



General Overview of Licensing Requirements

There are two ways to become licensed in Oregon as an embalmer and or a funeral service practitioner (FSP), either through the apprenticeship program or by reciprocity.

The applicant must complete and apply on the most current form provided by the Oregon Mortuary and Cemetery Board (Board), and be accompanied by the fee prescribed by Oregon Administrative Rules (OAR) 830-020-0040.

Background Investigation Required: An applicant for a license or certificate must consent to a background check, including information solicited from the Department of State Police. Oregon Revised Statutes (ORS) 692.025(8). The information solicited may be from the Department of State Police, Department of Motor Vehicles, credit information, previous employer interviews, and other sources.

We encourage all applicants to carefully read the background information questions within the application, *as the applicant's career in this state is at stake*. The applicant's application, supplemental materials and any verbal statements made to the Board's investigator must be accurate, complete and honest. Board staff is available and willing to help anyone with their questions regarding the completion of their application before submission – simply call the number below to ask for assistance. Or visit the Board's website and download [Memorandum on Misrepresentation on an Application](#), under the Forms link.

Failing to disclose all criminal and disciplinary history, including criminal citations, traffic related criminal citations or arrests and citations for non-traffic related violations, even if they were dismissed or a civil compromise was reached, will likely result in denial of the application. Applicants should contact the appropriate law enforcement agencies of each state in which they have resided to obtain their own criminal history before submitting their application.

An applicant or licensee whose application for license has been denied or revoked or who voluntarily surrendered the license may not reapply for a minimum period of three years unless otherwise specified in a Board order denying, revoking or accepting a voluntarily surrender of the application or license. OAR 830-011-0020(14).

Apprenticeship Requirements: Apprenticeship for embalmer, funeral service practitioner, or intern must be served under persons who are and have been *licensed in good standing and working in Oregon for at least one year*. The licensee who supervises a trainee (apprentice) must be working and located in the same licensed facility or facilities as the apprentice he or she is supervising. The applicant for an apprenticeship position must already have been accepted for a position as an apprentice with an Oregon licensee willing to serve as their supervisor.

An FSP may supervise up to three apprentice FSPs at a time and an embalmer may supervise up to three apprentice embalmers at a time. A combination embalmer / FSP supervisor may supervise no more than three persons with any combination of apprentice licenses. An FSP, an embalmer or a combination embalmer / FSP may supervise up to three intern apprentices from an accredited funeral service education provider, if that individual's license meets the requirements for the internship program as identified by the education institution. However, no supervisor may have more than a total of three apprentices or interns at any one time.

Apprentice embalmers and apprentice FSPs must work a minimum of 1440 hours within a calendar year. An apprentice embalmer may serve the apprenticeship concurrently with the FSP apprenticeship. The minimum time requirement remains the same whether you serve one apprenticeship or a combined apprenticeship.

The *effective* date of the apprenticeship is the date the completed application and the required certificates are received and validated in the office of the Board, and, as stated in OAR 830-011-0020(6), the status of the application will be mailed to the applicant. However, if Board approval is required due to an applicant's background investigation, the effective date of a successful apprenticeship application will be the date the Board approves it. ORS 692.180(1)

The certificate of apprenticeship must be issued to the applicant as an apprentice to a specified licensee. If the apprentice intends to change the licensee to whom apprenticed, he or she must immediately file a request for approval of the transfer with the Board and pay the required fee. A certificate will be reissued upon payment of an administrative charge. When an apprentice ceases to work under a specific licensee, the apprenticeship certificate becomes null and void. It is the responsibility of the supervising licensee to notify the Board's office of any termination in employment or supervision of the apprentice.

Renewal of Apprenticeship Certificates: Renewals for apprenticeship certificates are annual and will be mailed to the facility's mailing address on file, on or before November 1st of each year. In order to renew your apprenticeship certificates, you must complete and return the renewal forms with the renewal fee by January 1st. Failure to renew and pay all fees will result in a permanently lapsed apprenticeship certificate.

Embalmer Apprenticeship Requirements: To qualify for a license as an embalmer, an apprentice embalmer must assist in the embalming of at least 35 human remains during the apprenticeship period (not restricted to 12 months) under the *direct* supervision of an Oregon licensed embalmer and must meet the time and competency requirements published by the Board at the time of initial application (must work a minimum of 1440 hours within a calendar year is the current time requirement). An apprentice embalmer must maintain a log book of embalmings under supervision, with accurate and current entries, and the apprentice and his or her supervisor must furnish this record to the Board upon request. The apprentice may use a supplemental page to log any arrangements or other competencies performed at an alternate facility as directed by their supervisor. Such page **MUST** be brought back and included in the log at the end of that specific assignment. The log book must be retained for a period of one year after full licensure as an embalmer, or, if not licensed as an embalmer, for six years after the last log entry and must include the following: Name of the deceased; Date of death; Date and place of embalming; Name of licensed facility making the embalming arrangements; Supervisor's written confirmation for each embalming performed by their apprentice; and Number of hours worked per week.

