

# Regulatory Analysis Form

This space for use by IRRC

(1) Agency

Department of State, Bureau of Professional and Occupational Affairs, State Board of Funeral Directors

(2) I.D. Number (Governor's Office Use)

16A-482

IRRC Number: 2167

(3) Short Title

Update of Application/Certification/Verification/Reinspection Fees

(4) PA Code Cite

49 Pa. Code, § 13.12

(5) Agency Contacts & Telephone Numbers

Primary Contact: **Thomas A. Blackburn, Counsel, State Board of Funeral Directors (717) 783-7200**

Secondary Contact: **Joyce McKeever, Deputy Chief Counsel, Department of State (717) 783-7200**

(6) Type of Rulemaking (check one)

Proposed Rulemaking

Final Order Adopting Regulation

Policy Statement

(7) Is a 120-Day Emergency Certification Attached?

No

Yes: By the Attorney General

Yes: By the Governor

(8) Briefly explain the regulation in clear and nontechnical language.

The regulation amends the fee schedule for the State Board of Funeral Directors to revise fees for license application for partnership, restricted business corporation professional corporation or shared funeral establishment; license application for sole proprietor, widow/estate or branch office; initial registration for supervisor or funeral director; application for registration as student, intern or preceptor or change; application for change of location with inspection; application for change of name or funeral director with no inspection; reinspection after failure; certification of test scores; and verification of license or registration.

The current fees have not been revised since 1986. In addition, no fees are currently in place for: license application for shared funeral establishment; application for registration as preceptor or change; reinspection after failure; and verification of license or registration.

## Regulatory Analysis Form

(9) State the statutory authority for the regulation and any relevant state or federal court decisions.

**The regulatory amendments are adopted under Section 18.1 of the Funeral Director Law (Act), Act of January 14, 1952 (P.L. 1951-1898) as amended, 63 P.S. § 479.18.1.**

(10) Is the regulation mandated by any federal or state law or court order, or federal regulation? If yes, cite the specific law, case or regulation, and any deadlines for action.

**Yes. The Board is required by statute to adopt regulations setting fees. See Item No. 9 for the specific law.**

(11) Explain the compelling public interest that justifies the regulation. What is the problem it addresses?

**The enabling statute of the Board requires that the Board set fees by regulation so that revenues meet or exceed expenditures over a biennial period. The operating expenses of the Board are generally borne by the licensee population through biennial renewal revenue. Expenses related to services which are provided directly to individual licensees or applicants are excluded from general operating revenues so that only the licensee who uses a particular service pays for a service being provided to him or her. By this regulation, the cost of providing the service will be apportioned to users, rather than burdening the entire licensee population.**

(12) State the public health, safety, environmental or general welfare risks associated with nonregulation.

**Nonregulation could potentially adversely impact the fiscal integrity of the Board. If left unregulated, the costs of providing these services would be borne by the general licensing population, some of whom did not or would not receive a benefit from the service.**

(13) Describe who will benefit from the regulation. (Quantify the benefits as completely as possible and approximate the number of people who will benefit.)

**The licensing population generally will benefit by having costs of services which are utilized by only a portion of the licensees or applicants paid by those actually using the service. Approximately 1856 persons will avail themselves of one or more of the enumerated services within a biennial period. This will represent a net savings of approximately \$29,530 to the general licensing population.**

## Regulatory Analysis Form

(14) Describe who will be adversely affected by the regulation. (Quantify the adverse effects as completely as possible and approximate the number of people who will be adversely affected.)

**The Board has identified no group of individuals or entities that will be adversely affected by the regulation. Applicants for services or licenses will be required to bear the up-to-date costs of providing the services involved.**

(15) List the persons, groups or entities that will be required to comply with the regulation. (Approximate the number of people who will be required to comply.)

