate supervision of the funeral director. Assistance provided by an assistant may not require the exercise of professional judgment or training.
- 2. "Branch facility" means a facility which is affiliated with a funeral service establishment and is equipped for the preparation and embalming of dead human bodies.
- 3. "Funeral chapel" means a facility that is affiliated with a funeral service establishment and used for mourning or funeral ceremony purposes but not preparation of a dead human body for final disposition.

History: Amended effective April 1, 1979; May 1, 1993; May 1, 1998;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-10, 43-10-10.1

25-02-01-03. Preparation room equipment. Every preparation room shall must be equipped with a sanitary embalming table, and such table shall be provided with running water. Every plumbing fixture, receptacle, and water supply tank shall must be provided with a proper air gap or other acceptable backflow device to prevent backflow into the water supply. All plumbing shall must comply with North Dakota Administrative Code article 62-03, 62-03.1 the State Plumbing Code. Every embalming room must be equipped with an exhaust fan below tabletop height at the foot end of the table, a drench shower, and an eyewash station with the potential for running cold water only, continuously for fifteen minutes, in an unobstructed area.

Every funeral establishment, except a funeral chapel, must do all of the following:

- 1. Maintain a formaldehyde monitor report;
- Post hazardous signs in compliance with applicable federal regulations;
- 3. Label storage area for chemicals or hazardous chemicals;
- Keep a cover on any embalming machine;
- Store and utilize a safety shield or mask, protective clothing, and rubber protective gloves;
- 6. Maintain a splash tube on a functioning hydroaspirator; and.

- 7. Maintain material safety data sheets, training records, and Sharp's sharp's disposal container.
- 8. An embalming report for each body embalmed is recommended.

History: Amended effective March 1, 1985; May 1, 1993; May 1, 1998;

General Authority: NDCC 43-10-05, 43-10-06

Law Implemented: NDCC 43-10-05, 43-10-06, 43-10-22, 43-10-23

25-02-01-08. Privacy. The <u>care and</u> preparation of all bodies of persons dead from any cause shall be entirely private, and no one shall be allowed in the embalming room except funeral practitioners, intern embalmers, <u>a student enrolled in a premortuary of science program</u>, and <u>assistants until the body is fully prepared and dressed medical or law enforcement personnel during embalming</u>, except by permission of the immediate family.

History: Amended effective May 1, 1998;

General Authority: NDCC 43-10-05, 43-10-06 **Law Implemented:** NDCC 43-10-05, 43-10-06

CHAPTER 25-02-02 LICENSURE OF FUNERAL PRACTITIONERS

Section	
25-02-02-01	Application for License
25-02-02-02	Qualifications for Licensure
25-02-02-03	Examination for Licensure
25-02-02-04	License Renewal, Late Renewal [Repealed]
25-02-02-04.1	License Renewals
25-02-02-05	Licensure by Reciprocity
25-02-02-06	Intern Embalmer
25-02-02-06.1	Internship Requirements
25-02-02-07	Prohibited Acts [Repealed]
25-02-02-08	Exception from Licensure [Repealed]

25-02-01. Application for license. An application for license to practice funeral service shall be made on a form provided by the board. The application shall contain the person's full name, age, place of residence, recent photograph, and any other information required by the board. The application shall be accompanied by a fee of one hundred dollars which shall entitle the applicant to examination of the state rules and laws, by the required transcripts, and by affidavits of at least two reputable residents of the county in which the applicant resides or proposes to engage in the practice of funeral service to the effect that the applicant is of good moral character.

History: Amended effective March 1, 1985; May 1, 1993; May 1, 1998; April 1, 2005;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-11, 43-10-13

25-02-02. Qualifications for licensure. To qualify for a license to practice funeral service, the applicant shall comply with meet all of the following requirements:

- Be of good moral character.
- 2. Furnish evidence of successful completion of an accredited four-year high school course of study.
- 3. Furnish evidence of satisfactory completion of at least two years of accredited college or university course of study (one year in addition to the education required by subsection 4. For purposes of this subsection, two years means a minimum of thirty sixty semester hours or a minimum of forty-five ninety quarter hours).
- 4. Show evidence of graduation from an accredited college of mortuary science.

