



**ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS**

**APPRENTICESHIP - COMPLETION INSTRUCTIONS | NEW
ARKANSAS RESIDENTS**

PLEASE CHECK THAT ALL OF THE FOLLOWING ITEMS ARE ENCLOSED:

- \$50.00 Per Apprenticeship Application Fee** (Check, Cashier's Check, or Money Order – NO CASH, PLEASE)
- A color copy of your Driver's License or other Photo ID.** (Scan and e-mail to AID.EFD@arkansas.gov)
- A copy of your High School Diploma (from an accredited high school), or a certified transcript with the date of graduation, or certificate of equivalency issued by the public-school system or the military service, or a certified transcript from an accredited college or university.
- An **apprentice application form** is to be completed for each location at which you are serving as an apprentice. The application must be fully completed, signed, and notarized.
- A **Statement of Apprenticeship** form is to be completed for each location at which you are serving as an apprentice. The statement must be fully completed, signed, and notarized.
- A **CERTIFICATION OF APPRENTICESHIP** form MUST be completed by the state's licensing board and sent directly to our office. This is required to establish the training received in the other state.
- If you are registering as an Apprentice Embalmer, you must submit proof of enrollment within one (1) year of starting your apprenticeship.
- Applicants must complete the Background Check Form (ASP-122) and **submit a separate payment in the amount of \$22.00** (Business Check, Cashier's Check, or Money Order – Personal checks will be returned). **If applicants are paying with a Business Check, Cashier's Check, or Money Order, they may submit one payment for the total amount due. Just NO personal checks.**
- Make payment(s) payable to the following: Arkansas Insurance Department and mail all together to address below.**

If you have any questions regarding the completion of these forms or the documentation requirements, you may e-mail us at AID.EFD@arkansas.gov.

If any of the above-referenced items are not enclosed with the application paperwork, it will result in a delay in the processing of your application. In some cases, it may result in your application being returned.

For more information, please visit our webpage on the Arkansas Insurance Department's website at:

<https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/apprenticeship/>

Return Application Paperwork To: Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov



ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

APPRENTICE EMBALMER APPLICATION – NEW ARKANSAS RESIDENT

FEE DUE:

Application Fee: \$50.00 Due at time of application

[For Office Use Only]

No.: _____

Date Issued: _____

Have you ever been convicted of a felony? [] YES [] NO
If "YES," please attach an explanation to this application form.

I hereby make application to the Arkansas Insurance Department | State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services to be registered as an Apprentice Embalmer. I submit the following information.

Name: _____ Soc. Sec. No.: _____

Address: _____ P.O. Box/Street City State Zip County DOB: _____

Gender: [] Male [] Female Cell Phone: (____) _____ Work Phone: (____) _____

E-Mail Address: _____

[] I have completed a High School course of education at: _____ Name of School

**** Attach a photocopy of your High School Diploma or Equivalent ****

I will be employed by: _____ Name of Funeral Home

Mailing Address: _____ P.O. Box/Street City State Zip

I will serve under the following licensed Embalmers:

Table with 3 columns: Name of Embalmer, Board ID # - Embalmer, Address. Contains 4 rows for listing embalmers.

I hereby certify that all information and statements contained within this application are true, to the best of my knowledge and belief.

Applicant Signature

Application Date

NOTARY PUBLIC:

[Notary Stamp or Seal]

State of _____
County of _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public Signature

Commission Expiration Date

Mail Completed Application To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov

PLEASE READ INSTRUCTIONS SHEET AND INCLUDE ALL REQUIRED MATERIALS WITH THE APPLICATION.



**ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS**

STATEMENT OF APPRENTICESHIP

_____ Funeral Home (“the Company”),
Board ID # _____, certifies that _____ is an
apprentice of the Company. Both parties understand that one, or both, must inform the **State
Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services** within thirty (30)
days of termination of the above-named apprentice, if his/her termination occurs prior to the
completion of the apprenticeship.

