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**Rules of**  
**Department of Economic**  
**Development**  
**Division 120–State Board of Embalmers and**  
**Funeral Directors**  
**Chapter 2–General Rules**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 120—State Board of  
Embalmers and Funeral Directors  
Chapter 2—General Rules**

**4 CSR 120-2.010 Embalmer's Registration  
and Apprenticeship**

*PURPOSE: This rule describes the procedures to be used to secure an embalmer's license.*

*Editor's Note: Forms mentioned in this rule follow 4 CSR 120-2.100.*

- (1) Every person desiring to enter the profession of embalming dead human bodies within Missouri, and who is entering an accredited institution of mortuary science, must register with the board as a student on the form provided by the board. Applications must be accompanied by the applicable fee.
- (2) No duly enrolled student at an accredited institution of mortuary science education may assist in Missouri licensed funeral establishments until that student has registered as a practicum student with the board on the form provided by the board. Applications must be accompanied by the applicable fee.
- (3) After registration as a practicum student, the student may assist in a Missouri licensed funeral establishment preparation room only under the direct supervision of a Missouri licensed embalmer and may assist in the direction of funerals only under the direct supervision of a Missouri licensed funeral director.
- (4) After graduating from an accredited institution of mortuary science education, the applicant then must file, with the executive secretary of the board, a transcript of his/her embalming school grades and a certificate from the school showing s/he is a graduate of that school.
- (5) If the applicant does not take the examination given by the national conference, the applicant must file with the board, on the form prescribed by the board, an application to take the embalming examination of this board. The application must be filed with the executive secretary of the board at least thirty (30) days before the examination and must be accompanied by the applicable fee.
- (6) The embalming examination administered by the board consists of written questions in two (2) sections. The Funeral Service Science section covers embalming, anatomy, pathology, bacteriology, hygiene, chemistry and restorative art. The Funeral Service Arts section covers mortuary administration and the laws, and rules governing the care, disposition and the transportation of dead human bodies.
- (7) Those applicants achieving a general average of seventy-five percent (75%) on the board's examination, and achieving no score in either section less than seventy percent (70%), will be deemed to have passed the board's examination. The board will permit an applicant who scores less than seventy-five percent (75%) on either section to retake the section, upon application and payment of the reexamination fee. On any reexamination of a single failed section, the applicant must score at least seventy-five percent (75%) to pass.
- (8) In lieu of the embalming examination administered by the board, the board will accept the results of the examination administered by the National Conference of Funeral Service Examining Boards. Should an applicant who intends to rely upon his/her scores on the National Conference of Funeral Service Examining Board's examination fail to achieve a general average of seventy-five percent (75%), with no score less than seventy percent (70%) on either section, the board will administer a reexamination of the failed section, upon application and payment of the applicable reexamination fee. On any reexamination of a single failed section, the applicant must score at least seventy-five percent (75%) to pass.
- (9) After the applicant has made a passing grade in both sections and has obtained the seventy-five percent (75%) general average on either the board examination or the National Conference examination, s/he then may apply for registration as an apprentice embalmer. This application must contain the name(s) of the Missouri-licensed embalmer(s) under whom s/he will serve. Each instructor must be registered with, and approved by, the board. Any change in instructors also must be registered and approved. Applications must be submitted on the forms provided by the board and must be accompanied by the applicable fee. Application forms are available from the board's executive secretary.
- (10) The period of apprenticeship under this rule must be at least one (1) year. The apprentice embalmer must devote at least thirty (30) hours per week to his/her duties as an apprentice embalmer.
- (11) An apprentice embalmer must serve the apprenticeship required by this rule under the supervision of an embalmer who is currently licensed in this state or who is currently licensed in a state with which the Missouri board has entered into a reciprocity agreement.
- (12) During the period of apprenticeship under this rule, the apprentice embalmer must file with the board's executive secretary at least twenty-five (25) case reports on bodies which s/he personally embalmed under the personal supervision of his/her supervisor.
- (13) During the apprentice embalmer's first six (6) months of apprenticeship, the supervisor must be physically present during the entire embalming process period. During the apprentice embalmer's second six (6) months of apprenticeship, the supervisor must be physically present at the beginning of the embalming process and available for consultation and personal inspection within a period of not more than one (1) hour after the operation.
- (14) The apprentice embalmer must mail each case report required by this rule to the board office within ten (10) days of the date on which the physician, medical examiner, coroner, or local registrar signs the death certificate. Each case report must be signed by the apprentice embalmer and his/her supervisor, and must be submitted on the forms provided by the board.
- (15) After completion of at least a one (1)-year apprenticeship as an apprentice embalmer as provided in this rule, the apprentice embalmer will be examined orally by the board on practical embalming and on the laws of this state governing the profession of embalming. Those students who achieve a score of seventy-five percent (75%) or greater will be deemed to have passed this examination.
- (16) After satisfactory completion of these requirements, an embalmer's license will be issued to an apprentice embalmer upon payment of the applicable fee and subject to the provisions of section 333.121, RSMo.
- (17) Should an applicant not appear for the oral examination before the board within five (5) years from the date of his/her graduation, his/her registration as an embalming student and as an apprentice embalmer and any written examination required under section (5) of this rule in which the applicant is required to successfully complete will be cancelled automatically.



