

2023 MANDATORY CONTINUING EDUCATION SERIES

WEBINARS

Each course is \$55 and will run for one hour.

WEDNESDAY, APRIL 26, 2023

OSHA • 2 CEUs

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| 9:00 a.m. to 10:00 a.m. | OSHA Paperwork Obligations <i>(G. Kelder)</i> |
| 11:00 a.m. to 12:00 p.m. | Preventing Injuries in Funeral Service <i>(G. Kelder)</i> |

Ethics • 1 CEU

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| 4:00 p.m. to 5:00 p.m. | Ethical Dilemmas in Funeral Service <i>(G. Kelder)</i> |
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THURSDAY, APRIL 27, 2023

NJ Law • 2 CEUs

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| 11:00 a.m. to 12:00 p.m. | Right to Control and Chain of Custody <i>(A. Ford)</i> |
| 4:00 p.m. to 5:00 p.m. | Complying with FTC and Mortuary Board Disclosures <i>(A. Ford)</i> |



Webinar registration closes at 5:00 p.m. on Friday, April 21, 2023.



WEDNESDAY, JUNE 21, 2023

NJ Law • 2 CEUs

- 11:00 a.m. to 12:00 p.m. Right to Control and Chain of Custody *(A. Ford)*
4:00 p.m. to 5:00 p.m. Complying with FTC and Mortuary Board Disclosures *(A. Ford)*



THURSDAY, JUNE 22, 2023

Ethics • 1 CEU

- 9:00 a.m. to 10:00 a.m. Ethical Dilemmas in Funeral Service *(G. Kelder)*
NJ Preneed • 2 CEUs
11:00 a.m. to 12:00 p.m. Irrevocable Prepaid Funeral Agreements and the SSI/Medicaid Resource Exclusion *(A. Ford)*
4:00 p.m. to 5:00 p.m. Tying Agreement Paperwork to Preneed Assignments *(A. Ford)*



Webinar registration closes at 5:00 p.m. on Friday, June 16, 2023.

TUESDAY, DECEMBER 12, 2023

NJ Preneed • 2 CEUs

- 9:00 a.m. to 10:00 a.m. Irrevocable Prepaid Funeral Agreements and the SSI/Medicaid Resource Exclusion *(A. Ford)*
11:00 a.m. to 12:00 p.m. Tying Agreement Paperwork to Preneed Assignments *(A. Ford)*
Ethics • 1 CEU
4:00 p.m. to 5:00 p.m. Ethical Dilemmas in Funeral Service *(G. Kelder)*



WEDNESDAY, DECEMBER 13, 2023

OSHA • 2 CEUs

- 11:00 a.m. to 12:00 p.m. OSHA Paperwork Obligations *(G. Kelder)*
4:00 p.m. to 5:00 p.m. Preventing Injuries in Funeral Service *(G. Kelder)*



Webinar registration closes at 5:00 p.m. on Friday, December 8, 2023.

COURSE DESCRIPTIONS

FUNERAL DIRECTING ETHICS (ETHICS)

Ethical Dilemmas in Funeral Service

Decisions within the funeral industry are typically guided by laws and regulations unless those rules and statutes are nonexistent. It is at those times when funeral directors wrestle with the complexities and dilemmas of ethical decision making. This fast paced, one hour seminar offers practical business and personally focused solutions using real death-related, industry specific examples of ethics at play. The presenter will share ethical work practices that can be implemented to reduce the possibility of questionable funeral home practices or wrongdoing preserving a funeral home's reputation in the community. Real case studies of ethical dilemmas found in the daily practice of funeral service will also be shared and discussed.

NEW JERSEY LAW AND RULES (LAW)

Right to Control and Chain of Custody

Absent the establishment and implementation of an effective chain of custody within the funeral home, mortuaries can find themselves out of compliance with statutes and regulations as well as being subject to possible litigation by the next of kin. A brief review of recent New Jersey specific news articles and lawsuits addressing shortcomings surrounding chain of custody will highlight the importance of establishing procedures that will assist your firm in avoiding liability and litigation. Each process of the transfer, preservation, memorialization and disposition will be discussed with procedures and protocols recommended that can be implemented to safeguard each process as well as your funeral home into the future.

Complying with FTC and Mortuary Board Disclosures

Consumer protections imposed through the regulations of the Federal Trade Commission and State Board of Mortuary Science typically involve simple disclosure, distribution and transparency. During the quotation of prices and making of the funeral arrangements, funeral directors are confronted with myriad compliance obligations surrounding the General Price List, Casket Price List, Outer Burial Container Price List and Statement of Funeral Goods and Services Selected. This seminar will identify what is required of the licensee and funeral home staff to comply with the consumer protections expected by both the federal government and the State of New Jersey.

FEDERALLY MANDATED OSHA FUNERAL HOME TRAINING (OSHA)

Full- and part-time as well as per diem funeral home employees, interns, compliance officers and anyone who enters a prep room are required to receive training in OSHA.

OSHA Paperwork Obligations

Everyone expects to maintain a job in a workplace that is both safe and healthy. The Occupational Safety and Health Administration's role is to ensure that happens in every place of employment, including funeral homes. All workplace safety begins with a written communication plan, associated forms and ancillary documents specific to the job. Funeral home personnel, especially owners, managers and compliance officers who maintain and have oversight of written compliance paperwork will benefit from this webinar. The presentation will focus on funeral home compliance obligations related to the required paperwork outlined in the Bloodborne Pathogen, Formaldehyde and Hazard Communication Standards.

Preventing Injuries in Funeral Service

Funeral service personnel are exposed to daily risk factors such as lifting, bending, reaching, pushing, and pulling, often utilizing awkward body postures, and performing tasks repetitively. Exposure to these risk factors increase funeral home staff's chances of injury that can result in lost or restricted work. Ergonomics is fitting the task to the employee to reduce the chances and severity of work-related injury. Using slides of funeral directors performing typical job duties within funeral homes, this presentation outlines precautions that funeral home staff can take to prevent back and spinal injuries while still carrying out the duties of funeral service. Through a self-assessment of employee behavior while performing transfers, embalming, dressing, casketing, transporting remains and stocking supplies—safe work practices will be introduced that can promote worker safety and injury avoidance.

NEW JERSEY PRENEED FUNERAL ARRANGEMENTS (PRENEED)

Irrevocable Prepaid Funeral Agreements and the SSI/Medicaid Resource Exclusion

Attendees will recognize during the seminar when and why individuals are required to establish irrevocable funeral arrangements. Through a historical understanding of how the Federal SSI/Medicaid Funeral Resource Exclusion came about, funeral directors will become more knowledgeable in what is and is not acceptable. Managed by the State of New Jersey, funeral directors will learn what goods and services are currently both allowable and not permissible, and how funding mechanisms must be irrevocably established. A walk-thru of trusts, assignments and preneed funeral insurance will be presented illustrating the proper documentation required to protect the intended funeral recipients SSI/Medicaid benefits.

Tying Agreement Paperwork to Preneed Assignments

This seminar is designed to assist funeral directors in effectively and compliantly executing prepaid funeral arrangements using trusts, assignments and preneed funeral insurance. A thorough understanding of the requirements, disclosures and timing in tying the funding to the arrangement through appropriate documentation will ensure that directors and mortuaries better serve prearranging families while remaining compliant with the regulations and statutes of the State that oversee attendee licenses.