



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

APPRENTICESHIP - COMPLETION INSTRUCTIONS

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.
- 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)
- Make payments 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 FUNERAL DIRECTOR APPLICATION – INITIAL
REGISTRATION**

FEE DUE:

Application Fee: \$50.00 ◀ Due at time of application

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

[For Office Use Only]

No.: _____
Date Issued: _____

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 Funeral Director. I submit the following information.

Name: _____ **Soc. Sec. No.:** _____

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

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 Funeral Directors:

_____ Name of Funeral Director	_____ Board ID # - Funeral Dir.	_____ Address
_____ Name of Funeral Director	_____ Board ID # - Funeral Dir.	_____ Address
_____ Name of Funeral Director	_____ Board ID # - Funeral Dir.	_____ Address
_____ Name of Funeral Director	_____ Board ID # - Funeral Dir.	_____ Address

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

EMBALMERS AND FUNERAL DIRECTORS LAW - LICENSING
ARKANSAS CODE ANNOTATED (A.C.A.) TITLE 17, SUBTITLE 2, CHAPTER 29, SUBCHAPTER 3
FUNERAL DIRECTORS - 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. § 17-29-302 Funeral Directors - Qualifications. [Effective July 1, 2018]

- (a) A person who desires to engage in the business of funeral directing 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) (A) Have served as an apprentice funeral director for not less than eighteen (18) months in the State of Arkansas under the direct personal supervision of an Arkansas-licensed funeral director.
(B) Completion of the requirement to be a graduate of a school of embalmers as set forth in § 17-29-301(a)(3) may be substituted for six (6) of the eighteen (18) months' apprenticeship established in this section;
 - (4) Make application to the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services and attach the fee;
 - (5)
 - (A) Take and pass all examinations approved and required by the board.
 - (B) To be eligible to take the examination under subdivision (a)(5)(A) of this section, an applicant shall be an active apprentice who is currently registered with the board; and
 - (6)
 - (A) Undergo and pass a criminal background check conducted by the Department of Arkansas State Police.
 - (B) The board 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)(6)(A) of this section.
- (b) (1) (A) A person desiring to engage in the business of funeral directing in this state shall serve an apprenticeship in this state for at least eighteen (18) months.
(B) An apprentice shall:
- (i) Register with the board on forms provided by the board and by attaching the fee as prescribed by the board;
 - (ii) Upon registration with the board, be supervised by a funeral director licensed by the board;
 - (iii) Actively assist in arranging fifty (50) services as determined by rule of the board; and
 - (iv)
 - (a) By the tenth day of the following month, file with the board individual case reports of services arranged by the apprentice.
 - (b) A case report under subdivision (b)(1)(B)(iv)(a) of this section shall be signed by the apprentice and the licensed funeral director under whose supervision the work was performed.
- (2) Before an apprenticeship under this section begins, a licensed funeral director who is supervising an apprenticeship shall record a notice of the apprenticeship with the board.
- (3) The board may suspend or revoke an apprenticeship under this section for a violation of this subchapter or § 23-61-1101 et seq.
- (4) A person who is currently in an apprenticeship under this section shall be subject to the provisions in this section concerning an apprenticeship as determined by rules of the board.
- (c)
- (1) The board shall require applicants for licensure as funeral directors to successfully complete up to twenty (20) hours of classroom instruction in funeral service practices and ethics, laws, and rules affecting funeral service.
 - (2) As used in subdivision (c)(1) of this section, "classroom instruction" means instruction that is delivered:
 - (A) On-site or that requires the attendee to be at the same physical location as the instructor; or
 - (B) By any virtual method through remote communication, including audio-only or audio-and-video instruction that is delivered digitally.

EMBALMERS AND FUNERAL DIRECTORS LAW - LICENSING
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- (3) Only courses of instruction approved by the board shall satisfy the requirement under subdivision (c)(1) of this section.

HISTORY:

Acts 1983, No. 325, §§ 4, 5; A.S.A. 1947, §§ 71-904, 71-905; Acts 1989, No. 106, § 4; 1999, No. 1138, § 3; 2003, No. 367, § 2; 2015, No. 1095, §§ 16, 17; 2017, No. 788, § 7; 2021, No. 396, §§ 1, 2.

Arkansas Code of 1987 Annotated Official Edition
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Section 7. Apprenticeship | Embalmers and Funeral Directors

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(s);
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.

Section 7. Apprenticeship | Embalmers and Funeral Directors

E. Any person who is registered as an apprentice embalmer and/or funeral director 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. 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 and/or obituary;
10. Order copy or copies of death certificates;
11. Prepare funeral service programs and/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(s), and final billing statement;
14. File claim on assigned insurance and/or annuity policies, and social security benefits; and
15. Make removals.

G. 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(s), statement of apprenticeship form, and register with the Board office. There are no additional fees for adding an additional location.

H. Any person registered as an apprentice who desires to add additional licensees/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.

I. 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.

J. 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.