Funeral Home Manager Signature

Apprentice Signature

Date

NOTARY PUBLIC:

[Notary Stamp or Seal]

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public Signature

Commission Expiration Date

Return To: Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov

CERTIFICATION OF APPRENTICESHIP

(Must be completed and signed by the Licensing Board where applicant is currently registered)

Licensing State: _____

Applicant Name: _____

Apprentice Funeral Director (FD):

Apprentice Embalmer (EMB):

License No.: _____

License No.: _____

Apprenticeship Start Date: _____

Apprenticeship Start Date: _____

Number of FD Cases Completed: _____

Number of EMB Cases Completed: _____

Apprenticeship Completion Date: _____

Apprenticeship Completion Date: _____

LRR Exam Score: _____

NBE Arts and Science Scores: _____

Questionnaire:

1. Name of mortuary school licensee attended or is attending: _____
2. Has the apprentice been current and in "good standing" for a period of at least one (1) year with your State Board?
 Yes No If "No," please explain: _____

3. Has the apprentice ever been disciplined by your State Board? (Revocation, suspension, probation, etc.)
 Yes No If "Yes," please explain and attach a copy of your final decision: _____

4. Are there any formal charges pending against the apprentice? Yes No If "Yes," please explain and attach a copy of the complaint: _____

5. Please include a copy of your requirements for an apprentice embalmer and funeral director.

ATTESTATION:

Acting on behalf of _____, I hereby certify that the above information is true and correct, based on the records of this Board.

[State Board – Seal]

Board Official – Printed Name

Board Official – Signature

Title

Date

****IMPORTANT****

The *Certification of Apprenticeship* page must be completed and signed by the applicable State Board and returned directly to:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
 1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
 Phone (501) 682-0574 | Fax (501) 682-0575
 E-Mail: AID.EFD@arkansas.gov



**ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS**

NEW ARKANSAS RESIDENT AFFIDAVIT

DATE _____

Comes now the undersigned, _____ states that he/she
(Applicant's Printed Name)

became a resident of Arkansas on _____ and lives at
(Date of Arkansas Residency)

(Physical Address) (City)

(County) (State) (Zip Code)

I hereby certify that all information and statements contained within this application are true, to the best of my knowledge and belief.

(Applicant's Signature)

NOTARY PUBLIC:

[Notary Stamp or Seal]

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public Signature

Commission Expiration Date

Mail Completed Affidavit To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2082
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov

EMBALMERS AND FUNERAL DIRECTORS LAW - LICENSING
ARKANSAS CODE ANNOTATED (A.C.A.) TITLE 17, SUBTITLE 2, CHAPTER 29, SUBCHAPTER 3
EMBALMERS - QUALIFICATIONS

UPDATED THROUGH THE 2021 ARKANSAS LEGISLATIVE SESSION

Current through all acts of the 2021 Regular Session, First Extraordinary Session, and Extended Session, including corrections and edits by the Arkansas Code Revision Commission received through August 1, 2021.

A.C.A. § 17-29-301 Embalmers - Qualifications. [Effective August 1, 2021]

- (a) A person who desires to practice the science of embalming in this state shall:
- (1) Be at least eighteen (18) years of age;
 - (2) Be a graduate of an accredited high school or the equivalent thereof;
 - (3) Be a graduate of a school of mortuary science that is accredited by the American Board of Funeral Service Education or approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services;
 - (4) Make a written application to the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services attaching the fee as prescribed by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services;
 - (5) Have served as a registered apprentice embalmer for not less than twelve (12) months in the State of Arkansas under the direct personal supervision of an Arkansas-licensed embalmer and submit at least fifty (50) case reports to the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services;
 - (6) Take and pass both parts of the National Board Examination, if required by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services;
 - (7) (A) Take and pass an examination approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services that covers:
 - (i) Arkansas law; and
 - (ii) Rules deemed necessary by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.(B) To be eligible to take the examination under subdivision (a)(7)(A) of this section, an applicant shall be an active apprentice who is currently registered with the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services; and
- (8)
- (A) Undergo and pass a criminal background check conducted by the Department of Arkansas State Police.
 - (B) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may charge and collect a processing fee in an amount necessary to recover the cost imposed by the department for the criminal background check under subdivision (a)(8)(A) of this section.
- (b)
- (1) A person desiring to engage in the science of embalming in this state, in addition to graduating from an approved college of mortuary science recognized by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, shall serve an apprenticeship of one (1) year in the State of Arkansas under an embalmer licensed by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services and shall assist in the preparation of at least fifty (50) bodies under the direct supervision of an Arkansas-licensed embalmer.
 - (2)
 - (A) This apprenticeship shall be registered with the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services on applications provided by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.
 - (B) Individual case reports shall be signed by both the apprentice and the licensed embalmer under whose supervision the work was done and filed with the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services by the tenth day of the following month.
 - (3)
 - (A) An apprenticeship under this subsection may begin not more than twelve (12) months before enrollment in an accredited college of mortuary science or by submitting proof of graduation from an accredited college of mortuary science.

