ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

MANAGER CHANGE / ACCEPTANCE OF MANAGER POSITION | Type A Establishment

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17 CAR § 30-202. Funeral Establishment Type A — Full-Service Funeral Firm.

(c)(1) Each establishment Type A shall have at least one (1) full-time licensed funeral director, who has been licensed for at least five (5) years.
(2) The establishment shall employ licensed staff so that services are competently provided to the public.
(3) No licensed funeral director shall serve as the manager of more than one (1) funeral establishment.
(4) However, it is permissible for a manager to serve as manager of two (2) locations of the same establishment, as long as the secondary location is a branch location of the establishment which employs the manager.
(5) The manager shall reside within fifty (50) miles of each location.

(e) If the funeral director serving as the manager of a funeral establishment shall cease serving as manager or leave the employment of the establishment for any reason, the establishment shall notify the board, on forms provided by the board, of the management change within three (3) business days, and of his or her successor within fifteen (15) business days.

Date: _____

I, _____, knowingly and willingly accept the position and responsibility as the
Name of Individual Licensee

manager of _____,
Name of the Establishment

physically located at _____, _____, AR _____.
Establishment Physical Address City ZIP Code

I, _____, confirm that I am not employed by a nonaffiliated funeral establishment.
Name of Individual Licensee

Establishment Board ID #: _____ Establishment License #: _____
(If different then BID#)

Printed Name: _____

Signature: _____

Effective Date of Change(if applicable): _____ Manager Board ID #: _____

Replaces Manager: _____

NOTARY PUBLIC

State of _____ [Notary Stamp or Seal]

County of _____

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

_____ _____
Notary Public Signature My Commission Expires

A.C.A §17-29-304:

(b) (1) (A) Except as provided in subdivision (b)(2) of this section, the board shall not issue a license to operate a full-service funeral establishment unless the establishment has employed a full-time manager who:
(i) Is a licensed funeral director;
(ii) Actively supervises the staff of the establishment; and
(iii) Is not employed by a nonaffiliated funeral establishment.

Return Completed Form 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