(18) Should an individual desire to obtain an embalmer's license after his/her license has become void under section 333.081.3, RSMo, the individual will be required to complete a six (6)-month period of apprenticeship during which time s/he will be required to embalm at least twelve (12) dead human bodies under the supervision of a Missouri licensed embalmer. The applicant will be required to pay the current apprenticeship registration and licensing fees to obtain a new embalmer's license under this rule.

(19) All documents filed with the board under this rule will become a part of its permanent files.

*AUTHORITY: sections 43.543, RSMo 1994 and 333.III.1 and 536.023.3, RSMo Supp. 1997.\* Original rule filed Oct. 17, 1975, effective Oct. 28, 1975. Refiled March 26, 1976. Amended: Filed Aug. 16, 1976, effective Dec. 11, 1976. Amended: Filed April 6, 1978, effective July 13, 1978. Emergency rule filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Rescinded and readopted: Filed Nov. 8, 1978, effective Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982. Rescinded and readopted: Filed Dec. 3, 1982, effective March 11, 1983. Amended: Filed July 17, 1989, effective Oct. 12, 1989. Amended: Filed March 26, 1991, effective Sept. 30, 1991. Amended: Filed Aug. 13, 1991, effective Jan. 13, 1992. Amended: Filed Oct. 16, 1991, effective Feb. 6, 1992. Amended: Filed Feb. 1, 1994, effective July 30, 1994. Amended: Filed Aug. 30, 1995, effective Feb. 25, 1996. Amended: Filed Dec. 22, 1997, effective June 30, 1998.*

*\*Original authority: 43.543, RSMo 1993; 333.III.1, RSMo 1965, amended 1981, 1993, 1995 and 536.023.3, RSMo 1975, amended 1976.*

#### **4 CSR 120-2.011 Eligibility to Take the Embalming Examination** (Rescinded March 11, 1983)

*AUTHORITY: sections 333.041.3 and 333.III.1, RSMo Supp 1981. Original rule filed Jan. 13, 1982, effective Sept. 12, 1982. Rescinded: Filed Dec. 3, 1982, effective March 11, 1983.*

#### **4 CSR 120-2.012 Registration for Embalming Internship** (Rescinded March 11, 1983)

*AUTHORITY: sections 333.041.3 and 333.III.1, RSMo Supp 1981. Original rule filed Jan. 13, 1982, effective April 11, 1982. Amended: Filed June 9, 1982, effective Sept. 12, 1982. Rescinded: Filed Dec. 3, 1982, effective March 11, 1983.*

#### **4 CSR 120-2.020 Annual License Renewal**

*PURPOSE: This rule outlines the requirements and procedures for the annual renewal of embalmer's, funeral director's and funeral establishment's licenses.*

(1) Each licensed embalmer or funeral director shall notify the board within thirty (30) days of each address change of the funeral establishment at which s/he is practicing and shall notify the board within thirty (30) days of any termination or creation of an employment relationship with a funeral establishment. Each holder of a funeral establishment license shall notify the board at least sixty (60) days prior to any change of address of the funeral establishment, sale of the funeral establishment or termination of business of the funeral establishment.

(2) A period of ninety (90) days' grace is established following the date by which every licensed embalmer, funeral director and establishment must renew their licenses. The board will cause a license to be renewed if renewal is sought and all fees paid before the expiration of the grace period. A nonrenewable license, not valid for active practice in Missouri, will be issued at no charge to a currently licensed embalmer, funeral director, or both, upon presentation of a signed notarized statement from the licensee attesting to the fact that the licensee is disabled and is no longer active in the practice of embalming, funeral directing, or both. If the licensee desires at some future date to return to active practice in Missouri, the board shall issue a valid renewal license upon payment of the current renewal fee and completion of the applicable renewal application form.

(3) The holders of expired embalmer's and funeral director's licenses which are not renewed during the grace period will be notified that their licenses have expired. The holder of an expired license shall be issued a new license by the board within two (2) years of the renewal date after the proper reactivation fees have been paid. Any embalmer's and funeral director's license not renewed within two (2) years shall be void.

(4) The licensee's failure to receive the renewal notice shall not relieve the licensee of

the duty to pay the renewal fee and renew his/her license.

(5) The license renewal period for embalmers and funeral directors shall commence on June 1 of each year and end on May 31 of each year. The license renewal period for funeral establishments shall commence on January 1 of each year and end on December 31 of each year.

