

APPLICATION FOR APPRENTICE FUNERAL DIRECTOR

Individuals applying for a funeral director license by apprenticeship must submit the completed *Application for Funeral Director's License* marked with the application type of apprentice.

Applicants will also be required to submit the following:

- Proof of a high school diploma or equivalent
- A fee of \$164 (\$150.00 application fee and \$14.00 Highway Patrol background check fee). The check/money order must be made payable for the entire amount to: The Board of Embalmers and Funeral Directors

Once the required information is received and finalized, the applicant will be issued an apprentice registration to work as an apprentice funeral director with an Affidavit of Practical Work form for each eligible Missouri licensed funeral director listed as a supervisor for each licensed funeral establishment listed on the application. **The designated card on the Affidavit of Practical Work form or a copy of such shall be displayed in a conspicuous location accessible to the public at each establishment where the apprentice is working.**

The apprentice funeral director must serve **at least fifteen (15) hours per week for at least twelve (12) consecutive months** under the direct supervision of a Missouri licensed funeral director(s) and must arrange and conduct **at least ten (10) funeral services**. The information for each funeral service will need to be listed on the Affidavit of Practical Work form(s) of the licensed funeral director that directly supervised the funeral service.

The funeral director apprentice registration authorizes the apprentice to engage in the practice of funeral directing only during the period of apprenticeship. **Once the apprenticeship is successfully completed the funeral director apprentice registration shall become null and void.** Any Missouri licensed funeral director who allows a former apprentice who has completed his/her apprenticeship to engage in the practice of funeral directing before the applicant is fully licensed may be subject to discipline for misconduct.

Once an applicant has completed the apprenticeship, they should submit affidavits to the state board office signed, reflecting at least twelve (12) consecutive months and at least ten (10) funeral services.

Applicants will be required to submit proof of successful completion of the Missouri Funeral Service Arts examination with a passing score of seventy-five (75) or better. Applicants will be required to successfully complete the Missouri Law (LRR) examination with a passing score of seventy-five (75) or better. The state board office will notify the applicant of eligibility to take the required examinations. **The board encourages applicants to take the examinations as soon as possible after the completion of the apprenticeship and deemed eligible.**

The State of Missouri examination(s) fees are paid through the Conference as listed below:

Missouri Funeral Service Arts	\$285.00
Missouri Law (LRR)	\$140.00

The Conference has developed a study guide for the Missouri Funeral Service Arts which candidates may purchase to use in preparing for the examination. This information and information relating to specifics of the examination process can be found at the International Conference of Funeral Service Examining Boards' (the Conference) website at <http://www.theconferenceonline.org/> or at (479) 442-7076 or 1885 Shelby Lane, Fayetteville, AR 72704.

The State Board office advises all applicants who will be taking the Missouri Law (LRR) examination to refer to “**The State Board of Embalmers and Funeral Directors Statute/Rule Book**” as a study guide on our website at: <https://pr.mo.gov/boards/embalmers/EMB2018rulebook.pdf>.

Applicants shall have twenty-four (24) months to successfully complete the requirements for licensure or the application will be cancelled and the applicant will be required to follow the same procedure as any new applicant by submitting a new application and paying all applicable fees.

Applicants should keep the board office informed of any changes in email and mailing address to ensure that correspondence will reach them promptly. Changes can be submitted to the board office by mail or by email to embalm@pr.mo.gov.

If applicants have any questions, please do not hesitate to contact the board office at embalm@pr.mo.gov or (573) 751-0813.

HOW TO COMPLETE THE APPLICATION FOR FUNERAL DIRECTOR BY APPRENTICESHIP:

Section I. Instructions to Applicant: You must provide a recent photo and attach with your application or tape to this section.

Section II. General Information: Please check the box indicating you are applying for the Funeral Director Apprentice. You will need to fully complete this section by listing your information including your full name(s), social security number, date of birth, present physical address. This information is required in order to successfully complete this application. Please note: if an email address is provided, our office will correspond by email to expedite the application process.

Section III. Education: you will need to fully complete this section by listing your high school and/or college information. If you have graduated with a GED (General Educational Development), please check the box reflecting such. Please submit a copy of your high school diploma or its equivalent.

Funeral Director Apprentice applicants are **not** required to answer the question “I have taken the national board examination of the International Conference of Funeral Service Examining Boards and have requested that my examination scores be forwarded to the State Board.”

Section IV. Background Information: you will need to fully complete each question. If you indicate “yes” on questions 5-8, you are required to provide a written statement with full explanation and provide certified court documentation regarding the incident(s). (i.e. Docket Sheet, Information or Indictment, and Final Disposition.)

Section V. Reciprocity Applicants: This section does not apply to the type of application in which you are applying for and it is not required to be completed.

Section VI. Reciprocity Applicants: This section does not apply to the type of application in which you are applying for and it is not required to be completed.

Section VII. Affidavit of Apprenticeship: Location 1 - you will need to fully complete this section by listing the funeral establishment name, license number and physical address in which you will be serving your Funeral Director Apprenticeship. You will also need to list the Funeral Director Apprentice Supervisor(s) name and license number(s) for this location. This section is required to be signed by the funeral director in charge of the funeral establishment listed. If you will be serving your apprenticeship at another funeral establishment you will need to fully complete **Location 2**. This section is required to be signed by the funeral director in charge of the funeral establishment listed.

Section VIII. Affidavit of Applicant: This section is required to be completed by the applicant that is applying to become a Funeral Director Apprentice in the State of Missouri. Check the box only if in all of the last three (3) years: you were not a Missouri resident, you did not have any Missouri income, and you are not subject to any type of Missouri income tax.

UPDATES TO FUNERAL DIRECTOR APPRENTICESHIP:

If for any reason you change employment or add places of employment or funeral directors as supervisors, an **Update Application for Registration as a Funeral Director Apprentice** must be completed and signed prior to serving as an apprentice funeral director at any funeral establishment other than the establishment(s) identified in this application. Please remember your apprenticeship must be twelve (12) consecutive months and if you wish to continue serving as a funeral director apprentice you must complete the Update Application for Registration as a Funeral Director Apprentice that is available on the boards website at <http://pr.mo.gov/embalmers-forms.asp> and return to our office **within ten (10) business days in order to maintain the required twelve (12) consecutive months**. You may fax the update application to 573-751-1155 or email to embalm@pr.mo.gov.