EMBALMERS AND FUNERAL DIRECTORS LAW - LICENSING
ARKANSAS CODE ANNOTATED (A.C.A.) TITLE 17, SUBTITLE 2, CHAPTER 29, SUBCHAPTER 3
EMBALMERS - QUALIFICATIONS

UPDATED THROUGH THE 2021 ARKANSAS LEGISLATIVE SESSION

Current through all acts of the 2021 Regular Session, First Extraordinary Session, and Extended Session, including corrections and edits by the Arkansas Code Revision Commission received through August 1, 2021.

- (B) If an apprentice fails to enroll in an accredited college of mortuary science as required under subdivision (b)(3)(A) of this section, the apprenticeship shall be terminated for a period to be determined by rule of the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.
- (c) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may suspend or revoke the apprenticeship of an applicant who violates a provision under this subchapter.

HISTORY: Acts 1983, No. 325, §§ 4, 5; A.S.A. 1947, §§ 71-904, 71-905; Acts 1997, No. 839, § 3; 1999, No. 1138, § 2; 2001, No. 792, § 1; 2003, No. 367, § 1; 2015, No. 1095, §§ 14, 15; 2017, No. 788, § 6.

Arkansas Code of 1987 Annotated Official Edition
© 2018 by the State of Arkansas All rights reserved.

Arkansas Code Ann. §17-7-101

[AR - Arkansas Code Annotated](#) | [Title 17 Professions, Occupations, and Businesses](#) | [Subtitle 1. Professions Generally](#) | [Chapter 7 AUTOMATIC OCCUPATIONAL LICENSURE FOR OUT-OF-STATE LICENSURE ACT](#)

Current through all legislation of the 2023 Regular Session and the 2023 First Extraordinary Session.

17-7-101. Title.

This chapter shall be known and may be cited as the “Automatic Occupational Licensure for Out-of-State Licensure Act”.

17-7-102. Definitions.

As used in this chapter:

- (1) “Automatic occupational licensure” means the granting of occupational licensure to an individual who establishes residency in this state without the individual's having met occupational licensure requirements provided under this title or by the rules of the relevant occupational licensing entity;
- (2) “Occupational licensing entity” means an office, board, commission, department, council, bureau, or other agency of state government having authority to license, certify, register, permit, or otherwise authorize an individual to engage in a particular occupation or profession, not including occupations or professions within the judicial branch of government or occupations or professions subject to the superintending control of the Supreme Court; and
- (3) “Occupational licensure” means a license, certificate, registration, permit, or other form of authorization, including without limitation military occupational specialty, required by law or rule that is required for an individual to engage in a particular occupation or profession.

17-7-103. Applicability.

Unless otherwise stated in this chapter, this chapter applies to an individual who has occupational licensure in another state, territory, or district of the United States and has established a residence in this state.

17-7-104. Automatic occupational licensure.

-
- (a) If the individual does not have a disqualifying criminal offense under § 17-3-102 or any additional state law relating to the occupational licensure and does not have a complaint, allegation, or investigation pending for his or her occupational activity, an occupational licensing entity shall grant automatic occupational licensure to engage in an occupation or a profession to an individual who is:
- (1) The holder in good standing for one (1) year of an occupational licensure with similar scope of practice issued by another state, territory, or district of the United States; or
 - (2) An individual who worked:
 - (A) In another state, territory, or district of the United States that does not use an occupational licensure to regulate an occupation or profession but is regulated by occupational licensure in this state; and
 - (B) At least three (3) years in the occupation.
- (b) An individual who is granted automatic occupational licensure under this chapter shall meet all other occupational licensure requirements for a resident of this state and all renewal requirements of

the occupational licensure, including without limitation a criminal background check and continuing education hours.