*AUTHORITY: sections 333.081, RSMo 1986 and 333.III.1, RSMo Supp. 1993.\* Original rule filed Oct. 17, 1975, effective Oct. 28, 1975. Refiled March 24, 1976. Rescinded and readopted: Filed Nov. 8, 1978, effective Feb. 11, 1979. Emergency rule filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982. Amended: Filed June 9, 1982, effective Sept. 12, 1982. Amended: Filed Jan. 13, 1986, effective April 25, 1986. Amended: Filed April 2, 1992, effective Sept. 6, 1992.*

*\*Original authority: 338.081, RSMo 1965, amended 1981 and 333.III.1, RSMo 1965, amended 1981, 1993.*

#### **4 CSR 120-2.021 Transitional Renewal Fee** (Rescinded November 12, 1987)

*AUTHORITY: sections 333.III and 620.010.15(2), RSMo 1986. Original rule filed Feb. 9, 1982, effective May 13, 1982. Rescinded: Filed Aug. 26, 1987, effective Nov. 12, 1987.*

#### **4 CSR 120-2.022 Retired License**

*PURPOSE: This rule clarifies the requirements to retire from the practice of funeral directing and/or embalming.*

(1) Any person licensed to practice as a funeral director and/or embalmer over sixty-five (65) years of age in this state who retires from such practice, shall file with the board an affidavit, on a form to be furnished by the board, which states the date on which s/he retired from such practice, that s/he will not practice such profession and such other facts as tend to verify the retirement as the board may deem necessary; but if s/he thereafter wishes to reengage in the practice, s/he shall renew his/her registration with the board as provided in section 333.081.1, RSMo.

(2) For purposes of this section, a retired funeral director and/or embalmer is one who is neither engaged in the active practice of funeral directing/embalming nor holds

him/herself out as an actively practicing funeral director/embalmer and has executed and filed with the board a retirement affidavit. A retired funeral director/embalmer may keep his/her wall-hanging certificate after execution of a retirement affidavit but shall surrender, upon retirement, all other indicia of licensure.

**AUTHORITY:** sections 333.III.1, RSMo Supp. 1995 and 536.023.3, RSMo 1994.\* Original rule filed July 15, 1996, effective Jan. 30, 1997.

\*Original authority: 333.III.1, RSMo 1965, amended 1981, 1993, 1995 and 536.023.3, RSMo 1975, amended 1976.

#### 4 CSR 120-2.030 Registration of Licensees With Local Registrars of Vital Statistics

**PURPOSE:** This rule outlines the procedure for registering renewal licenses with local registrars.

(1) Every holder of an embalmer's or funeral director's license, upon receiving his/her license(s), annually shall register his/her signature, name, address and license number with the local registrar of vital statistics for the registration district in which the licensee practices.

(2) Whenever a licensee changes his/her place of employment from the jurisdiction of one (1) registration district to another registration district, within ten (10) days after that change, s/he shall register with the local registrar to whose jurisdiction s/he has moved.

(3) The boundaries of the registration district shall be determined as required by the rules promulgated by the Department of Health.

(4) Each embalmer who embalms a dead human body shall state on the reverse side of the death certificate that s/he embalmed the dead human body described on the face of the death certificate. Each statement must be signed by the licensed embalmer. If the body was not embalmed, the fact that the body was not embalmed shall be stated on the reverse side of the death certificate prior to the filing of the death certificate by the funeral director.

(5) Each signature of a licensed embalmer on a death certificate must correspond with the same licensee's signature as registered with the local registrar of vital statistics.

**AUTHORITY:** sections 333.091, RSMo 1986 and 333.III.1, RSMo Supp. 1993.\* Original rule filed Oct. 17, 1975, effective Oct. 28,

1975. Refiled March 24, 1976. Emergency rule filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Amended: Filed Nov. 8, 1978, effective Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982. Amended: Filed June 9, 1982, effective Sept. 12, 1982. Amended: Filed Jan. 13, 1986, effective April 24, 1986. Amended: Filed Aug. 4, 1986, effective Oct. 11, 1986. Amended: Filed Jan. 15, 1988, effective April 11, 1988.

\*Original authority 1965, amended 1981.

#### 4 CSR 120-2.040 Licensure by Reciprocity

**PURPOSE:** This rule outlines the requirements and procedures for procuring a Missouri embalmer's or funeral director's license by reciprocity.

**Editor's Note:** Forms mentioned in this rule follow 4 CSR 120-2.100.

(1) Applications for a Missouri embalmer's or funeral director's license by reciprocity must be made on the forms provided by the board and must be accompanied by the applicable fee. Application forms are available from the board's executive director.

(2) No license will be issued to a nonresident of Missouri unless the nonresident applicant shows to the board's satisfaction that his/her state of residence will grant Missouri resident licensees a nonresident license in that state.

