

Texas Funeral Service Commission Provisional Embalmer Program Guidelines

Read all requirements and instructions carefully. Questions regarding the Provisional Embalmer Program should be addressed at the onset of participation.

- The provisional program is a 12 month program. A provisional license is only eligible for ONE renewal after the first 12 months of the provisional program. The renewal period cannot exceed 12 months.
- All requirements needed for full licensure **MUST** be completed before the provisional license expires.
- The licensee must be employed by a licensed Funeral Establishment or Commercial Embalming Facility for the duration of the program.
- Embalmer provisional licensees must be supervised by a licensed embalmer.
- A minimum of 45 cases is required for the Embalmer provisional program.
- Each Embalmer provisional licensee must perform 10 complete cases. A complete embalming requires the provisional embalmer to handle all major actions included in TAC§203.32 performed on a particular body.
- All casework must be submitted directly to the FDIC/EIC in typewritten or legible format.
- The provisional licensee shall keep a copy of the monthly training reports. The FDIC/EIC shall keep the original monthly training reports. These reports must be maintained for two years from the date the provisional program is completed.
- Personal supervision must meet the standard of Texas Occupations Code §651.306.
- Provisional licensees must immediately notify the Commission in writing of any change in personal mailing address, name, and/or any change in employment.

It is the responsibility of the Provisional Licensee to adhere to the above requirements. Failure to comply with instructions given may result in delay in completion of the program.

333 Guadalupe St, Suite 2-110, Austin, Texas 78701
512-936-2474
Email: info@tfsc.texas.gov Website: www.tfsc.texas.gov

**Texas Funeral Service Commission
Provisional Embalmer
Application Checklist & Instructions**

In order to be considered for licensure, please submit the following:

- APPLICATION(s) FOR ADMISSION INTO THE PROVISIONAL EMBALMER PROGRAM. All sections must be complete. If you answered yes to any question 1 or 2 on the application, complete the “Criminal History Questionnaire for Applicants” Form and submit all requested information.
- FEES. The fee for admission into the provisional licensing program is \$95.00 per license application. Make check or money order payable to the Texas Funeral Service Commission. **Application fees are non-refundable.**
- PROOF OF ENROLLMENT OR GRADUATION FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE. Submit official/certified transcript from the Mortuary School from which you graduated or proof of enrollment from the Mortuary School in which you are currently enrolled. Proof of enrollment means a letter from the school/college stating that you are currently enrolled and does not mean a copy of classes. Note, if you are seeking an exemption under Tex. Occ. Code 651.302(c), please check appropriate box on the application.
- “ROLE & RESPONSIBILITY OF THE FDIC/EIC IN SUPERVISING A PROVISIONAL LICENSE HOLDER” FORM.
- FBI BACKGROUND CHECK.
- TEXAS MORTUARY LAW EXAM SCORE AND DATE TAKEN. Under Tex. Admin. Code, Title 22, Part 10, Rule 203.5(n), an applicant must pass the State Mortuary Law Exam prior to being issued a provisional license.

Please note: Incomplete applications or applications submitted without fees will not be processed and will be returned to the applicant with no action taken.

It is unlawful to practice embalming in the state of Texas prior to the issuance of a provisional embalming license. Mortuary students may participate as necessary as the course of study dictates, but must do so under direct supervision of a licensed embalmer.

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Texas Funeral Service Commission Provisional Embalmer Application

All fields are mandatory and incomplete applications will not be processed.

Name _____ Date of Birth _____ SS# _____

Address _____
Street Address or P.O. Box (if P.O. Box is mailing address physical address is also mandatory)

City _____ State _____ County _____ Zip _____ Telephone Number _____

Name, address and telephone number of funeral establishment employed _____

Establishment license number _____

Name and License Number of FDIC / EIC _____

Have you completed the FBI fingerprint check? Yes ___ No ___ Date taken _____

1. Have you ever been convicted of a felony, found guilty of or entered a plea of guilty or no contest to a felony? YES _____ NO _____
2. Have you ever been convicted of a misdemeanor, found guilty of or entered a plea of guilty or no contest to a misdemeanor? YES ___ NO _____

If you answered yes to ANY of the above questions, complete the "Criminal History Questionnaire for Applicants" Form and submit all requested information. Your application for licensure will not be considered until this form and required information is received.

Name of High School _____ Date graduated/GED received _____

Name of mortuary school(s) currently enrolled/graduated _____

- I am seeking an exemption to the requirement I be enrolled in mortuary school. I understand this exemption is for a period of no more than 12 months and is valid only for the first 12 months of the license. I understand prior to renewal of this license, I must provide proof of enrollment to the Commission or my license will not be renewed.

