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For agency use ONLY

PROVISIONAL Texas Mortuary Law Exam Application

\$89.00 Non-refundable Exam fee

Applicants must provide all information requested on application. The Commission will return incomplete applications.

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 the Commission will require you to retake the exam.**
- Be sure the email is legible and mailing address is current. The Commission staff and/or online test vendor will email access codes to email address listed above. It is your responsibility to update the Commission of any email and address changes.
- The online test vendor will email the examinees his/her results for the Mortuary Law Exam upon completion of the exam.
- The Commission requires a passing minimum score of 75. 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
1801 Congress Ave, Suite 11-800
Austin, Texas 78701

Texas Mortuary Law Examination

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

NOTE: The examinee must complete the exam 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. Commission and/or online test vendor sends a letter/email to the applicant containing the Access Code ID#.
4. Access Code ID# is valid for 60 days. If you do not log on to register for the exam within that timeframe, your application is void. The exam fee is non-refundable.
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 is non-refundable.
7. TAKE EXAM within two-hour block of time.
8. The online test vendor will email exam results to you and the Commission upon completion of the exam.
9. **If you do not apply to the provisional program within six months of passing the exam, Commission rules require you to retake the exam.**