(3) Licenses will be issued by reciprocity to a Missouri resident, or a nonresident qualified under section (2) of this rule, holding a valid, unrevoked and unexpired license as an embalmer or funeral director in another state upon satisfying the board that s/he has fulfilled the following requirements:

(A) S/he must submit a copy of his/her original license which was obtained in the state from which s/he is applying;

(B) S/he must submit proof of his/her educational and professional qualifications, which must be substantially equivalent to the requirements existing in Missouri at the time s/he was originally licensed;

(C) S/he must submit a letter from the state board secretary of the state from which s/he is applying attesting—

1. Whether or not s/he is in good standing with that board;

2. Whether there are any complaints pending against him/her;

3. Whether or not his/her license(s) in that state has been suspended or revoked; and

4. To the grade rating upon which the license was granted. The letter shall be transmitted by the writer directly to the board's executive secretary; and

(D) S/he must achieve a score of seventy-five percent (75%) or greater on each section of the reciprocity examination administered by the board. Upon application and payment of the reexamination fee, those applicants failing to achieve a score of seventy-five percent (75%) on either section will be permitted at the board's next regularly scheduled examination to retake the section failed.

(4) The board's reciprocity examination will test the applicant's knowledge of the Missouri statutes and rules governing the practice of embalming, funeral directing, or both, and his/her knowledge of the availability of government benefits.

(5) A person holding a valid, unrevoked and unexpired license to practice embalming or funeral directing in another state or territory with requirements less than those of this state must satisfy all the requirements previously mentioned and, in addition, must provide evidence that s/he has practiced as an embalmer, funeral director, or both, for the five (5) consecutive years next preceding his/her application with this board.

(6) All credentials required by this rule for licensure by reciprocity must be in the possession of the board's executive secretary at least thirty (30) days before any regular meeting of the board.

(7) The board reserves the exclusive right to pass upon the standards of qualifications of the various states from which applicants may be accepted by reciprocity and it reserves the right to reject an applicant on educational, moral, ethical, professional or other grounds.

**AUTHORITY:** sections 43.543, RSMo 1994 and 333.051, 333.III.1, RSMo Supp. 1997.\* Original rule filed Oct. 17, 1975, effective Oct. 28, 1975. Amended: Filed Aug. 16, 1976, effective Dec. 11, 1976. Emergency rule filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Rescinded and readopted: Filed Nov. 8, 1978, effective Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982. Amended: Filed Sept. 5, 1990, effective March 14, 1991. Amended: Filed March 4, 1991, effective July 8, 1991. Amended: Filed Feb. 1, 1994, effective July 30, 1994. Amended: Filed Dec. 22, 1997, effective June 30, 1998.



*\*Original authority: 43.543, RSMo 1993; 333.051, RSMo 1965, amended 1981; and 333.III.1, RSMo 1965, amended 1981, 1993, 1995.*

#### 4 CSR 120-2.050 Miscellaneous Rules

*PURPOSE: This rule incorporates miscellaneous rules pertaining to embalmer's and funeral director's licenses.*

(1) All licensees may represent themselves before the board without an attorney. If the licensee desires to be represented by an attorney, the attorney must be licensed to practice law in Missouri or meet the requirements of the Supreme Court with respect to nonresident attorneys.

(2) The rules in this division are declared severable. If any rule, or section of a rule, is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions shall remain in full force and effect unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

(3) Upon written request to the board's executive secretary, copies of these rules will be provided to any licensed funeral director, registered intern, practicum student, student embalmer or member of the public.

(4) No temporary license authorized under section 333.041.7, RSMo will be issued until the board has been advised as to the location of the funeral establishment at which the temporary funeral director's license will be used. Any license issued under this section may be used only in connection with the operation of that funeral establishment. Violation of this rule will be deemed misconduct in the practice of funeral directing.

*AUTHORITY: sections 333.III.1, RSMo Supp. 1993 and 333.121.2(6), RSMo 1986. \*Original rule filed Oct. 17, 1975, effective Oct. 28, 1975. Amended: Filed Aug. 16, 1976, effective Dec. 11, 1976. Emergency rule filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Rescinded and readopted: Filed Nov. 8, 1978, effective Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982.*

*\*Original authority: 333.III.1, RSMo 1965, amended 1981, 1993 and 333.121.2(6), RSMo 1965, amended 1981.*

#### 4 CSR 120-2.060 Funeral Directing

*PURPOSE: This rule clarifies the provisions governing the practice of funeral directing.*

(1) Every person who desires to enter the profession of funeral directing in Missouri and who is not entitled to a license under section 333.051, RSMo, shall make application with the board for a funeral director license on the forms provided by the board and shall pay the funeral director application and the Missouri law examination and funeral director practical examination fees.

(2) Every applicant who has made application for a license as a funeral director and has been registered as a funeral director apprentice by the board shall serve a twelve (12)-month period of apprenticeship in a funeral establishment licensed for the care and preparation for burial and transportation of the human dead in this state or in another state which has established standards for admission to practice funeral directing equal to, or more stringent than, the requirements for admission to practice funeral directing in this state. The apprentice funeral director shall devote at least fifteen (15) hours per week to his/her duties as an apprentice under the supervision of a Missouri licensed funeral director.