**Applicants for licensure, transfer and change; verification of licensure; certification of license history; and reinspection after failure will be required to pay the applicable fees. The Board estimates that approximately 1,856 persons will avail themselves of one or more of the enumerated services in a 2-year period.**

(16) Describe the communications with and input from the public in the development and drafting of the regulation. List the persons and/or groups who were involved, if applicable.

**Because these regulations do not place requirements on licensees concerning their conduct or compliance with state law regarding the performance of a licensing duty under licensing statutes, but only adjust fees for services to reflect the cost of providing the services, the Board did not seek input from the regulated community.**

(17) Provide a specific estimate of the costs and/or savings to the regulated community associated with compliance, including any legal, accounting or consulting procedures which may be required.

**The Board estimates that 1,856 persons will avail themselves of one or more of the enumerated services within a biennial period. Total aggregate additional costs for the regulated community for a biennial period would be approximately \$29,530. However, only those requesting the services will be affected. No legal, accounting or consulting procedures will be implicated in complying with the regulatory amendments.**

(18) Provide a specific estimate of the costs and/or savings to local governments associated with compliance, including any legal, accounting or consulting procedures which may be required.

**Local governments would not be affected by the regulation.**

## Regulatory Analysis Form

(19) Provide a specific estimate of the costs and/or savings to state government associated with the implementation of the regulation, including any legal, accounting, or consulting procedures which may be required.

**The Board will not incur an increase in administrative costs by implementing the regulation. Indeed, the regulatory amendments will permit the Board to recoup the costs of providing the enumerated services.**

(20) In the table below, provide an estimate of the fiscal savings and costs associated with implementation and compliance for the regulated community, local government, and state government for the current year and five subsequent years.

	Current FY	FY+1	FY+2	FY+3	FY+4	FY+5
<b>SAVINGS:</b>						
Regulated Community	<b>\$2200</b>	<b>\$2200</b>	<b>\$2200</b>	<b>\$2200</b>	<b>\$2200</b>	<b>\$2200</b>
Local Government						
State Government						
Total Savings						
<b>COSTS:</b>						
Regulated Community	<b>\$17,215</b>	<b>\$17,215</b>	<b>\$17,215</b>	<b>\$17,215</b>	<b>\$17,215</b>	<b>\$17,215</b>
Local Government						
State Government						
Total Costs						
<b>REVENUE LOSSES:</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Regulated Community						
Local Government						
State Government						
Total Revenue Losses						

## Regulatory Analysis Form

(20a) Explain how the cost estimates listed above were derived.

The cost estimates are based upon the following number of persons which the Board estimates will avail themselves of the specified service over a fiscal year (one-half biennium) period multiplied by the additional cost to the applicant for the service:

The costs to the regulated community:

License application for partnership, restricted business corporation or professional corporation	$\$90 \times 28.5 = \$2,565.00$
License application for shared funeral establishment	$\$150 \times 1.5 = \$225.00$
License application for sole proprietor or funeral branch	$\$65 \times 27.5 = \$1,787.50$
License application for widow or estate	$\$25 \times 3 = \$75.00$
Application for preceptor registration or change	$\$25 \times 60 = \$1,500.00$
License application for funeral director examination	$\$5 \times 85 = \$425.00$
Application for change of location with inspection	$\$110 \times 12.5 = \$1,375.00$
Application for change of name or director without inspection	$\$25 \times 20 = \$500.00$
Reinspection after failure	$\$85 \times 2.5 = \$212.50$
Application for registration as student or intern	$\$10 \times 100 = \$1,000.00$
Certification of test scores	$\$10 \times 5 = \$50.00$
Verification of license or registration	$\$15 \times 500 = \$7,500.00$
	<b><u>\$17,215.00</u></b>

The savings to the regulated community:

a) License application for supervisor	$\$10 \times 62.5 = \$625.00$
b) License application for funeral director reciprocity	$\$105 \times 15 = \$1,575.00$
	<b><u>\$2,200.00.</u></b>

(20b) Provide the past three year expenditure history for programs affected by the regulation.