- 5. Have successfully completed all required examinations.
- 6. Demonstrate completion of an approved internship.
- 7. Demonstrate to a funeral practitioner proficiency in the art of embalming. Final embalming report to indicate by affidavit signed by a funeral practitioner that the applicant is proficient in embalming.

History: Amended effective April 1, 1979; July 1, 1983; March 1, 1985; May 1, 1993; May 1, 1998:

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-11, 43-10-12, 43-10-13

25-02-02-03. Examination for licensure.

Questions used.

- a. The conference of funeral service examining boards' questions may be used in the examination. Written answers to these questions shall be examined and passed upon at the direction of the board. A general average of seventy five percent correct answers must be attained by the applicant.
- b. The national board examinations as provided by the conference of funeral service examining board and approved by the board may be used in lieu of the examinations on the following subjects: anatomy, embalming, chemistry, pathology, bacteriology, mortuary administration, and restorative arts as provided by the state board. To be licensed, an applicant shall pass the national board examination offered by the international conference of funeral service examining boards and the North Dakota laws and rules examination.

2. Failure to pass examination.

- a. Should the applicant fail the examination, the applicant must wait three months to retake the examination.
- b. An applicant may not take the examination more than three times.
- 3. Examination dates. Examination of The North Dakota laws and rules must be given examination is administered by the division of vital records, North Dakota state department of health, state capitol, 600 east

boulevard, Bismarck, ND 58505. Time The time of the examination must be is arranged by the examinee applicant and the department division. The board of funeral service shall issue a card indicating the eligibility of the examinee applicant to take the examination. Applicants of record shall be duly notified a reasonable time prior to an examination as to the time and place of the examination. The secretary of the board with the assistance of other members of the board may give special examinations during any regular meeting when in the opinion of the board it is necessary to prevent undue hardship upon applicants who may wait many months for the regular examination. These special examinations shall be consistent with all provisions of law and the rules and regulations for the examination for licensure.

History: Amended effective April 1, 1979; May 1, 1993; May 1, 1998;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-11, 43-10-12, 43-10-13, 43-10-14, 43-10-15.1

Section 25-02-02-04 is repealed.

25-02-04. License renewal, late renewal.

- 1. Date of renewal. The license to practice funeral service shall be issued for one year and may be renewed by the board by submitting a completed renewal application and the renewal fee of one hundred dollars. The board may refuse to renew the license for cause. The executive secretary of the board shall notify each holder of a license to practice funeral service thirty days prior to the renewal date. A retired funeral practitioner may be given an honorary certificate as long as the funeral practitioner is not engaged in the active practice of funeral service.
- Late renewal. A license which has been expired may be renewed at any time within three years after its expiration on filing of application for renewal on a form prescribed by the board and payment of the renewal fee in effect on the last regular renewal date. If the license is not renewed within thirty days after its expiration, the licensee shall pay a late fee of one hundred fifty dollars. A license which is not renewed within three years after its expiration may not be renewed thereafter.

History: Amended effective July 1, 1983; March 1, 1985; May 1, 1993; May 1, 1998; April 1, 2005; amendments voided by the Administrative Rules Committee effective October 18, 2005.

General Authority: NDCC 43-10-05, 43-10-06.2

Law Implemented: NDCC 43-10-06.2, 43-10-13, 43-10-15, 43-10-15.1

Repealed effective

Section 25-02-02-04.1 is created as follows:

25-02-02-04.1. License renewals.

- 1. Licenses expire after December thirty-first of every year.
- Licenses may be renewed by December thirty-first by submitting a renewal application and a renewal fee of one hundred dollars, provided the funeral practitioner's license is not revoked or grounds for denial under North Dakota Century Code section 43-10-16 do not exist.
- <u>3.</u> <u>If the renewal application and renewal fee are not received by December thirty-first, the license expires and the funeral practitioner may not practice funeral service.</u>
- 4. For thirty days after expiration, an expired license may be renewed by submitting the renewal application and renewal fee.
- 5. For two years after expiration, an expired license may be renewed by submitting the renewal application, renewal fee, and a late fee of one hundred fifty dollars.
- 6. If an expired license is not renewed within two years after expiration, an expired license may be renewed by submitting the renewal application, renewal fee, and late fee and passing the North Dakota laws and rules examination.