(3) During the period of apprenticeship, the apprentice funeral director must file with the board at least ten (10) case reports on funeral services that s/he has arranged and conducted under the supervision of a Missouri licensed funeral director. The apprentice funeral director must mail each case report required by this rule to the board office within thirty (30) days from the date of final disposition. Each case report must be signed by the apprentice funeral director and his/her supervisor, and must be submitted on the forms provided by the board. The board, at its discretion, may reject any case report that is not properly completed.

(4) After completion of the twelve (12)-month funeral director apprenticeship period, the apprentice funeral director shall make arrangements with the board office to appear at the designated examination site to take the Missouri law examination and the funeral director practical examination. Only those applicants achieving a score of seventy-five percent (75%) or greater on the law and practical examinations shall be deemed to have passed the examinations. If an applicant fails to achieve a score of seventy-five percent (75%) on either exam, s/he will be permitted to retake the examination by notifying the board office and submitting the required examination fee.

(5) All notifications for the funeral director's examinations must be received by the board at least thirty (30) days prior to the date of the

next regularly scheduled examination and must be accompanied by any applicable fee.

(6) Upon successful completion of both the board's law and practical examinations, the apprentice funeral director will be issued a license to practice funeral directing.

(7) Upon acceptance of the application and examination fees, an applicant shall have twenty-four (24) months to successfully complete the requirements for licensure or the application will be canceled.

(8) If a Missouri licensed embalmer desires to enter the profession of funeral directing in this state and is not entitled to a license under section 333.051, RSMo, s/he shall make application for a funeral director license and pay the application and examination fees. The applicant shall comply with all the requirements for licensure as a funeral director pursuant to section 333.041.1, RSMo. Upon successful completion of the board's law and practical examinations, the applicant will be issued a license to practice funeral directing.

(9) If an individual provides the board an official transcript and documentation indicating s/he is a graduate of an institute of mortuary science education accredited by the American Board of Funeral Service Education or any successor organization recognized by the United States Department of Education for Funeral Service Education and desires to enter the profession of funeral directing in this state and is not entitled to a license under section 333.051, RSMo, s/he shall make application for a funeral director license and pay the application and examination fees. The applicant shall comply with all the requirements for licensure as a funeral director pursuant to section 333.041.1, RSMo. Upon successful completion of the board's law and practical examinations, the applicant will be issued a license to practice funeral directing.

(10) If an individual provides the board an official transcript and documentation indicating s/he has successfully completed a course of study in funeral directing offered by a college accredited by a recognized national, regional or state accrediting body and approved by the State Board of Embalmers and Funeral Directors and desires to enter the profession of funeral directing in this state and is not entitled to a license under section 333.051, RSMo, s/he shall make application for a funeral director license and pay the application and examination fees. The applicant shall comply with all the requirements for licensure as a funeral director pursuant to section 333.041.1, RSMo. Upon successful

completion of the board's law and practical examinations, the applicant will be issued a license to practice funeral directing.

(11) A college accredited by a recognized national, state, or regional accrediting body may seek the approval of the State Board of Embalmers and Funeral Directors for a course of study in funeral directing by submitting a description of the program, the college catalog listing the course of study and evidence that the program has been approved to be offered in that institution by the administration of the college and the Coordinating Board of Higher Education.

(12) Effective January 1, 1995, a limited license will be issued by the board to any qualified individual who desires to work in a function B funeral establishment only upon application to the board for limited funeral director's license and upon payment of the funeral director's examination fee. Any applicant for a limited funeral director's license will be exempt from serving the six (6)-month period of internship, the six (6)-month period of apprenticeship, and passage of the board's practical examination but will be required to successfully complete the board's written funeral director's examination. Any license issued under this section will be identified as a limited license.

(13) Should a holder of a limited funeral director's license desire to obtain a full funeral director's license, the individual must fulfill all requirements described in sections (1)–(10), with the exception of passing the written funeral director's examination which is a requirement for the limited license.

(14) It shall be considered misconduct in the practice of funeral directing for a licensed funeral director to permit any unlicensed person to engage in, or take charge of, the activities for which a license is required by law.

(15) A licensed funeral director must be present and personally must supervise the conduct of each funeral service conducted by or from a licensed funeral establishment. A violation of this section will be considered misconduct in the practice of funeral directing.

(16) A licensed funeral director must be present and personally must supervise an interment service or cremation service. A violation of this section will be deemed misconduct in the practice of funeral directing. Once the body has been delivered to a cemetery for the purpose of interment or to a crematory for the purpose of cremation and after any ceremonial funeral services have been completed, the funeral director is not required to stay with the body. Nothing in this rule shall

be interpreted as requiring the funeral director to leave the cemetery before disposition is complete. Furthermore, nothing in this rule shall be interpreted as relieving the funeral director of any responsibilities s/he has under his/her contract with the person(s) having the right to control the incidents of burial.