(c)

(1) Notwithstanding subsections (a) and (b) of this section, an occupational licensing entity may require an applicant to pass an examination specific to relevant state laws that regulate the occupation or profession.

(2) Notwithstanding subsections (a) and (b) of this section, an occupational licensing entity shall require an applicant to furnish a bond, financial statement, or proof of insurance coverage if required by state law.

(d) An occupational licensing entity may waive the requirements of subdivision (c)(1) of this section if the occupational licensing entity finds that:

(1) The combination of the applicant's education, training, and experience is a sufficient substitute for the requirement; and

(2) A waiver of the requirement will not harm public health, safety, or welfare.

17-7-105. Responsibilities of occupational licensing entities.

An occupational licensing entity shall:

(1) Provide automatic occupational licensure to an individual listed in § 17-7-104;

(2) Post prominently on the occupational licensing entity's website a link entitled "Out-of-State Licensure" that leads directly to information applicable to an individual licensed under § 17-7-104; and

(3) Provide to the Legislative Council an annual report stating the number of individuals granted automatic occupational licensure under this chapter.

17-7-106. Exemptions.

(a) This chapter does not apply to licensure or certification of:

(1) Medical professions under Title 17, Subtitle 3;

(2) Legal professionals; or

(3) Individuals under reciprocity agreements.

(b) This chapter does not apply to an existing multistate or interstate compact if the chapter would result in a nullification of the multistate or interstate compact.

History

Acts 2023, No. 457, § 1.

17-4-101. Title.

This chapter shall be known and may be cited as the “Arkansas Occupational Licensing of Uniformed Service Members, Veterans, and Spouses Act of 2021”.

17-4-102. Legislative findings and intent.

(a) The General Assembly finds that:

- (1)** Arkansas sets the bar as a national leader in addressing employment barriers faced by uniformed service members, uniformed service veterans, and their spouses in attaining occupational licensure;
- (2)** Arkansas is one (1) of only four (4) states to successfully address eight (8) or more of the ten (10) issues affecting uniformed service families identified by the United States Department of Defense;
- (3)** Of the United States Department of Defense's ten (10) issues in fiscal year 2020, four (4) of the issues concern occupational licensure of spouses of uniformed service members;
- (4)** Annually, fourteen and five-tenths percent (14.5%) of spouses of uniformed service members move across state lines as opposed to one and one-tenth percent (1.1%) of civilians;
- (5)** States can continue to improve the attainment of occupational licensure and to eliminate barriers impeding employment of spouses of uniformed service members following a move across state lines;
- (6)** Acts 2019, No. 820, established provisions for the granting of automatic occupational licensure or expedited occupational licensure to active-duty service members, recently separated veterans, and their spouses who hold occupational licensure in good standing in another jurisdiction; and
- (7)** Additional steps need to be taken to clarify, simplify, and elevate the occupational licensure process for uniformed service members, uniformed service veterans, and their spouses.

(b) It is the intent of the General Assembly to address occupational licensure barriers that impede the launch and sustainability of civilian occupational careers and employment faced by uniformed service members, uniformed service veterans, and their spouses due to frequent uniformed service assignment by:

(1) Providing:

- (A)** Automatic occupational licensure or expedited occupational licensure to current license holders to expedite their entry into the workforce of this state;
 - (B)** Temporary or provisional licensure to initial licensure candidates while expediting full licensure;
 - (C)** Legislative oversight of rulemaking by occupational licensing entities to ensure removal of occupational licensure barriers faced by uniformed service members, uniformed service veterans, and their spouses; and
 - (D)** Guidance to assure effective rulemaking and clear license application instructions to uniformed service members, uniformed service veterans, and their spouses;
- (2)** Recognizing uniformed service education, training, experience, and credentials of uniformed service members and uniformed service veterans applying for initial occupational licensure; and
 - (3)** Extending licensure expiration and any continuing education required for occupational licensure renewal when a uniformed service member is deployed.

17-4-103. Definitions.