Date of Mortuary Law Exam: _____ Score: _____

All information provided on this application will be verified by the Texas Funeral Service Commission. Please be advised that falsification of any portion of this document could result in the denial of license issuance.

Please check boxes below to affirm statements, sign and have the document notarized.

- I hereby certify that I am an employee, on a steady and continuous basis, and will serve under the supervision of the licensee whose signature appears on this application.
- I further certify that I have carefully read the questions on this application and have answered them completely and truthfully.
- I declare under penalty of perjury that my answers and all other statements or information submitted by me in this application process are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my application may be denied.
- I agree I will immediately notify the Commission in writing of any change in my personal mailing address, name and/or employment.

Applicant Signature

Subscribed and sworn to before me this _____ day of _____
20____.

(SEAL)

Notary Public in and for the State of Texas

My commission expires _____

Mail completed Application to:

**Texas Funeral Service Commission
PO Box 12217
Austin, Texas 78711**

Role & Responsibility of the FDIC / EIC Provisional Licensing Program

It is the responsibility of the Funeral Director in Charge (FDIC) or the Embalmer in Charge (EIC), whichever is applicable, to maintain the professional standards of the Commission's statute and rules while supervising a provisional licensee. The provisional licensee and the FDIC/EIC share in the responsibility in adhering to the rules and requirements of the Provisional Program.

TAC §203.22, Funeral Director In Charge, & TAC §203.23, Embalmer In Charge, require that the FDIC/EIC retain all documents pertaining to the cases worked by a provisional licensee for two years from the completion date of the provisional program. All documents must be produced upon request by the Commission.

Questions concerning your supervisory role in the Provisional Licensing Program may be directed to the Provisional Licensing Technician at 512-936-2474.

The following form must be submitted with the Provisional License Application. Both the applicant and FDIC/EIC also should keep a copy of the signed form.

ROLE AND RESPONSIBILITY OF THE FDIC/EIC IN SUPERVISING A PROVISIONAL LICENSE HOLDER

If the establishment employs a provisional licensee it is the responsibility of the designated FDIC/EIC and the provisional licensee to schedule case work sufficient for the provisional program. It is also the responsibility of the designated FDIC/EIC to ensure that each provisional licensee is properly supervised while performing cases (which OAG opinion 98-042 defines as being in the same room). This supervision includes the operations of any activities associated with casework assigned to the provisional licensee.

By signing this document I/We attest that I/We have read the above instructions and agree to abide by the rules and regulations regarding the provisional program. In addition, I/We fully understand what is required and expected of all the licenses involved.

Provisional Licensee Printed Name	Signature	Date
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FDIC/EIC Printed Name	Signature	Date
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Subscribed and sworn to me, the undersigned Notary Public of the State of Texas on this the ____ day of _____, _____. My Commission expires on _____.

SEAL

Signature of Notary Public

Instructions for Obtaining Fingerprint Criminal Record Checks for Licensure

ORI Funeral Commission's Service Code - - 11G72Y

IN-STATE APPLICANTS

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
 - To schedule an appointment over the Internet (quickest method):
 - a. Begin the process at this link:
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
 - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
 - To schedule an appointment over the telephone:
 - a. Have your Service Code ready (**11G72Y**), then call **888.467.2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11G72Y**);
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
 - If you plan on bringing a form of identification other than a valid (unexpired) Texas Driver's License, please refer to the Department of Public Safety's acceptable document types here:
<http://www.tn enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
 - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - **Do not throw away the receipt!**
 - You may check status on your submission by clicking on this link
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

OUT OF STATE APPLICANTS

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
 - a. To pre-enroll over the Internet (quickest method):
 - Begin the process at this link:
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
 - On the next screen, click the “*Pay for Ink Card Submission*” button and complete all required fields on the following page
 - Complete payment screen
 - Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information
 - b. To pre-enroll over the telephone:
 - Have your Service Code ready (**11G72Y**), then call **888.467.2080**
 - Inform the MorphoTrust representative that you wish to pre-enroll for a “hard card submission”
 - Once payment is complete a summary confirmation document will be emailed to you
 - Print the confirmation document and complete by signing the waiver and filling in contact information
2. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: **Funeral Commission TX923439Z**. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card
3. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check the status by clicking:

<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Check Status”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



IdentoGO
By MorphoTrust USA

Texas Fingerprint Service Code Form

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080