(17) An unlicensed person may transport dead human bodies from the place of death to another location or may transport dead human bodies out of this state if these services are performed under the direction of a licensed funeral establishment.

(18) No person other than a duly licensed and registered funeral director may make the following at-need arrangements with the person having the right to control the incidents of burial:

(A) In connection with the temporary or final entombment or cremation, disinterment, reinterment or other lawful disposition of a dead human body;

(B) For the care, preparation, shipment or transportation of a dead human body; and

(C) For the sale or rental to the public of funeral merchandise, services or paraphernalia from a funeral establishment.

(19) The taking of preliminary information by an unlicensed person will not be construed as the making of at-need funeral arrangements under this rule.

(20) Whenever an unlicensed person makes other than at-need funeral arrangements on behalf of a funeral director or funeral establishment, the unlicensed person at all times must be under the supervision and control of a licensed funeral director.

(21) Violations of this rule will be deemed misconduct in the practice of funeral directing.

(22) The business and practice of funeral directing may be conducted only from a fixed place or establishment which has been licensed by the board.

*AUTHORITY: sections 333.III.1, RSMo Supp. 1997 and 333.121, RSMo 1994.\* Original rule filed Oct. 17, 1975, effective Oct. 28, 1975. Amended: Filed Aug. 16, 1976, effective Dec. 11, 1976. Emergency amendment filed Nov. 9, 1978, effective Nov. 20, 1978, expired Feb. 11, 1979. Rescinded and readopted: Filed Nov. 8, 1978, effective Feb. 11, 1979. Rescinded and readopted: Filed Jan. 13, 1982, effective April 11, 1982. Amended: Filed Dec. 2, 1983, effective April 12, 1984. Amended: Filed July 29, 1988, effective Dec. 11, 1988. Amended: Filed Sept. 6, 1988, effective Dec. 11, 1988. Amended:*

*Filed Sept. 6, 1989, effective Dec. 28, 1989. Amended: Filed Sept. 5, 1990, effective March 14, 1991. Amended: Filed March 4, 1991, effective July 8, 1991. Amended: Filed March 26, 1991, effective Sept. 30, 1991. Amended: Filed Feb. 1, 1994, effective July 30, 1994. Amended: Filed Dec. 22, 1997, effective June 30, 1998. Rescinded and readopted: Filed Sept. 8, 1998, effective Jan. 30, 1999.*

*\*Original authority: 333.III.1, RSMo 1965, amended 1981, 1993, 1995 and 333.121, RSMo 1965, amended 1981.*



**APPLICATION FOR FUNERAL DIRECTOR'S LICENSE**

RETURN TO:  
 STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS  
 P.O. BOX 423  
 3605 MISSOURI BOULEVARD  
 JEFFERSON CITY, MO 65102  
 TELEPHONE (573) 751-0813  
 TDD (800) 735-2966

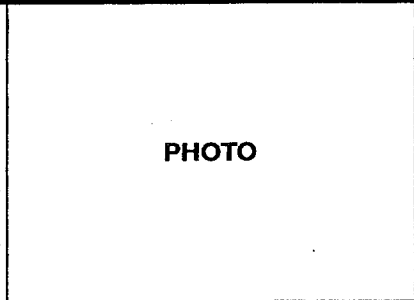
I HEREBY MAKE APPLICATION TO THE STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS, OF THE STATE OF MISSOURI, FOR REGISTRATION UNDER THE LAWS OF THE STATE OF MISSOURI, AS A "FUNERAL DIRECTOR", AND SUBMIT THE FOLLOWING STATEMENTS:

FOR OFFICIAL USE ONLY	
LICENSE NUMBER	DATE LICENSED
FEE RECEIVED	DATE DEPOSITED
CHECK NO.	INITIALS

**INSTRUCTIONS TO APPLICANT**

Applicant must complete all applicable sections below. The proper fee, as set by the Board, shall accompany each application. Check, money order, or bank draft shall be made payable to the Missouri State Board of Embalmers and Funeral Directors.

The applicant shall appear before the board to be tested on the applicant's legal and practical knowledge of funeral directing, funeral home licensing, preneed funeral contracts and the care, custody, shelter, disposition, and transportation of dead human bodies. The Missouri Law Examination and the Missouri Practical Examination are normally given the third Wednesday of each month at the Board office, 3605 Missouri Boulevard, Jefferson City, Missouri. Both examinations consist of 50 multiple choice or true-false questions. You will be allowed one (1) hour to complete each examination.