As used in this chapter:

- (1)** “Automatic occupational licensure” means the granting of occupational licensure without an individual's having met occupational licensure requirements provided under this title or by the rules of the relevant occupational licensing entity;
- (2)** “Occupational licensing entity” means an office, board, commission, department, council, bureau, or other agency of state government having authority to license, certify, register, permit, or otherwise authorize an individual to engage in a particular occupation or profession, not including occupations or professions within the judicial branch of government or occupations or professions subject to the superintending control of the Supreme Court;
- (3)** “Occupational licensure” means a license, certificate, registration, permit, or other form of authorization required by law or rule that is required for an individual to engage in a particular occupation or profession;
- (4)** “Uniformed service member” means:
 - (A)** An active or reserve component member of the United States Air Force, United States Army, United States Coast Guard, United States Marine Corps, United States Navy, United States Space Force, or National Guard;
 - (B)** An active component member of the National Oceanic and Atmospheric Administration Commissioned Officer Corps; or
 - (C)** An active or reserve component member of the United States Commissioned Corps of the Public Health Service; and
- (5)** “Uniformed service veteran” means a former member of the United States uniformed services discharged under conditions other than dishonorable.

17-4-104. Applicability.

Unless otherwise stated in this chapter, this chapter applies to:

- (1)** A uniformed service member stationed in the State of Arkansas;
- (2)** A uniformed service veteran who resides in or establishes residency in the State of Arkansas; and
- (3)** The spouse of:
 - (A)** A person listed in subdivision (1) or subdivision (2) of this section;
 - (B)** A uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and
 - (C)** A uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state.

17-4-105. Automatic occupational licensure.

An occupational licensing entity shall grant automatic occupational licensure to engage in an occupation or profession to an individual who is:

- (1)** Listed in § 17-4-104; and
- (2)** The holder in good standing of occupational licensure with similar scope of practice issued by another state, territory, or district of the United States.

17-4-106. Expedited occupational licensure.

(a)

(1) An occupational licensing entity may submit proposed rules recommending an expedited process for the attainment of occupational licensure instead of automatic occupational licensure as provided under § 17-4-105 to the Administrative Rules Subcommittee of the Legislative Council.

(2) The proposed rules described in subdivision (a)(1) of this section shall include temporary or provisional occupational licensure provisions with a term of ninety (90) days or more.

(3) The occupational licensing entity shall provide automatic occupational licensure if the proposed expedited occupational licensure rules are not approved as required by § 17-4-109.

(b)

(1) An occupational licensing entity shall expedite the process for initial occupational licensure for an individual who is listed in § 17-4-104.

(2) An occupational licensing entity shall provide the applicant under subdivision (b)(1) of this section with a temporary or provisional license upon receipt of required documentation or the successful completion of any examination required by the relevant occupational licensing entity to enable the applicant to secure employment in his or her occupation or profession.

17-4-107. Acceptance of uniformed service education, training, national certification, or service-issued credential.

An occupational licensing entity shall accept relevant and applicable uniformed service education, training, national certification, or service-issued credential toward occupational licensure qualifications or requirements when considering an application for initial licensure of an individual listed in § 17-4-104.

17-4-108. Extension of license expiration and continuing education requirements.

(a) An occupational licensing entity shall extend the expiration date of an occupational licensure for a deployed uniformed service member or his or her spouse for one hundred eighty (180) days following the date of the uniformed service member's return from deployment.

(b)

(1) An occupational licensing entity shall allow a full or partial exemption from a continuing education requirement that is required as a component of occupational licensure for an individual who is listed in subsection (a) of this section until one hundred eighty (180) days following the date of the uniformed service member's return from deployment.

(2) An occupational licensing entity that allows full or partial exemption from continuing education requirements may require evidence of completion of continuing education before granting a subsequent occupational licensure or authorizing the renewal of an occupational licensure.

17-4-109. Legislative oversight of rules.

(a) The Administrative Rules Subcommittee of the Legislative Council shall:

(1) Review the proposed rules of an occupational licensing entity as submitted for public comment at least thirty (30) days before the public comment period ends under the Arkansas Administrative Procedure Act, § 25-15-201 et seq.; and

(2) Approve the proposed rules submitted under § 17-4-106 based on:

(A) A determination of whether the expedited process provides the least restrictive means of attaining occupational licensure; and

(B) Any other criteria the Administrative Rules Subcommittee of the Legislative Council determines necessary to achieve the objectives of this section.