Program	FY-3 (FY 98-99)	FY-2 (FY 99-00)	FY-1 (FY 00-01)	Current FY (FY 01-02)
Pa. State Board of Funeral Dir.	\$466,637	\$555,211	\$524,000 budgeted amount	\$530,000 budgeted amount

(21) Using the cost-benefit information provided above, explain how the benefits of the regulation outweigh the adverse effects and costs.

The amendments to the existing regulations will assure that the costs of providing the specified services to certain applicants and licensees will be borne by individuals who receive the services.

(22) Describe the nonregulatory alternatives considered and the costs associated with those alternatives. Provide the reasons for their dismissal.

No nonregulatory alternatives were considered, because the Board's enabling statute requires the Board to promulgate regulations to establish fees or changes thereto.

## Regulatory Analysis Form

(23) Describe alternative regulatory schemes considered and the costs associated with those schemes. Provide the reasons for their dismissal.

**No alternative regulatory schemes were considered, because the Board's enabling statute requires the Board to promulgate regulations to establish fees or changes thereto.**

(24) Are there any provisions that are more stringent than federal standards? If yes, identify the specific provisions and the compelling Pennsylvania interest that demands stronger regulation.

**No federal licensure standards apply.**

(25) How does this regulation compare with those of other states? Will the regulation put Pennsylvania at a competitive disadvantage with other states?

**It is difficult to compare the fees charged for these services in Pennsylvania with the fees charged in surrounding states because most surrounding states capture the costs of providing requested services through substantially higher initial application and renewal fees. This places the burden on the entire licensed population, rather than on the individual applicant or licensee that requests the services. The following chart compares the fees for some of the enumerated services in Pennsylvania and surrounding states and also compares the biennial renewal fee in Pennsylvania to that charged in surrounding states.**

	Enumerated Fee	MD	NJ	NY	OH	WV
Student registration	25	--	--	--	--	--
Intern Registration	25	150	75	--	10	25
FD license appl	25	300	50+170	25/50	25	150
Business appl	150	400	50+350	200	125	--
Branch/widow appl	125	300	--	--	--	--
Supervisor appl	25	--	35	--	--	--
Name/director change	35	--	40	75	--	--
Location change	125	--	50+150	--	--	--
Reinspection	85	--	150	--	--	--
Certification	25	--	25	--	--	--
Verification	15	--	25	--	--	--
Biennial Renewal	130	300/400	170/350	25/50/150	30/75	60/250

## Regulatory Analysis Form

(26) Will the regulation affect existing or proposed regulations of the promulgating agency or other state agencies? If yes, explain and provide specific citations.

**This regulation will have no effect on other regulations of the Board or other state agencies.**

(27) Will any public hearings or informational meetings be scheduled? Please provide the dates, times, and locations, if available.

**The Board reviews its regulatory proposals at regularly scheduled public meetings, generally the first Wednesday of each month at 116 Pine Street in Harrisburg. More information can be found on the Board's web-site (professional licensing link from the Department of State page, dos.state.pa), or by calling the Board office at (717) 783-3397.**

(28) Will the regulation change existing reporting, record keeping, or other paperwork requirements? Describe the changes and attach copies of forms or reports which will be required as a result of implementation, if available.

**No change to reporting, recordkeeping or other paperwork is required by this regulation.**

(29) Please list any special provisions which have been developed to meet the particular needs of affected groups or persons including, but not limited to, minorities, elderly, small businesses, and farmers.

**The Board has perceived no special needs of any subset of its applicants or licensees for whom special accommodations should be made.**

(30) What is the anticipated effective date of the regulation; the date by which compliance with the regulation will be required; and the date by which any required permits, licenses or other approvals must be obtained?

**The regulation will be effective upon publication of final-form regulations in the Pennsylvania Bulletin.**

(31) Provide the schedule for continual review of the regulation.