**GENERAL INFORMATION (ALL APPLICANTS MUST COMPLETE THIS SECTION)**

I hereby apply for a license to practice as a funeral director in the State of Missouri on the basis of (Check one):

<input type="checkbox"/> Funeral Director Apprentice	<b>Fee: \$200.00</b> (Funeral Director Application Fee - \$100.00 + Missouri Law Examination Fee - \$50.00 + Practical Examination Fee - \$50.00)
<input type="checkbox"/> Funeral Director Education	<b>Fee: \$200.00</b> (Funeral Director Application Fee - \$100.00 + Missouri Law Examination Fee - \$50.00 + Practical Examination Fee - \$50.00)
<input type="checkbox"/> Limited Funeral Director	<b>Fee: \$150.00</b> (Funeral Director Application Fee - \$100.00 + Missouri Law Examination Fee - \$50.00)
<input type="checkbox"/> Funeral Director Reciprocity	<b>Fee: \$250.00</b> (Funeral Director Reciprocity Application Fee - \$200.00 + Missouri Law Examination Fee - \$50.00)

NAME (PRINT IN FULL, INCLUDING MIDDLE NAME)

PREVIOUS NAMES (IF ANY) SOCIAL SECURITY NUMBER (REQUIRED)

NAME TO APPEAR ON LICENSE

PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE) TELEPHONE NUMBER ( )

DATE OF BIRTH ARE YOU A MISSOURI RESIDENT?  YES  NO If no, please complete appropriate section COUNTY/STATE OF RESIDENCE

**EDUCATION NOTE: ENCLOSE A COPY OF HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT. AN OFFICIAL TRANSCRIPT FROM ALL COLLEGES ATTENDED MUST BE MAILED DIRECTLY TO THE BOARD OFFICE FROM THE COLLEGE(S).**

HIGH SCHOOL NAME	LOCATION (CITY AND STATE)	GRADUATION DATE
COLLEGE(S) NAME		
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
DEGREE/CERTIFICATION EARNED		GRADUATION/CERTIFICATION DATE

If you have a disability and require accommodations addressed by the Americans with Disabilities Act, please notify this office at the time of application to insure that reasonable accommodations are made for your needs. Notification must be made in writing and mailed to the Missouri State Board of Embalmers and Funeral Directors, P.O. Box 423, Jefferson City, Missouri 65102. Notification of special needs must be received at least thirty (30) days in advance of any scheduled examination date. The text telephone number for the hearing impaired is (800) 735-2966.

**CERTIFICATE OF CHARACTER (ALL APPLICANTS MUST COMPLETE THIS SECTION)**

We, the undersigned, being personally acquainted with the applicant, do hereby certify, to the best of our knowledge, the said applicant is of good moral character. We believe him/her to be a fit person to receive a license to practice funeral directing in the State of Missouri, and the affixed photograph is a likeness of the applicant.

TYPED OR PRINTED NAME	SIGNATURE	FUNERAL DIRECTOR'S LICENSE NO.
ADDRESS (NUMBER AND STREET, CITY, STATE, ZIP CODE)		TELEPHONE NUMBER
TYPED OR PRINTED NAME	SIGNATURE	FUNERAL DIRECTOR'S LICENSE NO.
ADDRESS (NUMBER AND STREET, CITY, STATE, ZIP CODE)		TELEPHONE NUMBER

**AFFIDAVIT OF EMPLOYMENT – FUNERAL DIRECTOR APPRENTICE APPLICANTS MUST HAVE THIS SECTION COMPLETED BY EMPLOYER**

FUNERAL ESTABLISHMENT NAME	FUNERAL ESTABLISHMENT LICENSE NO.	DATE EMPLOYMENT BEGAN
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

The apprentice funeral director will be serving his/her apprenticeship under the following Missouri licensed funeral director(s). Please print.

FUNERAL DIRECTOR NAME	MO. F.D. LIC. NO.	FUNERAL DIRECTOR NAME	MO. F.D. LIC. NO.
FUNERAL DIRECTOR NAME	MO. F.D. LIC. NO.	FUNERAL DIRECTOR NAME	MO. F.D. LIC. NO.

I hereby state the above named individual became an employee of stated funeral establishment on the date listed. I further state that the named employee will devote at least (15) hours per week to his/her duties as an apprentice funeral director and that I am the person in charge of said funeral establishment and I am familiar with the Missouri requirements governing apprentice funeral directors and I agree to comply with the same.

<b>MUST BE SIGNED IN THE PRESENCE OF NOTARY</b> NOTARY PUBLIC EMBOSSER SEAL OR BLACK INK RUBBER STAMP	SIGNATURE OF APPLICANT	
	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		
USE RUBBER STAMP IN CLEAR AREA BELOW.		

If for any reason you change employment, an updated application must be completed and signed at that time.  
PLEASE CONTACT BOARD OFFICE FOR APPROPRIATE FORM

**AFFIDAVIT OF APPLICANT – ALL APPLICANTS MUST COMPLETE THIS SECTION**

I, the above named applicant, being first duly sworn upon my oath, state as follows:  
 That I have personally completed the foregoing application truthfully and completely, without omission;  
 That all the information and answers contained in the foregoing application and any attachments thereto are true and correct to my best knowledge and belief; and  
 That I realize that I made this affidavit knowingly, and that any false statement or material omission herein subjects me to criminal penalties for making a false affidavit under Section 575.050, RSMo 1978.

