

APPLICATION FOR A LIMITED FUNERAL DIRECTOR

A limited funeral director license will be issued by the board to any qualified individual who desires to work **only** in a function B funeral establishment, which is a funeral establishment that is licensed **only for cremation** of dead human bodies (including transportation to and from the funeral establishment).

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

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

Applicants for a limited funeral director license will be exempt from serving a twelve (12) consecutive month apprenticeship and passage of the board's Missouri Funeral Services Arts or National Board Funeral Service Arts examination.

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 examination. **The board encourages applicants to take the examination as soon as possible after being deemed eligible.**

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 of Missouri examination fee is paid through the Conference as listed below:
Missouri Law (LRR) \$140.00

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 Statue/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.

Should a holder of a limited funeral director's license desire to obtain a funeral director's license without limitations, the limited license holder must complete the application for a funeral director apprentice, complete the apprenticeship and successfully complete the board's Missouri Funeral Services Arts examination required in Section 333.042 RSMo.

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 LIMITED FUNERAL DIRECTOR:

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

Section II. General Information: Please check the box indicating you are applying for the Limited Funeral Director. 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.

Limited Funeral Director 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 and Education Applicants – Employment: 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: 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 VIII. Affidavit of Application: This section is required to be completed by the applicant that is applying to become a Limited Funeral Director 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.