(b) The Administrative Rules Subcommittee of the Legislative Council may:

(1) Establish a further subcommittee to assist in the duties assigned to the Administrative Rules Subcommittee of the Legislative Council under this section;

(2) Assign information filed with the Administrative Rules Subcommittee of the Legislative Council under this section to one (1) or more subcommittees of the Legislative Council, including without limitation a subcommittee created under subdivision (b)(1) of this section; or

(3) Delegate the duties of the Administrative Rules Subcommittee of the Legislative Council under this section to one (1) or more subcommittees of the Legislative Council, which shall be subject to the final review and approval of the Administrative Rules Subcommittee of the Legislative Council.

17-4-110. Responsibilities of occupational licensing entities.

An occupational licensing entity shall:

(1) Submit proposed rules authorized under § 17-4-106 to the Administrative Rules Subcommittee of the Legislative Council for review and approval before the proposed rules are promulgated under the Arkansas Administrative Procedure Act, § 25-15-201 et seq.;

(2) If the proposed rules are not approved as required under § 17-4-109, provide automatic occupational licensure to an individual listed in § 17-4-104;

(3) Post prominently on the occupational licensing entity's website a link entitled "Military Member Licensure" that directly leads to information applicable to an individual listed in § 17-4-104; and

(4) Provide to the House Committee on Aging, Children and Youth, Legislative and Military Affairs an annual report stating the number of individuals granted automatic occupational licensure and expedited occupational licensure under this chapter.

History

Acts 2021, No. 135, § 2.

Rule 1. Section 7. Apprenticeship | Embalmers and Funeral Directors

Section 7. Apprenticeship

- A. Any person desiring to apprentice in the science of embalming in this state shall be eighteen (18) years of age, have graduated from an accredited high school or have been issued a certificate of equivalency issued by the public school system, the military service, or an accredited college or university. He or she shall serve one (1) year in an Arkansas licensed establishment under an embalmer licensed by this Board, and shall assist in the preparation of at least fifty (50) bodies. This apprenticeship shall be registered with the Board, on applications provided by the Board, and individual case reports must be signed by both the apprentice and the licensed embalmer under whose supervision the work was done, and filed with the Board by the 10th day of the following month. The apprentice must enroll in mortuary school within one year of beginning the apprenticeship. Failure to do so will result in the termination of the apprenticeship for a period of ninety (90) days, or upon the enrollment in mortuary school, whichever period is shorter. If the apprentice is a graduate of a school of embalmers, then proof of such graduation and the requirements therefor may be substituted for six (6) of the eighteen (18) months of the apprenticeship, provided the school is accredited by the American Board of Funeral Service Education or approved by the Board.
- B. Any person desiring to apprentice in the business of funeral directing in this state shall be eighteen (18) years of age, have graduated from an accredited high school or have been issued a certificate of equivalency issued by the public school system, the military service, or an accredited college or university. He or she shall serve eighteen (18) months in an Arkansas licensed establishment under a funeral director licensed by this Board, and shall actively assist in the arranging and conducting of fifty (50) services. This apprenticeship shall be registered with the Board, on forms provided by the Board, and individual case reports must be signed by both the apprentice and the licensed funeral director under whose supervision the work was done, and filed with the Board by the 10th day of the following month. If any person is a graduate of an accredited school of mortuary science and has passed the National Conference Exam, that person shall be required to serve only one (1) year as an apprentice funeral director. Any person serving a funeral director apprenticeship must obtain at least six (6) hours of classroom instruction during the apprenticeship. These hours must be attained in the subject matters of funeral service practices and ethics, laws, and rules affecting funeral service. The continuing education courses shall be taken from a

provider approved by the Board and cover instruction in funeral service practices and ethics, laws, and rules affecting funeral service.

C. Any person desiring to register as an apprentice either in the science of embalming or the business of funeral directing must submit the following documents:

1. A completed application for Apprentice Funeral Director or Apprentice Embalmer, or both if the applicant wishes to apply for dual apprenticeship;
2. The required fee or fees;
3. A copy of his or her high school diploma, certified transcript with proof of graduation, certificate of equivalency issued by the public school system or military, or an accredited college or university diploma, or official transcript with proof of graduation;
4. Completed statement of apprenticeship form;
5. A recent color photograph or photo identification; and
6. The forms and fees necessary for the Board to conduct a State Police background check.