Only a licensed embalmer or apprentice embalmer may provide the necessary handling and preparation of human remains, e.g. washing, disinfecting, setting features, embalming, repair and supervising dressing. A licensed embalmer or apprentice embalmer must supervise and be responsible for the required sanitizing of the preparation room or holding room including, but not limited to, embalming tables, work surfaces, sinks, floors, instruments, and disposal of contaminated waste. A preparation room or holding room must be sanitized after the use of the room. Only a registered preneed salesperson or other funeral service licensee shall engage in prearrangement or preconstruction sales, if employed by a Certified Provider.

The Board shall issue a license to an individual to practice as an embalmer if the individual meets the following requirements: The individual must successfully complete practical experience as an embalmer's apprentice as provided in ORS 692.190. The individual must provide written evidence of *graduation* from a program of funeral service education accredited by the American Board of Funeral Service Education (ABFSE). The individual must obtain a passing score on the examination provided in ORS 692.130 or show evidence satisfactory to the Board that the individual has successfully passed an

embalmer examination as administered by the International Conference of Funeral Service Examining Boards Inc (ICFSEB). The individual must be knowledgeable in the application of state law. The individual must apply to the Board for an embalmer's license on an application form provided by the Board (apprenticeship completion application).

Apprentice FSP and apprentice embalmer certificates will not be granted to any person for a period longer than 48 aggregate months. When an apprentice has completed his or her apprenticeship, he or she will no longer be licensed as an apprentice, but must qualify either as a licensed embalmer or licensed FSP. The Board may consider a request for extension of the apprenticeship period for reasonable and extenuating circumstances beyond the control of the apprentice.

Exam Requirements for Embalmer license: Applicants for an Oregon embalmer license shall be required to show evidence satisfactory to the Board that the applicant has successfully passed the National Board Examination as administered by ICFSEB, or an equivalent examination written by ICFSEB, that shall include two sections, funeral service arts and funeral service sciences, and must receive an average score of at least 75 percent on the sections with not less than 70 percent on either of these two sections.

The Conference will now be administering the Oregon State Embalmer Examination via a computer-based exam. The examination will not be given at the Board's office. Further information or registration for either exam is available from the Board's website or office upon request.

FSP Apprentices Requirements: To qualify for a license as an FSP, an apprentice FSP must assist in the planning of at least 25 funerals or dispositions per year through some form of *direct* contact with the family or representative of the deceased and must meet the time and competency requirements published by the Board at the time of initial application (must work a minimum of 1440 hours within a calendar year is the current time requirement).

An apprentice FSP must keep a log book on the premises of the licensed facility where he or she is supervised, showing all arrangements made or participated in by the apprentice. The apprentice may use a supplemental page to log any arrangements or other competencies performed at an alternate facility as directed by their supervisor. Such page **MUST** be brought back and included in the log at the end of that specific assignment. The apprentice, under supervision, must make accurate and current entries. The apprentice and his or her supervisor must furnish the log book to the Board upon request.

The log book must be retained for a period of one year after licensure as an FSP, or, if not licensed, for six years from the last log entry, and must include the following: Name of deceased and person authorizing final disposition arrangements; Date of death; Date and place arrangements were made; Description of apprentice's direct participation with family; Number of days and hours worked per week; Specific competency demonstrated; Supervisor's written confirmation for each arrangement made by their apprentice; and Name of the licensed facility responsible for the final disposition arrangements.

Only an FSP or apprentice FSP shall: (a) Work directly with at need persons to arrange for the disposition of human remains; and (b) Coordinate and direct the various tasks associated with performing funeral services for at need persons including but not limited to: taking all vital information on the deceased for the purpose of filing the death certificate; arranging for transportation of the remains; coordinating the services for final disposition; supervising or otherwise controlling the care, preparation, processing and handling of human remains. Only a registered preneed salesperson or other funeral service licensee shall engage in prearrangement or preconstruction sales, if employed by a Certified Provider.

The Board shall issue a license to an individual to practice as an FSP if the individual meets the following requirements: The individual must successfully complete practical experience as an FSP's apprentice under ORS 692.190. The individual must pass an examination conducted by the Board under ORS 692.070. The individual must apply to the Board for an FSP's license on an application form provided by the Board (apprenticeship completion application).

