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For agency use ONLY

## REINSTATEMENT Texas Mortuary Law Exam Application

**\$89.00 Non-refundable Exam fee**

**This form is only for those who previously held a full license.**

**All information is required. Incomplete applications will not be processed and WILL be returned.**

Name \_\_\_\_\_  
(Last) (First) (M) (MAIDEN)

Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_  
(Must be LEGIBLE)

Telephone \_\_\_\_\_

License #: \_\_\_\_\_

**Are you an Active Military member or Veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No**

\*If yes, please provide a copy of your active duty paperwork or DD214; the mortuary law exam fees may be waived.

Are you requesting a retake? \_\_\_\_\_

### Important Information for Applicants:

- **You must apply for licensure within six months of passing the exam or you will be required to retake the exam.**
- Be sure the email is legible and mailing address is current. Access codes will be emailed to email address listed above. It is your responsibility to update the commission of any email and address changes.
- Following submission of this form and exam fee, please allow 10 business days for staff to process your application, fees and setting you up through the online vendor.
- Please do not contact the Commission inquiring about authorization to take the exam during this time period. You will receive an email from staff as soon as the application has been processed.
- Results for the Mortuary Law Exam will be emailed to the examinee upon completion of the exam.
- A passing score of 75 is required. If you are not successful in passing the exam, you may retake the exam again by re-submitting this application and application fee.

### **Please Mail Completed Application and Fee to:**

Texas Funeral Service Commission  
333 Guadalupe St., Suite 2-110  
Austin, Texas 78701

## **Texas Mortuary Law Examination**

The Mortuary Law Exam is a 50 question open-book computerized exam that must be taken online through the TFSC website.

**NOTE: The exam must be completed within a two-hour block of time. The applicant should ensure he/she will be able to complete the exam within the proscribed time period without interruptions prior to starting the exam.**

Steps:

1. Applicant submits a completed Texas Mortuary Law Application, along with the **non-refundable** exam fee, to the Commission.
2. Commission receives application.
3. Within 10 business days, Commission sends email to applicant containing Access Code ID#.
4. Access Code ID# will be valid for 60 days. If you do not log on to register for the exam within that timeframe, your application will go void. The exam fee will not be refunded.
5. Applicant logs onto Commission website to register for exam using the Access Code ID# provided. The online catalog has two test options. Please note your Access Code ID# will only allow you to access the MLE – full.
6. Follow online instructions to register for the exam. Once registered you have 7 days to take the exam. Failure to take the exam within the 7 days, will result in you failing the exam. The exam fee will not be refunded.
7. TAKE EXAM within two-hour block of time.
8. Exam results will be emailed upon completion of the exam.
9. **You must apply for licensure within six months of passing the exam or you will be required to retake the exam.**