History: Effective

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-10, 43-10-15, 43-10-15.1, 43-10-16

25-02-02. Licensure by reciprocity.

- 1. Education and experience requirements. Applicants for license through reciprocity with other states must meet educational and experience requirements in conformity with the requirements of the board An applicant, licensed in good standing in another jurisdiction to practice embalming and funeral directing, may be licensed if the requirements for licensure in the other jurisdiction are at least as stringent as the requirements in North Dakota.
- 2. License through examination. Consideration for reciprocity will be given only to embalmers, funeral directors, or funeral service practitioners who secured through examination the license on which they apply for

reciprocal license and who have been actively engaged in the practice of their profession as a licensed embalmer, funeral director, or funeral service practitioner for a period of not less than one year preceding the filing of an application for reciprocity.

- 3. Fee. The applicant must shall pay a fee of one hundred dollars.
- 43. Submit to examination. An <u>The</u> applicant for licensure through reciprocity shall submit to an examination at the time and place designated by the board for the purpose of taking a written pass the North <u>Dakota laws and rules</u> examination on the laws and rules of North Dakota regarding the practice of funeral service.

History: Amended effective July 1, 1983; March 1, 1985; May 1, 1993;

May 1, 1998;

General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-14

25-02-02-06. Intern embalmer.

- 1. **Application**. The application for registration as an intern embalmer shall be made upon a form approved by the board and verified by the applicant and accompanied by a fee of fifty dollars. The application shall include the name and home address of the intern embalmer, the date the internship begins, and the name, license number, and business address of the supervising funeral practitioner. The registration is valid for one year and may be renewed by filing a renewal application with the board and by payment of the renewal fee of twenty-five dollars. The registration may not be renewed more than three times. A registered intern embalmer must notify the board within thirty days if he/she withdraws from the internship.
- 2. **Qualifications.** In order to qualify as an intern embalmer, the applicant shall comply with meet all the following requirements:
 - Be eighteen years of age.
 - Be of good moral character.
 - c. Furnish evidence of having completed an accredited four-year high school course of study and.
 - d. In addition to the education required by subdivision, e, furnish evidence of completion of two years of accredited college or university studies, or provide proof of substantial completion, as determined by the board, of two years accredited college or

<u>university studies</u>. <u>For purposes of this subdivision only, two years means sixty semester hours or ninety quarter hours.</u>

- d e. Graduated Furnish evidence of graduation from an accredited college of mortuary science.
- 3. **Certification**. The state board of funeral service shall pass upon every intern embalmer application at its regular meeting. The applicant shall be duly notified whether the applicant has been accepted or rejected after a majority vote of the board has been received.
- 4. **Intern embalmer register**. The executive secretary of the board shall keep a separate register for intern embalmers.
- 5. **Lapsed certificate**. In case an intern embalmer has allowed the certificate of registration to lapse for thirty days or more, no reregistration shall be permitted so as to make the intern embalmer's registration continuous from the date of the intern embalmer's original registration.
- 6. Monthly report. Each registered intern embalmer shall submit a report to the executive secretary of the board by the fifteenth of the month stating all cases in which the intern embalmer has assisted during the preceding month. This report is to be made on forms furnished by the board. Reports must be signed by the supervising funeral practitioner. Ten reports of funeral arrangements and funeral services must be submitted during the final six months of internship.

History: Amended effective April 1, 1979; July 1, 1983; May 1, 1993; May 1, 1998;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-10, 43-10-22 43-10-01, 43-10-15.4, 43-10-15.5

25-03-01-01. Funeral establishment license.

- 1. **Application for license.** An application for licensing of a funeral establishment, except a funeral chapel, must be made on a form provided by the board and be accompanied by a fee of one hundred dollars.
- License renewal. A funeral establishment license must be issued for one
 expires after December thirty-first of every year, and may be renewed by
 the board by submitting to the board a completed renewal application and
 the renewal fee of one hundred dollars.
- 3. Change of owner, supervising personnel, funeral home name, or location. A funeral home establishment license shall may not be transferred from one owner to another. The new owner shall submit an application for a new license to the executive secretary of the board. accompanied by a fee of one hundred dollars. The funeral home establishment license is issued in conjunction with a North Dakota funeral service practitioner license. Should the licensee funeral practitioner signing the funeral home establishment license application no longer be associated with the funeral home establishment, the licensee funeral practitioner shall notify the board. No funeral home establishment license shall be valid unless the funeral home establishment is under the supervision of a funeral practitioner. A change in the licensed personnel funeral practitioner supervising the funeral home establishment or funeral home establishment name or location shall require requires a new funeral home establishment license.