**The Board reviews its revenues and costs of its programs on a fiscal year and biennial basis.**

FACE SHEET  
FOR FILING DOCUMENTS  
WITH THE LEGISLATIVE REFERENCE BUREAU

(Pursuant to Commonwealth Documents Law)

2001 NOV 27 11:11:42

REVIEW COMMISSION

#21107

DO NOT WRITE IN THIS SPACE

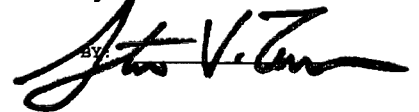
Copy below is hereby approved as to form and legality. Attorney General

Copy below is hereby certified to be a true and correct copy of a document issued, prescribed or promulgated by:

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BY: \_\_\_\_\_  
(DEPUTY ATTORNEY GENERAL)

State Board of Funeral Directors  
(AGENCY)

BY: 

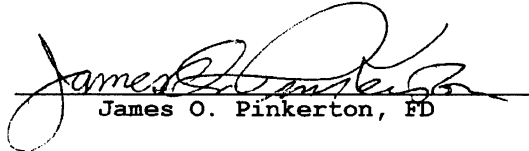
DOCUMENT/FISCAL NOTE NO. 16A-482

\_\_\_\_\_  
DATE OF APPROVAL

10/31/01  
DATE OF APPROVAL

DATE OF ADOPTION: \_\_\_\_\_

(Deputy General Counsel  
(~~Chief~~ Counsel,  
Independent Agency  
(Strike inapplicable title)

BY:   
James O. Pinkerton, FD

[ ] Check if applicable  
Copy not approved.  
Objections attached.

TITLE: Chairperson  
(EXECUTIVE OFFICER, CHAIRMAN OR SECRETARY)

[ ] Check if applicable.  
No Attorney General approval  
or objection within 30 day  
after submission.

FINAL RULEMAKING

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF FUNERAL DIRECTORS

49 Pa. Code § 13.12  
Application Fees



The State Board of Funeral Directors (Board) adopts an amendment to its regulation at 49 Pa. Code § 13.12, Fees (relating to fees for services charged by the Board), as set forth in Annex A.

Notice of proposed rulemaking was published at 31 Pa.B. 1468 (March 17, 2001). Publication was followed by a 30 day public comment period during which the Board received no comments from the general public. Following the close of the public comment period, the Board received comments from the Independent Regulatory Review Commission (IRRC) on May 17, 2001 and from the House Professional Licensure Committee (HPLC) on April 24, 2001. The Senate Consumer Protection and Professional Licensure Committee (SCP/PLC) did not comment.

### **Effective date**

The amendments will be effective upon publication in the Pennsylvania Bulletin.

### **Statutory Authority**

The amendments are authorized under Section 18.1 of the Funeral Director Law, (Act), Act of January 14, 1952 (P.L. 1951-1898), as amended, 63 P.S. § 479.18.1.

### **Response to HPLC and IRRC Comments**

The HPLC and IRRC both commented that the proposed regulation does not list a fee for "preceptor registration or change", though this service and its cost are included in the supporting materials provided by the Board. The Board has not previously charged a fee for this service. In light of the analysis performed to support this non-renewal fee package, the Board intended to begin charging this fee. The omission of this fee from the proposed rulemaking was an inadvertent oversight. The Board has added the fee for "initial registration as preceptor or change" as listed.

Additionally, both the HPLC and IRRC commented that the service "address change without inspection" should be clarified, because the fee is also charged for other services. The Board has renamed the former "address change without reinspection" as "change director or name on existing license without reinspection."

### **Compliance with Executive Order 1996-1**

The Board reviewed this rulemaking and considered its purpose and likely impact upon the public and the regulation population under the directives of Executive Order 1996-1. The final regulation addresses a compelling public interest as described in this Preamble and otherwise complies with Executive Order 1996-1.

