



APPLICATION FOR REGISTRATION APPRENTICE FUNERAL DIRECTOR/EMBALMER

NEW FEES IN EFFECT

DEMOGRAPHICS

Applicant Name: (Last, First, MI)		
Address:	Social Security No.:	
City:	Day/Work Phone:	Email:
State, Zip:	Birth Date:	

EDUCATION

Type	School	Date of Graduation/Degree/Credit Hours
High School/GED		
Undergraduate		
Mortuary School		
*Other: explain		

EMPLOYMENT

Present Funeral Establishment Employer:		
Employer Address:		
City:	State:	Zip:
Phone:		

CRIMINAL BACKGROUND

1. Have you ever been convicted of a felony crime or its equivalent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you currently charged or under investigation for a crime which constitutes a felony violation or its equivalent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPLICANT CERTIFICATION: *to be completed by applicant*

I, _____, do hereby certify that I am the person making this application for registration as an apprentice and that the facts and statements herein made are true and correct to the best of my knowledge and belief.	
I understand that the educational requirements can be completed prior to, during or after the apprenticeship. I understand that my apprenticeship must consist of diligent attention to work in the course of regular and steady employment for a period of one year (defined as a forty-hour week or longer, and such employment will be subject to reporting to all Federal and State agencies). I understand that I must take an active part in the operation of embalming of at least thirty-five (35) dead human bodies and that I must take an active part in the conducting of thirty-five (35) funeral services and arrangements. I understand that the apprenticeship must be served under direct supervision at all times by the supervising funeral director/embalmer or funeral service licensee named above. I understand and agree that upon completion of the apprenticeship that I will notify the Board of the same.	
Witness (other than supervising funeral director/embalmer or funeral service licensee)	Applicant Signature _____
Date _____	Date _____

CHILD SUPPORT OBLIGATION

Pursuant to WV Code §48-15-303 each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If convicted of false swearing, you can be fined up to \$1000 and in the discretion of the court, confined in jail up to one year, and you shall be adjudged forever incapable of holding any office of honor, trust or profit in this state, or of serving as a juror.

- 1. Do you have a child support obligation? Yes No
- 2. If the answer to question 1, above, is yes, are you in arrearage? Yes No
- 3. If the answer to question 2, above, is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months? Yes No
- 4. Are you the subject of a child support related subpoena or warrant? Yes No

SUPERVISING FUNERAL DIRECTOR/EMBALMER

Supervisor/Preceptor Name: (Last, First, MI) _____

License No(s): _____

Supervisor Employer: _____

SUPERVISOR/EMPLOYER CERTIFICATION: to be completed by supervising funeral director/embalmer and/or employer

SUPERVISOR CERTIFICATION:

I, _____, do hereby affirm that I am the holder of a West Virginia Funeral Director/Embalmer or Funeral Service License, which are active and free of any disciplinary action.

The named applicant is regularly employed by me, or my employer, as a full-time employee as an Apprentice, effective on _____, 20____ and is under my direct supervision and that to the best of my knowledge and belief, the named applicant is not engaged in a mortuary science educational program.

Witness (other than applicant and must be affiliated with the funeral establishment) _____ Signature of Supervising Funeral Director/Embalmer or Funeral Service Licensee _____

Date _____ Date _____

EMPLOYER CERTIFICATION:

I, _____ (Employer or Business Representative), _____ (Title) do hereby affirm that the named applicant is employed with my/our business.

Witness (other than applicant and must be affiliated with the funeral establishment) _____ Employer or Business Representative _____

Date _____ Date _____

ADDITIONAL SUPERVISORS/PRECEPTORS

Other Funeral Director/Embalmers or Funeral Service Licensees may supervise the apprentice when the primary supervisor is unavailable to supervise. These persons must be full-time employees of the funeral establishment where the apprentice is serving his/her apprenticeship.

Will other Funeral Director/Embalmers or Funeral Service Licensees supervise you? Yes No

If you answer yes, a supplemental form will be sent to you for completion.

APPLICANT SIGNATURE

If you make a false statement concerning any question on this application, you may be subject to disciplinary action, including but not limited to, immediate revocation or suspension of your registration.

I _____ hereby certify, under penalties of perjury and false swearing, that the information on this application is true and correct to the best of my knowledge.

Applicant Signature

FEES AND OTHER DOCUMENTS

THE APPLICATION WILL BE PROCESSED UPON RECEIPT OF THIS FORM **AND** ALL DOCUMENTS LISTED BELOW. YOUR APPRENTICE LICENSE WILL BE EFFECTIVE THE 1ST DAY OF THE MONTH FOLLOWING RECEIPT OF YOUR APPLICATION.

Attach the following to the application:

1. Fee of \$220.00, payable to "WVBFSE." Fees are not prorated.
2. Plain paper copy of Birth Certificate
3. Photograph

Have the following documents submitted directly from the applicable institution: The Educational requirements can be obtained prior to, during or after the Apprenticeship.

1. Transcript showing minimum of 60 semester hours of undergraduate course work*
2. Transcript showing mortuary school course work (if completed)
3. NBE scores (if completed)

* If you obtained a Bachelor's Degree in Mortuary Science, you do not need to submit a transcript showing undergraduate course work; you only need to submit transcript showing mortuary school course work. If your mortuary schools is a two year program, you will need to complete the 60 semester hours of undergraduate work prior to obtaining a license as a funeral director. See Licensing Requirements for explanation of undergraduate course work