



Provisional Funeral Director Program Guidelines

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

- The provisional license is valid for a term of up to 12 consecutive months. A provisional license is only eligible for ONE renewal after the first 12 months of the provisional program for a maximum term of 24 consecutive months. The renewal period cannot exceed 12 months.
- The licensee must maintain enrollment in mortuary school throughout the duration of the program.
- All requirements needed for full licensure MUST be completed before the provisional license expires.
- The licensee must be employed by a licensed Funeral Establishment for the duration of the program.
- Funeral director provisional licensees are not allowed to complete work in a commercial embalming establishment.
- A minimum of 45 cases is required for the Funeral Director provisional program.
- Each Funeral Director provisional licensee must perform 10 complete cases. A complete funeral directing case consists of all major actions from the time of first call through interment or other disposition of the body.
- All casework must be submitted directly to the FDIC in typewritten or legible format.
- The provisional licensee shall keep a copy of the case summary reports. The FDIC shall keep the original case summary reports. These reports must be maintained for two years from the date the provisional program is completed.
- Personal supervision must meet the standard outlined under T.O.C. §651.306.
- Provisional licensees must immediately notify the Commission in writing of any change in name or any change in employment.
- Any mailing address changes will be made through your online account.

It is the responsibility of the provisional license holder to adhere to the above requirements. Failure to comply with instructions given may result in a delay in completing the program or in cancellation of the license.

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
1801 Congress Ave, Suite 11-800
Austin TX 78701



Provisional Funeral Director Application Checklist & Instructions

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

STEP 1

- **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 with a 75% or better.

STEP 2

- **APPLICATION FOR ADMISSION INTO THE PROVISIONAL FUNERAL DIRECTOR PROGRAM.** All sections must be complete. If you answered yes to either question 1 or 2 on page one of 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 \$93.00 per license application. Make check or money order payable to the Texas Funeral Service Commission. **Application fees are non-refundable.**
- **CERTIFIED HIGH SCHOOL TRANSCRIPT OR COPY OF GED CERTIFICATE.** Submit official/certified transcript from the High School from which you graduated or if you received your GED, please send a copy of the GED Certificate given by the Texas Education Agency.
- **PLEASE SUBMIT ONE OF THE FOLLOWING THAT APPLIES:**
 - A. **PROOF OF ENROLLMENT LETTER IF CURRENTLY ATTENDING MORTUARY PROGRAM.** Please submit 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.
**Acceptance letters or class schedules will not be accepted as proof of enrollment.*
 - B. **CERTIFIED MORTUARY TRANSCRIPT FROM AN ACCREDITED MORTUARY SCHOOL OR COLLEGE.** Submit official/certified transcript from the Mortuary School from which you graduated. (This must be submitted prior to exiting the provisional program in order to become fully licensed)
- **"ROLE & RESPONSIBILITY OF THE FDIC IN SUPERVISING A PROVISIONAL LICENSE HOLDER" FORM.**

STEP 3

- **FBI BACKGROUND CHECK.** Due to DPS security policies, once your application and fee has been received, staff will email you with the instructions on obtaining your background check. Please make sure you submit your application with a **valid & legible** email address as this is where the instructions will be sent.

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 funeral directing in the state of Texas prior to the issuance of a provisional funeral director license. Mortuary students may participate as necessary as the course of study dictates, but must do so under direct supervision of a licensed funeral director.

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
1801 Congress Ave, Suite 11-800
Austin TX 78701



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For agency use ONLY

PROVISIONAL Texas Mortuary Law Exam Application

\$89.00 Non-refundable Exam fee

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

Name _____
(Last) (First) (M) (MAIDEN NAME)

Address _____ City _____ State _____ Zip _____

Telephone _____

Email Address _____
(Must be LEGIBLE)

Social Security # _____ Date of Birth _____

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.

Reason for Taking Exam (check all that apply):

- Applying for Provisional Funeral Director
- Applying for Provisional Embalmer

Are you requesting a retake? _____

Important Information for Applicants:

- **You must apply for the provisional program 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:
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 letter/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 - Provisional.
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 to you and the Commission upon completion of the exam.
9. **You must apply to the Provisional program within six months of passing the exam or you will be required to retake the exam.**



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For agency use ONLY

PROVISIONAL Funeral Director Application

\$93.00 Non-Refundable Application Fee

**If you are seeking an Educational Waiver, STOP! You will need to complete the Provisional Waiver Application.
All information is required. Incomplete applications will not be processed and WILL be returned.**

Name _____
First Last M. (MAIDEN)

Social Security # _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____
(Must be LEGIBLE and same email as on your law exam application)

TEXAS MORTUARY LAW EXAM – Must be completed prior to applying to the provisional program.

Date Taken _____ Score: _____
(Must be within the last 6 months)

EMPLOYMENT

Name _____

Address _____

Phone _____

Establishment license # _____

Name and License Number of FDIC _____

FDIC email _____

HIGH SCHOOL

Name of High School _____

Date Graduated/Received GED _____

MORTUARY COLLEGE/SCHOOL

Name of Mortuary School(s) currently enrolled/graduated:

CRIMINAL HISTORY

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, please 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.

Please check boxes below to affirm statement and sign.

- 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 name and/or employment.

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.

Applicant Signature

Printed

Date

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
1801 Congress Ave, Suite 11-800
Austin TX 78701



Role & Responsibility of the FDIC Provisional Licensing Program

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

TAC §203.22, Funeral Director In Charge, requires that the FDIC retain all original 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 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 also should keep a copy of the signed form.

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

If the establishment employs a provisional licensee, it is the responsibility of the designated FDIC and the provisional licensee to schedule case work sufficient for the Provisional Program. It is also the responsibility of the designated FDIC 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

FDIC/EIC Printed Name

Signature

Date

Please Mail Completed Application and Fee to:

Texas Funeral Service Commission
1801 Congress Ave, Suite 11-800
Austin TX 78701