ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

APPRENTICESHIP – RE-REGISTRATION INSTRUCTIONS

PLEASE CHECK THAT ALL OF THE FOLLOWING ITEMS ARE ENCLOSED:

- ❑ **$50.00 Per Apprenticeship - Application Fee** (Business 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)
- ❑ 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.
- ❑ **ATTENTION**: Applicants must complete the Background Check Form (ASP-122) and **submit payment in the amount of $22.00** (Business Check, Cashier's Check, or Money Order – Personal checks will be returned) **REQUIRED if your initial registration was before July 1, 2018.**
- ❑ **Submit a Business Check, Cashier's Check, or Money Order for the amount due and make payments payable to the following: Arkansas Insurance Department and mail all together to the 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
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APPRENTICE FUNERAL DIRECTOR APPLICATION - RE-REGISTRATION

FEE DUE: Application Fee: $50.00 ◄ Due at time of application

Have you been convicted of a felony, since your previous registration? ❑ 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

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
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Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov

Subpart 3. Apprenticeship

17 CAR § 30-301. Embalming science.

(a) Any person desiring to apprentice in the science of embalming in this state shall:
(1) Be eighteen (18) years of age; and
(2) Have graduated from an accredited high school or have been issued a certificate of equivalency issued by:
(A) The public school system;
(B) The military service; or
(C) An accredited college or university.

(b) He or she shall serve one (1) year in an Arkansas licensed establishment 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.

(c) 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, 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 State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services by the tenth day of the following month.

(d) The apprentice must enroll in mortuary school within one (1) year of beginning the apprenticeship.

(e) 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.

(f) 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 State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

17 CAR § 30-302. Funeral directing.

(a) Any person desiring to apprentice in the business of funeral directing in this state shall:

(1) Be eighteen (18) years of age;

(2) Have graduated from an accredited high school or have been issued a certificate of equivalency issued by:

(A) The public school system;

(B) The military service; or

(C) An accredited college or university.

(b) He or she shall serve eighteen (18) months in an Arkansas-licensed establishment under a funeral director licensed by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services and shall actively assist in the arranging and conducting of fifty (50) services.

(c) 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 tenth day of the following month.

(d) 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.

(e) Any person serving a funeral director apprenticeship must obtain at least six (6) hours of classroom instruction during the apprenticeship.

(f) These hours must be attained in the subject matters of funeral service practices and ethics, laws, and rules affecting funeral service.

(g) 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.

17 CAR § 30-303. Registration.

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:

(A) High school diploma;

(B) Certified transcript with proof of graduation;

(C) Certificate of equivalency issued by the public school system or military;

(D) An accredited college or university diploma; or

(E) Official transcript with proof of graduation;

(4) Completed statement of apprenticeship form;

(5) A color copy of a driver's license or other color photo identification; and

(6) The forms and fees necessary for the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services to conduct a Division of Arkansas State Police background check.

17 CAR § 30-304. Case report deadline.

(a) All funeral director and embalmer case reports must be filed in the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services office no later than the tenth of the month following the month in which the work was actually performed.
(b) Incomplete case reports will not be accepted, and as such, they will be returned to the apprentice.

17 CAR § 30-305. Registration period.

(a) 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.

(b) If not completed within three (3) years, the apprentice may re-register for a second three (3) years.

(c)(1) 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.

(2) 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.

(d)(1) 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.

(2) After this ninety-day period, a person may register as an apprentice and begin the process from the beginning, including case reports.

17 CAR § 30-306. Requirement to restart apprenticeship.

(a) Any person who has served and completed an apprenticeship, but who did not pass the Arkansas Laws, Rules, and Regulations Exam, will be required to start the apprenticeship from the beginning when ten (10) or more years have passed since the apprenticeship was completed.

(b) Starting the apprenticeship again from the beginning includes completing the required number of case reports.

17 CAR § 30-307. Case reports.

(a) All apprentice funeral directors shall submit fifty (50) case reports during the term of apprenticeship.

(b) 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:

(A) Information sheet;

(B) Insurance assignment or assignments; and

(C) Final billing statement;

(14) File claim on assigned insurance or annuity policies, and social security benefits; and

(15) Make removals.

17 CAR § 30-308. Additional locations.

Subpart 3. Apprenticeship

(a) Any person desiring to apprentice in the business of funeral directing or embalming with more than one (1) firm may do so by:

(1) Completing the applicable apprenticeship form or forms, statement of apprenticeship form; and

(2) Registering with the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services office.

(b) There are no additional fees for adding an additional location.

17 CAR § 30-309. Additional supervisors.

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 State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services office indicating their willingness to serve as a supervisor**.**

17 CAR § 30-310. Apprentice transfer.

Any person registered as an apprentice who desires to leave a registered location for a new location, must register the new location with the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services before starting that apprenticeship.

17 CAR § 30-311. Notice of transfer.

The funeral establishment shall be responsible for notifying the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services 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.