### **Fiscal Impact and Paperwork Requirements**

The amendments will have no adverse fiscal impact on the Commonwealth or its

political subdivisions. The fees will have a modest fiscal impact on those members of the private sector who apply for services from the Board. The amendments will impose no additional paperwork requirements upon the Commonwealth, political subdivisions or the private sector.

### **Sunset Date**

The Board continuously monitors the cost effectiveness of its regulations. Therefore, no sunset date has been assigned.

### **Regulatory Review**

Pursuant to Section 5(a) of the Regulatory Review Act, (71 P.S. § 745.5(a)), the Board submitted a copy of the Notice of Proposed Rulemaking, published at 31 Pa.B. 1468 (March 17, 2001), on January 26, 2001, to IRRC and the Chairpersons of the HPLC and the SCP/PLC for review and comment. In addition to submitting the regulation, the Board has provided IRRC and the committees with a copy of a detailed regulatory analysis form prepared by the Board in compliance with Executive Order 1996-1, "Regulatory Review and Promulgation." In preparing this final form regulation the agency has considered all comments received from IRRC and the committees.

Under Section 5.1(d) of the Regulatory Review Act, this final form regulation was (deemed) approved by the HPLC on \_\_\_\_\_ and was (deemed) approved by the SCP/PLC on \_\_\_\_\_. IRRC met on \_\_\_\_\_ and (deemed) approved the regulation in accordance with Section 5.1(e) of the Regulatory Review Act.

### **Further Information**

Individuals who need information about the regulation may contact the Board Administrator, State Board of Funeral Directors, P. O. Box 2649, Harrisburg, PA 17105-2649, (717) 783-3397.

### **Findings**

The State Board of Funeral Directors finds:

- A. Public notice of proposed rulemaking was given under Sections 201 and 202 of the Commonwealth Documents Law, 45 P.S. §§ 1201 and 1202, and the regulations promulgated under those sections at 1 Pa. Code §§ 7.1 and 7.2.
- B. A public comment period was provided as required by law, and all comments were considered.
- C. This amendment does not enlarge the purpose of proposed rulemaking published at 31 Pa.B. 1468 (March 17, 2001).

- D. This amendment is necessary and appropriate for administration and enforcement of the Board's authorizing statute.

**ORDER:**

The Board, acting under its authorizing statutes, orders that:

- (1) The regulations of the State Board of Funeral Directors, 49 Pa. Code Chapter 13, are amended to read as set forth in the attached Annex.
- (2) The Board shall submit this order and a copy of the Annex to the Office of Attorney General and the Office of General Counsel for approval as required by law.
- (3) The Board shall certify this order and Annex and shall deposit them with the Legislative Reference Bureau as required by law.
- (4) The regulations shall take effect immediately upon publication in the Pennsylvania Bulletin.

James O. Pinkerton, FD  
Chairperson  
State Board of Funeral Directors

## ANNEX A

PENNSYLVANIA ADMINISTRATIVE CODE  
TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS  
PART I. DEPARTMENT OF STATE  
SUBPART A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
CHAPTER 13. STATE BOARD OF FUNERAL DIRECTORS

### § 13.12. Fees.

Following is the schedule of fees charged by the Board:

Initial registration for student trainee .....	\$[15]25
Annual registration for student trainee.....	\$15
Initial registration for resident intern .....	\$[15]25
<b>INITIAL REGISTRATION FOR PRECEPTOR OR CHANGE.....</b>	<b>\$25</b>
<b>[Licensing examination for funeral director</b>	
<b>(oral, written and practical or any combination thereof).....</b>	<b>\$87]</b>
Initial license for funeral director.....	\$[20]25
Initial license for restricted business corporation, professional corporation,	
<b>[branch office or] partnership or shared funeral establishment.....</b>	<b>[\$60]150</b>
Initial license for estate or widow, <u>sole proprietorship or branch office</u> .....	<b>[\$100]125</b>
Initial registration for supervisor.....	\$[35]25
[License examination for funeral director based in other states .....	\$130]
<b>Address change CHANGE DIRECTOR OR NAME ON EXISTING LICENSE</b>	
without reinspection .....	\$[15]35
Address change with inspection .....	\$[60]125
<b>Reinspection after failure .....</b>	<b>\$85</b>
Certification.....	\$[15]25
<b>Verification of licensure or registration.....</b>	<b>\$15</b>
Biennial renewal .....	\$130

