

APPLICATION FOR APPRENTICE EMBALMER

Individuals applying for an embalmer license must submit the completed *Application for Embalmer's License* marked with the application type of apprentice, an official transcript sent from the mortuary science program documenting graduation, proof of being at least eighteen (18) years of age, official results for National Board Funeral Service Arts or Missouri Funeral Service Arts and National Board Funeral Service Sciences examinations sent directly from The International Conference of Funeral Service Examining Boards' (the Conference), and the fee of \$164 (\$150.00 application fee and \$14.00 Highway Patrol background check fee).

Once the required information is received and finalized, the applicant will be issued an apprentice registration to work as an apprentice embalmer with an Affidavit of Practical Work form for each eligible Missouri licensed embalmer listed as a supervisor for each licensed funeral establishment listed on the application. **The designated card on the Affidavit of Practical Work form or a copy of such shall be displayed in a conspicuous location accessible to the public at each establishment where the apprentice is working.**

The apprentice embalmer must serve **at least thirty (30) hours per week for at least twelve (12) consecutive months** under the direct supervision of a Missouri licensed embalmer(s) and must embalm **at least twenty-five (25) dead human bodies**. The information for each embalming will need to be listed on the Affidavit of Practical Work form(s) of the licensed embalmer that directly supervised the embalming.

If during the apprenticeship, the apprentice should change or add places of employment or embalmers as supervisors, the apprentice will need to submit an *Update Application for Registration as an Embalmer Apprentice*. That form can be found on the board's website at <http://pr.mo.gov/embalmers-forms.asp>.

The embalmer apprentice registration authorizes the apprentice to engage in the practice of embalming only during the period of apprenticeship. **Once the apprenticeship is successfully completed, the embalmer apprentice registration shall become null and void.** Any Missouri licensed funeral director who allows a former apprentice who has completed his/her apprenticeship to engage in the practice of embalming before the applicant is fully licensed may be subject to discipline for misconduct.

Once an applicant has completed the apprenticeship, they should submit affidavits to the state board office signed and notarized, reflecting that they served at least a twelve (12) consecutive month apprenticeship and performed at least twenty-five (25) embalmings.

Prior to the completion of the apprenticeship, the apprentice embalmer must successfully complete the Missouri Law (LRR) examination with a passing score of seventy-five (75) or better. The state board office will notify the applicant of eligibility to take the required examinations. The board encourages applicants to take the examination as soon as possible.

Information relating to specifics of the examination process can be found at the Conference's website at <http://www.theconferenceonline.org/> or at (479) 442-7076 or 1885 Shelby Lane, Fayetteville, AR 72704.

The State of Missouri examination fee is paid through the Conference as listed below:

Missouri Law (LRR)	\$140.00
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Applicants shall have five (5) years from the date of graduation from an accredited program to successfully complete the requirements for licensure or the application will be cancelled and the applicant will be required to follow the same procedure as any new applicant by submitting a new application and paying all applicable fees.

Applicants should keep the board office informed of any changes in email and mailing address to ensure that correspondence will reach them promptly. Changes can be submitted to the board office by mail or by email to embalm@pr.mo.gov.

APPLICANTS WHO HAVE PREVIOUSLY BEEN LICENSED IN MISSOURI-LICENSE VOID

Individuals applying for a license who have previously held a Missouri embalmers license that has become void pursuant to statute, shall be required to make application and meet all licensure requirements as noted above with the exception of the difference in the period of apprenticeship.

Pursuant to the board's regulations, the applicant shall complete a **six (6) consecutive month period of apprenticeship** during which time they shall be required to **embalm at least twelve (12) dead human bodies** under the supervision of a Missouri licensed embalmer. No previous apprenticeship will be considered.

If applicants have any questions, please do not hesitate to contact the board office at embalm@pr.mo.gov or (573) 751-0813.