History: Amended effective July 1, 1983; May 1, 1993; May 1, 1998; April 1, 2005;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-22

25-03-01-02. Requirements for funeral establishment. All funeral establishments, except for branch facilities and funeral chapels, must contain a preparation and embalming room and office space for making arrangements. A preparation and embalming room at a minimum must meet all of the following requirements:

- 1. Be of sufficient size and dimensions to accommodate a preparation or embalming table, an open fixture with water connects, and an instrument table, cabinet, or shelves;
- 2. Be properly lit and ventilated with an exhaust fan that provides at least twelve air changes per hour, and is so located that air is drawn away from the person preparing the preparations—;.

- 3. Have plumbing fixtures, water supply lines, plumbing vents, and waste drains properly vented and connected pursuant to the North Dakota state plumbing code; in compliance with article 62-03.1.
- 4. Have nonporous flooring, so that a sanitary condition is provided. The walls and ceiling of the preparation and embalming room must run from floor to ceiling and be covered with tile, or by plaster or sheetrock painted with washable paint, or other appropriate material so that a sanitary condition is provided. The doors, walls, ceiling, and windows must be constructed to prevent odors from entering into any other part of the building. All windows or other openings to the outside must be screened and all windows must be treated in a manner that prevents viewing into the preparation room from the outside;
- 5. Have a preparation and emblaming table and a functioning aspirator. The preparation and embalming table must have a nonporous top, preferably a rustproof metal or porcelain, with raised edges around the top of the entire table and a drain opening at the lower end. Where embalmings are actually performed in the room, the room must be equipped with a functional method for injection of fluids, an eyewash station, <u>a drench shower</u>, and sufficient supplies and instruments for normal operations;
- Be private and have no general passageway through it. Each door allowing ingress or egress must carry a sign that indicates that the room is private and access is limited; and.
- 7. Be maintained in a clean and sanitary condition at all times, and not be used for any other purposes.

History: Effective May 1, 1998. General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-06, 43-10-22, 43-10-23

25-05-01-01. Licensure of crematoriums. An application to license a crematorium must be made on a form provided by the board and include the application fee of one hundred dollars. The license is good for a period of one expires after December thirty-first of every year, and may be renewed by submitting a renewal application and the renewal fee of one hundred dollars. Each crematory operator must obtain and display a certificate of operation provided by the retort manufacturer or cremation association of North America. The certificate must be renewed by the crematory operator as required by the retort manufacturer or cremation association of North America.

History: Effective May 1, 1993; amended effective May 1, 1998; April 1, 2005;

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-25

25-05-01-02. Crematorium establishment. Any crematorium in the state of North Dakota shall comply with all criteria of federal and state law regarding environmental impact on the area in which it is located, including interior design and placement of the crematoria retort which must be in a completely fireproof building, and exterior design which includes size and placement of smokestack and emissions of sediment or smoke from it installed in accordance with the manufacturer's instructions. The crematorium shall also conform to all applicable federal, state, and local building codes.

History: Effective May 1, 1993; amended effective

General Authority: NDCC 43-10-05, 43-10-25

Law Implemented: NDCC 43-10-05

25-05-01-06. Crematoriums must apprise funeral directors and consumer families of requirements. All crematoriums in the state of North Dakota must fully apprise funeral directors and consumer families of the type of container the crematorium can cremate, and that a minimum cremation unit as adjudged practical by the national cremation association of North America be used. Should caskets be used in cremation, the crematorium must apprise the funeral director and family in writing what materials in caskets will be completely consumed and what caskets cannot be consumed. The crematorium must apprise the funeral director and consumer family if caskets or casket hardware are nonconsumable. It is the responsibility of the cremation authority involved to destroy on a daily regular basis and through proper sanitation and disposition channels available to it those caskets or their dependent parts that may remain after the cremation process. No stockpile of used caskets or parts may remain in or around the crematorium facility.