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application-Change Location of Existing Funeral Establishment License: \$125.00

Estimated Biennial Revenue: \$3,125.00 (25 applications x \$125.00)

## Fee Description:

The fee will be charged to every applicant who applies to change location of an existing license.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application to change location of an existing license and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application	(2.00 hr)	40.61
BEI - inspect facilities	(3.20 hr)	64.97
Administrative Overhead:		<u>15.56</u>
	Total Estimated Cost:	\$121.14
	Proposed Fee:	\$125.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$125.00 be established for processing an application to change location of existing license.

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, prepares and sends request for inspection to Bur. of Enforcement and Investigation, following completion of inspection BEI submits inspection report, board issues license if in compliance, letter of discrepancy if requirements are not met.

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application -Change Director or Name on Existing Funeral Establishment License (no inspection required): \$35.00

Estimated Biennial Revenue: \$1,750.00 (50 applications x \$35.00)

## Fee Description:

The fee will be charged to every applicant who applies to change director or name on an existing license (no inspection required).

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application to change director or name on an existing license and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application	(1.00 hr)	20.30
Administrative Overhead:		<u>15.56</u>

Total Estimated Cost:	\$ 35.86
Proposed Fee:	\$ 35.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$35.00 be established for processing an application to change director or name on an existing license.

**Page 2 Application - Change Director or Name on Existing License(no inspection required):**

**Date: 04/07/00**

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, updates computer information and issues license if in compliance, letter of discrepancy if requirements are not met.



## FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

### Fee Title, Rate and Estimated Collections:

Application - Initial License for Funeral Partnership, Restricted Business Corporation, Professional Corporation or Shared Funeral Establishment: \$150.00

Estimated Biennial Revenue: \$9,000.00 (60 applications x \$150.00)

### Fee Description:

The fee will be charged to every applicant who applies for a Funeral Partnership, Restricted Business, Corporation Professional Corporation or Shared Funeral Establishment license.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application for a initial Funeral Partnership, Restricted Business Corporation, Professional Corporation or Shared Funeral Establishment license and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

Board staff - process application	(2.00 hr)	40.61
BEI - inspect facilities	(3.20 hr)	64.97
Legal Office - review application	(.50 hr)	25.63
Administrative Overhead:		<u>15.56</u>

Total Estimated Cost:	\$146.77
Proposed Fee:	\$150.00

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$150.00 be established for processing an application for a Funeral Partnership, Restricted Business Corporation, Professional Corporation or Shared Funeral Establishment.

**Page 2 Application for Funeral Partnership, Restricted Business Corporation, Professional Corporation or Shared Funeral Establishment:**

**Date: 04/07/00**

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, sends to legal staff for review of Board Counsel for technical review. If approved by counsel, prepares and sends request for inspection to Bur. of Enforcement and Investigation, following completion of inspection BEI submits inspection report, board issues license if in compliance, letter of discrepancy if requirements are not met.

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application - Re-inspect after 1<sup>st</sup> failure (new or relocated business): \$85.00

Estimated Biennial Revenue: \$425.00 (5 applications x \$85.00)

## Fee Description:

The fee will be charged to every applicant who requires re-inspection after 1<sup>st</sup> failure (new or relocated business).

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to perform a re-inspection after 1<sup>st</sup> failure (new or relocated business) and defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application	(.25 hr)	5.08
BEI - inspect facilities	(3.20 hr)	64.97
Administrative Overhead:		<u>15.56</u>

Total Estimated Cost: \$85.61

Proposed Fee: \$85.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$85.00 be established to re-inspect after 1<sup>st</sup> failure for a new or relocated business.