D. All funeral director and embalmer case reports must be filed in the Board's office no later than the 10th of the month following the month in which the work was actually performed. Incomplete case reports will not be accepted, and as such, they will be returned to the apprentice.

E. Any person who is registered as an apprentice embalmer, funeral director, or both, in the State of Arkansas is required to complete this apprenticeship within

three (3) years of the date of registration. If not completed within three (3) years, the apprentice may re-register for a second three (3) years. In cases where the apprenticeship is not completed in three (3) years, the apprentice will be notified that he or she has ninety (90) calendar days to re-register. If the apprentice fails to re-register within ninety (90) calendar days from the date of notification, then upon any delinquent re-registration, the apprentice must start the apprenticeship from the beginning, to include case reports. If the apprenticeship is not completed within six (6) years of the date of original registration, he or she shall not be eligible to register as an apprentice for ninety (90) calendar days. After this ninety (90) day period, a person may register as an apprentice and begin the process from the beginning, including case reports.

F. Any person who has served and completed an apprenticeship, but who did not pass the Arkansas Laws, Rules and Regulations Examination will be required to start the apprenticeship from the beginning, when ten (10) or more years have passed since the apprenticeship was completed. Starting the apprenticeship again, from the beginning, includes completing the required number of case reports.

G. All apprentice funeral directors shall submit fifty (50) case reports during the term of apprenticeship. The case reports must document that each of the following responsibilities was performed:

1. Either make the arrangements or observe the arrangements being made with the family, including the selection of merchandise;
2. Make the church set-up and organize how family and friends are to be directed;
3. Direct family, or assist in doing so, at the funeral and cemetery service, and dismiss family and friends at the conclusion of the service;
4. Be in charge of the movement of the casket and instruct the pallbearers;

5. Organize the funeral procession, and determine where and how parking is to be done, either chapel or church, or any other place;
6. Arrange flowers;
7. Direct movement of people when viewing remains, at either chapel, church or any other place;
8. Organize "Order of Service" with minister and musicians;
9. Prepare notice of service or obituary;
10. Order copy or copies of death certificates;
11. Prepare funeral service programs or video life tributes;
12. When appropriate, coordinate veteran arrangements such as flag, honor guard, marker, etc.;
13. Process file documentation, such as information sheet, insurance assignment or assignments, and final billing statement;
14. File claim on assigned insurance or annuity policies, and social security benefits; and
15. Make removals.

H. Any person desiring to apprentice in the business of funeral directing and or embalming with more than one firm, may do so by completing the applicable apprenticeship form or forms, statement of apprenticeship form, and register with the Board office. There are no additional fees for adding an additional location.

I. Any person registered as an apprentice who desires to add additional supervisors, may do so by having those licensees send a signed, notarized statement to the Board office indicating their willingness to serve as a supervisor.

J. Any person registered as an apprentice who desires to leave a registered location for a new location, must register the new location with the Board before starting that apprenticeship.

K. The funeral establishment shall be responsible for notifying the Board in writing if an apprentice leaves the employment of the establishment, or is terminated from his or her apprenticeship duties at each location he or she might serve.

G. Automatic Licensure for Military Service Members, Veterans, and Spouses

1. As used in this subsection:
 - a. "automatic occupational licensure" means the granting of an embalmer's license, a funeral director's license, a crematory retort operator's license, an apprentice embalmer, or an apprentice funeral director without the individual's having met occupational licensure requirements provided under Title 17 of the Arkansas Code or by these Rules.
 - b. "occupational licensure" means a license, permit, or registration that is required for an individual to engage in apprenticeship, embalming, funeral directing, or operating a crematory retort.
 - c. "returning military veteran" means a former member of the United States Armed Forces who was discharged from active duty under the circumstances other than dishonorable.
 - d. "uniformed service member" means:
 - (1) an active or reserve component member of the United States Air Force, United States Army, United States Coast Guard, United States Marine Corps, United States Navy, United States Space Force, or National Guard;
 - (2) An active component member of the National Oceanic and Atmospheric Commissioned Officer Corps; or
 - (3) An active or reserve component member of the United States Commissioned Corps of the Public Health Service.
 - e. "uniformed service veteran" means a former member of the United States uniformed services discharged under conditions other than dishonorable.
2. The Board shall grant automatic occupational licensure to any the following individuals:
 - a. A uniformed service member stationed in the State of Arkansas;
 - b. A uniformed service veteran who resides in or establishes residency in the State of Arkansas;