History: Effective May 1, 1993; amended effective

General Authority: NDCC 43-10-05, 43-10-25

Law Implemented: NDCC 43-10-05

25-05-01-07. Cremation requirements. All cremation facilities crematoriums shall clean their retorts at the conclusion of each cremation, and bone fragments that remain must be duly reduced by equipment sanctioned by the National Cremation Association cremation association of North America, and placed in a rigid sealed container of fiberglass, metal, wood, or plastic, and duly marked with the name of the person cremated, the ultimate disposition of the cremains, the name of the funeral director involved in the cremation, the age and date of birth and death of the person cremated, and the name and complete address of the cremation authority crematorium. Cremains Cremated remains sent through the mail must be duly marked, registered, insured, and sealed in the form for mailing and delivery as devised by the United States postal service. Cost of mailing is to be borne by the cremation authority together with the registration and insurance costs involved.

History: Effective May 1, 1993; amended effective May 1, 1998;

General Authority: NDCC 43-10-05, 43-10-25

Law Implemented: NDCC 43-10-05

Article 25-06 is repealed.

ARTICLE 25-06

BRANCH FACILITIES

Chapter	
25-06-01	Branch Facilities

CHAPTER 25-06-01 BRANCH FACILITIES

Section	
25-06-01-01	Licensure of Branch Facilities
25-06-01-02	Accessibility
25-06-01-03	Restroom Facilities
25-06-01-04	Plumbing
25-06-01-05	Insurance [Repealed]
25-06-01-06	Approaches
25-06-01-07	Electrical Design
25-06-01-08	Seating [Repealed]
25-06-01-09	Aspiration System
25-06-01-10	Fire Codes
25-06-01-11	Responsibility of Funeral Service Establishment
25-06-01-12	Preparation Room

25-06-01-01. Licensure of branch facilities. An application to license a branch facility shall be made on a form provided by the board and include the application fee of fifty dollars. The license is good for a period of one year and may be renewed by submitting a renewal application and the renewal fee of fifty dollars.

History: Effective May 1, 1993; amended effective May 1, 1998; April 1, 2005.

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-22

25-06-01-02. Accessibility. All facilities shall have appropriate entrance and exit doors clearly marked and lighted. All exterior and interior doors must be of appropriate width and length.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-03. Restroom facilities. All facilities shall have restroom facilities which meet state and local requirements.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-04. Plumbing. All facilities shall have running water and adequate plumbing facilities.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-05. Insurance. Repealed effective May 1, 1998.

25-06-01-06. Approaches. All facilities shall have concrete sidewalk areas and approaches to the building for all entrances and exits.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-07. Electrical design. All facilities shall have electrical design that conforms to applicable state and local codes.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-08. Seating. Repealed effective May 1, 1998.

25-06-01-09. Aspiration system. All branch facilities shall have a functional aspiration system in place as of September 1, 1991.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-10. Fire codes. All new branch facilities shall meet appropriate state and local fire codes.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05 25-06-01-11. Responsibility of funeral service establishment. It is the responsibility of the funeral service establishment to ensure that its branch facilities meet board requirements.

History: Effective May 1, 1993. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

25-06-01-12. Preparation room. Preparation rooms in branch facilities must meet the requirements of section 25-03-01-02.

History: Effective May 1, 1998. General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05

Repealed	effective	

25-07-01-01. Licensure of funeral chapels. An application to license a funeral chapel must be made on a form provided by the board and include the application fee of thirty-five dollars. The license is good for a period of one expires after December thirty-first of every year, and may be renewed by submitting a renewal application and the renewal fee of thirty-five dollars.

History: Effective May 1, 1998; amended effective

General Authority: NDCC 43-10-05

Law Implemented: NDCC 43-10-05, 43-10-22

25-08-02-04. Offer, solicitation, or acceptance of fees, commissions, or other reimbursement. A licensee funeral practitioner or intern embalmer may not offer, solicit, or accept a commission, fee, bonus, rebate, or other reimbursement in consideration for recommending or causing a dead human body to be disposed of in a specific erematory crematorium, mausoleum, or cemetery, unless the funeral practitioner, intern embalmer, or their employer has an ownership interest in the crematorium, mausoleum, or cemetery.

History: Effective May 1, 1998; amended effective

General Authority: NDCC 43-10-05 Law Implemented: NDCC 43-10-05