

## APPLICATION FOR EMBALMER PRACTICUM STUDENT REGISTRATION

If currently enrolled in an accredited mortuary program and **prior to serving** as practicum student in a Missouri licensed funeral establishment(s) an individual must register with the State Board of Embalmers and Funeral Directors' office.

The *Application for Embalmer Practicum Student Registration* is to be submitted along with the fee of \$39.00 (\$25.00 application fee/\$14.00 Highway Patrol Check Fee). The check must be made out for the entire amount to: The Board of Embalmers and Funeral Directors

During the period of practicum, the certificate of registration issued by the board to the practicum student shall be displayed in a conspicuous location assessable to the public at the funeral establishment(s) where the practicum student is working.

The practicum student is authorized to engage in the practice of embalming only at the Missouri licensed funeral establishment(s) designated on the certificate of registration and only under the direct supervision of a Missouri licensed embalmer.

The practicum student may assist in the practice of funeral directing only under direct supervision of a Missouri licensed funeral director and only at the Missouri licensed funeral establishment(s) designated on the certificate of registration.

If during the period of practicum, the practicum student should change a place of employment or add additional supervisors, the student should contact the board office to obtain the appropriate instructions and forms.

**The practicum student registration ends on a designated date. Following such date a practicum student is not authorized to continue to work as a practicum student.**

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](mailto:embalm@pr.mo.gov).

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

### HOW TO COMPLETE THE APPLICATION FOR EMBALMER PRACTICUM STUDENT REGISTRATION:

**Applicant Information:** you will need to fully complete this section by listing your information including your name, social security number, date of birth, present address, mortuary school and high school information. This information is required in order to successfully complete this application. Please note: if an email address is provided, our office will correspond by email to expedite the application process.

**Section II – Practicum Location/FDIC Affidavit:** you will need to fully complete this section by listing the funeral establishment name, license number and physical address in which you will be using your Embalmer Practicum Student Registration. You will also need to list the Embalmer Practicum Instructor license number and funeral director in charge license number

for this location. The notary section is required to be signed by the funeral director in charge of the funeral establishment listed.

**Section II – Practicum Location/FDIC Affidavit (continued):** If you will be serving your practicum at another funeral establishment you will need to complete this section. The notary section is required to be signed by the funeral director in charge of the funeral establishment listed.

**Background Questions:** you will need to fully complete each question. If you indicate “yes” on any of the questions, you are required to provide a written statement with full explanation and provide certified court documentation regarding the incident(s). (i.e. Docket Sheet, Information or Indictment, and Final Disposition.)

**Section III – Mortuary School Information:** this section must be fully completed by the mortuary school.

**Section IV – Affidavit of Applicant:** you must provide a recent photo and attach with your application or tape to this section. Check the box only if in all of the last three (3) years: you were not a Missouri resident, you did not have any Missouri income, and you are not subject to any type of Missouri income tax. The notary section is required to be completed by the applicant that is applying to become an Embalmer Practicum Student.