- c. The spouse of a uniformed service member stationed in the State of Arkansas;
 - d. The spouse of a uniformed service veteran who resides in or establishes residency in the State of Arkansas;
 - e. The spouse of a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed serviced member and the spouse relocates to this state; and
 - f. The spouse of a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state.
3. The Board shall grant automatic occupational licensure to any individual listed in Subsection 2, above, and is the holder in good standing of occupational licensure with similar scope of practice issued by another state, territory, or district of the United States. No testing will be required.
 4. The Board shall accept relevant and applicable uniformed service education, training, national certifications, or service-issued credential toward occupational licensure qualifications or requirements when considering an application for initial licensure of an individual who is a uniformed service member or a uniformed service veteran who makes an application after his or her discharge from uniformed service.
 5. The Board shall extend the expiration date of any license, permit, or registration issued for a deployed service member or his or her spouse for one hundred eighty (180) days following the date of the uniformed service member's return from deployment.
 6. The Board shall allow for a full exemption from continuing education requirements for any individual listed in Subsection 7, until one hundred eighty (180) days following the date of the uniformed service member's return from deployment.
 7. In order to allow for full exemption of continuing education, the Board may require evidence of completion of continuing education before granting a subsequent licensure or authorizing the renewal of the license, permit, or registration.

Rule 1. Section 10. H. Automatic Licensure for New Arkansas Residents.

H. Automatic Licensure for New Arkansas Residents

1. As used in this subsection:
 - a. “automatic occupational licensure” means the granting of an embalmer license, a funeral director license, a crematory retort operator license, an apprentice embalmer registration, or an apprentice funeral director registration to an individual who establishes residency in this state without the individual’s having met occupational licensure requirements provided under Title 17 of the Arkansas Code or by Board rules.
 - b. “occupational licensure” means a license, permit, or registration that is required for an individual to engage in apprenticeship, embalming, funeral directing, or operating a crematory retort.
2. Unless otherwise stated in this rule, this subsection applies to an individual who has occupational licensure in another state, territory, or district of the United States and has established a residence in this state.
3. If the individual does not have a disqualifying criminal offense under § 17-3-102 or any additional state law relating to the occupational licensure and does not have a complaint, allegation, or investigation pending for his or her occupational activity, the Board shall grant automatic licensure to engage in the science of embalming, the business of funeral directing, the operation of a crematory retort, or a registration as an apprentice embalmer or apprentice funeral director to an individual who is:
 - a. The holder in good standing for one (1) year of licensure as an embalmer, funeral director, crematory retort operator, apprentice embalmer, apprentice funeral director, or other similar licensure issued by another state, territory, or district of the United States; or

- b. An individual who worked:
 - (1) In another state, territory, or district of the United States that does not use an occupational licensure for embalmers, funeral directors, crematory retort operators, apprentice embalmers, and apprentice funeral directors; and
 - (2) At least three (3) years in an occupation similar to embalming, funeral directing, operating a crematory retort, apprentice embalming, or apprentice funeral directing.
- 4. An individual who is granted automatic licensure under this subsection shall meet all other occupational licensure requirements for a resident of this state and all renewal requirements of licensure by the Board, including without limitation the successful completion of a criminal background check and continuing education hours.
- 5. Notwithstanding subdivisions 3 and 4 of this subsection, the Board may require an applicant to pass the Arkansas Laws, Rules and Regulations Examination.
- 6. The Board may waive the requirement that the applicant pass the Arkansas Laws, Rules and Regulations Examination if the Board finds that:
 - a. The combination of the applicant's education, training, and experience is a sufficient substitute for the requirement; and
 - b. A waiver of the requirement will not harm public health, safety, or welfare.