**Page 2 Re-inspection after 1<sup>st</sup> failure (new or relocated business): Date: 04/07/00**

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, prepares and sends request for inspection to Bur. of Enforcement and Investigation, following completion of inspection BEI submits inspection report, board issues license if in compliance, letter of discrepancy if requirements are not met.

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application -Sole Proprietor Funeral Establishment approval: \$125.00  
Estimated Biennial Revenue: \$3,750.00 (30 applications x \$125.00)

## Fee Description:

The fee will be charged to every applicant who applies for Sole Proprietor Funeral Establishment approval.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application for Sole Proprietor Funeral Establishment approval and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application	(2.00 hr)	40.61
BEI - inspect facilities	(3.20 hr)	64.97
Administrative Overhead:		<u>15.56</u>

Total Estimated Cost:	\$121.14
Proposed Fee:	\$125.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$125.00 be established for processing an application for Sole Proprietor Funeral Establishment approval.

**Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, prepares and sends request for inspection to Bur. of Enforcement and Investigation, following completion of inspection BEI submits inspection report, board issues license if in compliance, letter of discrepancy if requirements are not met.**

# FEE REPORT FORM

**Agency:** State - BPOA

**Date:** 04/07/00

**Contact:** David Williams

**Phone No.** 783-7194

## Fee Title, Rate and Estimated Collections:

Application -Registration as Student, Intern, Preceptor or Preceptor Change: \$25.00

Estimated Biennial Revenue: \$8,000.00 (320 applications x \$25.00)

## Fee Description:

The fee will be charged to every applicant who applies for Registration as Student, Intern, Preceptor or Preceptor change.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application for Registration as Student, Intern, Preceptor or for Preceptor change and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application ( .50 hr)	10.15
Administrative Overhead:	<u>15.56</u>

Total Estimated Cost:	\$25.71
Proposed Fee:	\$25.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for processing an application for registration as Student, Intern, Preceptor or for Preceptor change.

**Page 2 Registration as Student, Intern, Preceptor or Preceptor change: Date:04/07/00**

**Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, issues license if in compliance, letter of discrepancy if requirements are not met.**



# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application - Initial License for Funeral Branch, Estate or Widow: \$125.00

Estimated Biennial Revenue: \$3,875.00 (31 applications x \$125.00)

## Fee Description:

The fee will be charged to every applicant who applies for a Funeral Branch, Estate or Widow license.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application for a Branch, Estate or Widow initial license and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application	(2.00 hr)	40.61
BEI - inspect facilities	(3.20 hr)	64.97
Administrative Overhead:		<u>15.56</u>

Total Estimated Cost:	\$121.14
Proposed Fee:	\$125.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$125.00 be established for processing an application for a Funeral Branch, Estate or Widow license.

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, prepares and sends request for inspection to Bur. of Enforcement and Investigation, following completion of inspection BEI submits inspection report, board issues license if in compliance, letter of discrepancy if requirements are not met.

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Certification of Scores, License or Registration:	\$25.00
Estimated Biennial Revenue:	\$250.00 (10 certifications x \$25.00)

## Fee Description:

The fee will be charged to every applicant who requests certification of scores, license or registration.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process a request for certification and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Staff time- process request for certification (.75 hr)	15.23
Bureau Average Administrative Overhead:	<u>9.76</u>
Total Estimated Cost:	\$24.99
Proposed Fee:	\$25.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for certification of scores, license or registration.

**Page 2**

**Certification of Scores**

**Date: 04/07/00**

Board Staff: Reviews request for certification; researches computer and microfilm files to retrieve pertinent information, transfers that information onto document submitted by requester, affixes Bureau seal onto documents, forwards as instructed by applicant.