<b>MUST BE SIGNED IN THE PRESENCE OF NOTARY</b> NOTARY PUBLIC EMBOSSER SEAL OR BLACK INK RUBBER STAMP	SIGNATURE OF APPLICANT	
	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		
USE RUBBER STAMP IN CLEAR AREA BELOW.		

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**IMPORTANT**

**EXPLANATIONS REQUIRED IN RESPONSE TO THE FOLLOWING QUESTIONS MUST BE ON A SEPARATE SHEET AND SIGNED BY YOU BEFORE A NOTARY PUBLIC AND NOTARIZED.**

	<b>YES</b>	<b>NO</b>
Have you ever applied for licensure as a funeral director or taken the examination for licensure as a funeral director in any other state or territory? If yes <span style="margin-left: 20px;">▶</span> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> <span style="margin-left: 20px;">WHERE?</span> <span style="margin-left: 20px;">WHEN?</span>	<input type="checkbox"/>	<input type="checkbox"/>
If yes were you ever licensed by that state or territory? If no, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
How was your license obtained? <input type="checkbox"/> Examination <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Reciprocity <input type="checkbox"/> Other (specify) _____		
Is your license in that state or territory current? (i.e. not lapsed or inactive) If no, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Has your license ever been disciplined by that state or territory? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted, adjudged guilty by a court, pled guilty or pled nolo contendere to any crime (excluding traffic violations)? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been charged with or convicted of a felony whether or not sentence was imposed or suspended? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Have you in the past five (5) years been charged with or convicted of any federal or state drug laws or rules whether or not sentence was imposed or suspended? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Are you now or have you in the past five (5) years been addicted to or used in excess, alcohol or any prescription drugs or illegal chemical substances? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Are you now being treated or have you in the past five (5) years been treated through a drug or alcohol rehabilitation program? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever in the past five (5) years been convicted, adjudged guilty by a court, pled guilty nolo contendere to any traffic offense resulting from or related to the use of drugs or alcohol? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>

**RECIPROCITY APPLICANTS – CHECK APPROPRIATE BOX**

- I hold a valid, unrevoked and unexpired license as a funeral director in the state of \_\_\_\_\_. The state in which I hold a license as a funeral director has requirements for licensure substantially similar to those existing in Missouri. I will initiate a letter to be transmitted directly from the examining board of the state or territory in which I hold licensure as a funeral director. The letter shall include (1) a certified statement showing the grade rating upon which my license was granted, (2) whether or not my license is in good standing with that board, (3) whether or not my license in that state has been suspended, revoked or otherwise disciplined, and (4) whether or not there are complaints pending against me.
- I hold a valid, unrevoked and unexpired license as a funeral director in the state of \_\_\_\_\_. The state in which I hold a license as a funeral director has requirements for licensure less than Missouri's requirements for licensure. I have had five consecutive years of active experience as a funeral director in the state in which I am licensed. I will initiate a letter to be transmitted directly from the examining board of the state or territory in which I hold licensure as a funeral director. The letter shall include (1) a certified statement showing the grade rating upon which my license was granted, (2) whether or not my license is in good standing with that board, (3) whether or not my license in that state has been suspended, revoked or otherwise disciplined, and (4) whether or not there are complaints pending against me.

**USE THE ENCLOSED CERTIFICATE OF STATE ENDORSEMENT TO SEND DIRECTLY TO THE STATE BOARD GRANTING ORIGINAL LICENSURE; WHEN FILLED OUT AND SIGNED, THIS CERTIFICATE MUST BE TRANSMITTED DIRECTLY TO THE EXECUTIVE DIRECTOR OF THE MISSOURI STATE BOARD.**

**APPLICANTS WHO ARE NOT RESIDENTS OF MISSOURI MUST COMPLETE THIS SECTION**

I am not a resident of Missouri. I reside in \_\_\_\_\_ county in the state of \_\_\_\_\_. The county in which I reside is contiguous and adjacent to Missouri. I hold a valid, unexpired, unrevoked license as a funeral director in the state in which I reside or the law of the state in which I reside authorizes the granting of licenses to practice funeral directing in that state to persons licensed as funeral directors under the law of the State of Missouri.

I am regularly engaged in the practice of funeral directing at a funeral establishment in Missouri named \_\_\_\_\_ and/or I am regularly engaged in the practice of funeral directing or embalming at the following establishment(s) outside of the State of Missouri:

IS THE COUNTY CONTIGUOUS AND ADJACENT TO MISSOURI:

YES	NO	ESTABLISHMENT NAME AND ADDRESS	COUNTY	STATE

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