

Texas Funeral Service Commission

Provisional Funeral Director Task Checklist

Each Provisional Funeral Director will need to submit required documentation for **45 cases** as required by the TFSC; 10 of the required cases need to be complete cases performed during the final three (3) months for the provisional term. A Provisional Funeral Director may elect to use up to 10 cases from their accredited funeral service education program as indicated in Texas Occupation Code 651.3035. The following list includes tasks which are considered “Essential” to the funeral directing process and tasks which are considered “Non-essential”.

For a Provisional Funeral Director to receive credit for a case, a minimum of **7 tasks (essential or non-essential)** need to be performed, verified and signed off by a supervising funeral director.

For a Provisional Funeral Director to receive credit for a complete case, a minimum of **15 tasks (at least 10 essential)** need to be performed, verified and signed off by a supervising funeral director.

	Essential Tasks (15)		Non-Essential Tasks (12)
A	Arrangement Conference with Authorizing Agent	1	Death Notification (First Call)
B	Communicate Price Information and Present “Facts about Funerals” Publication	2	Transfer Remains from Place of Death to Funeral Establishment or From Funeral Establishment to Crematory
C	Present Funeral Merchandise	3	Set up viewing room or chapel equipment
D	Generate Statement of Funeral Goods and Services Selected (Purchase Agreement) and Obtain Signatures	4	Arrange for Clergy or Fraternal Organization
E	Prepare and File Required Forms	5	Arrange Flowers in Visitation Room or Chapel
F	Arrange for Ship Out	6	Supervise or Instruct Casket Bearers
G	Prepare or Assist with Cemetery Arrangements	7	Compose Obituary or Clergy Data
H	Arrange for Reception	8	Drive any vehicle in funeral service
I	Dress and Casket Remains or Prepare Remains for Cremation	9	Obtain Vital Statistic Information for the Death Certificate
J	Cosmetize Remains	10	Arrange or Supervise Cortege (Vehicle Procession)
K	Assist with Viewing or Funeral or Memorial Service	11	Transfer Cremated Remains into a Permanent Urn
L	Assist with Graveside Service or Alternate Disposition	12	Present and Complete Appropriate Veteran Forms
M	Direct Funeral or Memorial Service		
N	Direct Committal Service at Interment Site		
O	Deliver or Release Cremated Remains to Authorized Agent		