# FEE REPORT FORM

Agency: State - BPOA

Date: 04/07/00

Contact: David Williams

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application - Initial License for Funeral Director (whether applying by examination or by licensure in another state) or Registration for Supervisor: \$25.00

Estimated Biennial Revenue: \$8,125.00 (325 applications x \$25.00)

## Fee Description:

The fee will be charged to every applicant who applies for Initial License as a Funeral Director or Registration for Supervisor

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Funeral Directors to review and process an application for initial license as a Funeral Director or for Registration for Supervisor and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

Board staff - process application ( .50 hr)	10.15
Administrative Overhead:	<u>15.56</u>

Total Estimated Cost: \$25.71

Proposed Fee: \$25.00

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for processing an application for initial license for Funeral Director or Registration for Supervisor

**Page 2 Application for Initial License for Funeral Director or Registration for Supervisor:  
Date: 04/07/00**

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents, issues license if in compliance, letter of discrepancy if requirements are not met.



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE BOARD OF FUNERAL DIRECTORS

Post Office Box 2649  
Harrisburg, Pennsylvania 17105-2649  
(717) 783-3397

November 27, 2001

The Honorable John R. McGinley, Jr., Chairman  
INDEPENDENT REGULATORY REVIEW COMMISSION  
14<sup>th</sup> Floor, Harristown 2, 333 Market Street  
Harrisburg, Pennsylvania 17101

Re: Final Regulation  
State Board of Funeral Directors  
16A-482:Application Fees

Dear Chairman McGinley:

Enclosed is a copy of a Final rulemaking package of the State Board of Funeral Directors pertaining to application fees.

The Board will be pleased to provide whatever information the Commission may require during the course of its review of the rulemaking.

Sincerely,

  
James O. Pinkerton, FD, Chairperson  
State Board of Funeral Directors

JOP/TAB/kp  
Enclosure

c: John T. Henderson, Jr., Chief Counsel  
Department of State  
Albert H. Masland, Commissioner  
Bureau of Professional and Occupational Affairs  
Joyce McKeever, Deputy Chief Counsel  
Department of State  
Philip Zarone, Regulatory Counsel  
Bureau of Professional and Occupational Affairs  
Herbert Abramson, Senior Counsel in Charge  
Bureau of Professional and Occupational Affairs  
Thomas A. Blackburn, Counsel  
State Board of Funeral Directors  
State Board of Funeral Directors

**TRANSMITTAL SHEET FOR REGULATIONS SUBJECT TO THE  
REGULATORY REVIEW ACT**

I.D. NUMBER: 16A-482

SUBJECT: State Board of Funeral Directors - Update of  
Application/Certification/Verification/Reinspection Fees

AGENCY: DEPARTMENT OF STATE

**TYPE OF REGULATION**

Proposed Regulation

X Final Regulation

Final Regulation with Notice of Proposed Rulemaking Omitted

120-day Emergency Certification of the Attorney General

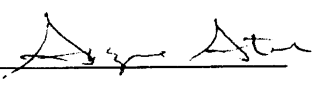
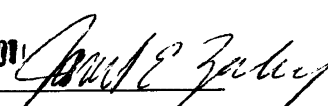
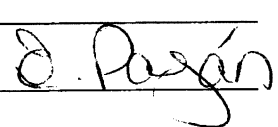
120-day Emergency Certification of the Governor

Delivery of Tolled Regulation

a. With Revisions                      b. Without Revisions

RECEIVED  
 NOV 27 11:42  
 REGULATORY COMMISSION

**FILING OF REGULATION**

DATE	SIGNATURE	DESIGNATION
11-27-01		HOUSE COMMITTEE ON PROFESSIONAL LICENSURE
NOV 27 2001		SENATE COMMITTEE ON CONSUMER PROTECTION & PROFESSIONAL LICENSURE
11/27/01		INDEPENDENT REGULATORY REVIEW COMMISSION
		ATTORNEY GENERAL
		LEGISLATIVE REFERENCE BUREAU

October 24, 2001