



## **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.

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### **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