



CORONERS' EDUCATION BOARD
OFFICE OF ATTORNEY GENERAL
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May 26, 2010

JONELLE H. ESHBACH, CHAIR

IMPORTANT NOTICE TO CORONERS

Pursuant to 37 Pennsylvania Code, Chapter 199, Coroners and Deputy Coroners are required to attend the Basic Education Course and continuing education training.

This communication is to remind everyone of the following information which is critical to enable us to approve and maintain proper records related to Coroner training and to enable you to remain in your office.

- All continuing education certificates **MUST** be submitted to the Board by January 31 for the previous year.
- Coroners **MUST** advise the Board of any changes of employees in their office. This means all full-time employees names must be provided to the Board. This will enable the Board to have an updated list of members. Please do so within 30 days of appointing the employee.
- Please submit all requests for continuing education ***prior*** to scheduling the training so the Board can review the training for approval. We are not permitted to give credit retroactively.
- Failure of a Coroner holding office to meet yearly continuing education requirements will result in the Board notifying the Governor, in writing, following the last board meeting of the calendar year and will result in a vacancy in the office.
- When a Chief Deputy Coroner or full time Deputy is appointed more than six months before the next scheduled Basic Education Course, the coroner making the appointment shall apply to the Board for an extension of time in which the Deputy may take the required course.

For your convenience we have attached a copy of the Code. If you have any questions regarding this communication please contact me at your convenience. Thank you in advance for your cooperation in this matter.

JHE/ch