Exam Requirements for FSP license: An apprentice FSP shall be required to successfully complete a written examination and receive a score of not less than 75 percent, based on the total number of questions. In order to be eligible for the FSP examination under ORS 692.070, the applicant needs to provide a certified copy of a transcript from a school accredited by a regional association of schools and colleges demonstrating completion of an associate degree or higher OR proof of four years of experience as a licensed FSP or embalmer in this state or another state. ICFSEB will now be administering the Oregon State FSP Laws, Rules and Regulations Examination via a computer-based exam. For more information, please contact ICFSEB (<https://theconferenceonline.org/examinations/laws-exam/> or phone: 479.442.7076) or the Board.

An apprentice FSP may choose to take the exam before completion and certification of their apprenticeship, but may not apply for license as an FSP until both the exam is successfully passed and their apprenticeship completed and verified by the Board.

Internship Apprenticeship Requirements: An intern apprentice is any student enrolled in an accredited funeral service education program who is serving his / her internship under the supervision of a combination licensed funeral service practitioner / embalmer at a participating funeral establishment.

Intern apprentices must serve their apprenticeships in accordance with the internship guidelines established by an accredited funeral service education program and as recognized by and approved by the Board. A copy of the guidelines will be available from the Board upon request.

The expiration date of the intern apprentice certificate is June 30, except for students who make special arrangements to be enrolled in a summer internship program. *The intern apprentice certificate is only valid while a student is enrolled in an accredited funeral service education program.*

Completion of Apprenticeship Requirements: The apprentice shall notify the Board office in writing when their apprenticeship requirements have been completed. The apprenticeship completion applications are available on the Board website at www.oregon.gov/MortCem. Upon receipt of notice of successful completion of the apprenticeship with the appropriate payment, the applicant's file will be reviewed to ensure you qualify for licensure. Once confirmation is complete, the initial license will be printed and issued.

Reciprocity License Requirements: The Board is authorized to recognize embalmers and FSPs from other states, provided the applicant can show proof satisfactory to the Board that the applicant is or was licensed and has practiced, respectively, as a funeral service practitioner or an embalmer in another state, with substantially similar requirements as identified by the Board, for at least one full year before the respective application date.

An Oregon Embalmer license will only be issued after a background investigation has been completed; proof of successfully passing the national or state embalmer exam; and Board approval has been received.

An Oregon FSP license will only be issued after a background investigation has been completed, after passing the Oregon FSP Board exam, and Board approval has been received.

It is strictly prohibited by Oregon Statute to practice as an embalmer or FSP until fully licensed or certificated as an apprentice. If an applicant is unable to acquire an embalmer license due to the examination or Board meeting schedule, they may apply for an apprentice embalmer certificate and work under the personal supervision of an Oregon Embalmer licensee until the applicant is able to receive Board approval and meet all requirements necessary to be licensed as an embalmer. If an applicant is unable to acquire a FSP license due to the examination schedule or due to the Board meeting every other month, they may apply for an apprentice FSP certificate and work under the personal supervision of an Oregon FSP licensee until they are able to successfully complete the Oregon State FSP Laws, Rules and

Regulations Examination and meet all requirements necessary to be licensed as a funeral service practitioner.

Previously Licensed in Oregon or another state: If the applicant does not qualify for an embalmer or FSP license based upon the reciprocity license requirements, an applicant for Oregon funeral service practitioner or embalmer licensure is deemed to have satisfied the respective apprenticeship requirement upon submitting satisfactory proof to the Board that the person has practiced, respectively, as a funeral service practitioner or embalmer, and was licensed in good standing in this state or another state (requirements substantially similar to Oregon), for a minimum of one year.

Embalmer applicants who meet the requirements set forth in OAR 830-011-0020(11) *may* be required to demonstrate competency by way of a practical examination at a time and place designated by the Board. Please contact the Board for additional details.

FSP applicants who meet the requirements set forth in OAR 830-011-0020(11) shall be required to successfully complete a written examination and receive a score of not less than 75 percent, based on the total number of questions.

Licensed Embalmer and or Licensed FSP Renewal Requirements: On or before November 1 of each odd numbered year, the Board will mail to each licensed FSP and embalmer a form containing notice that the renewal fee is due and payable. The completed renewal form with the applicable renewal fee needs to be returned by December 31st. If your renewal is postmarked after December 31st, you must include a reinstatement fee of \$50.00 per license. Failure to renew and pay all fees within 90 days of December 31st will result in a permanently lapsed license.

Employment: For information regarding possible job openings, contact the Oregon Funeral Directors Association, 12725 SW 66th Avenue, Suite 105, Portland OR 97223. The telephone number is 503.639.1186 or in-state 1.800.304.5095; their email: info@ofda.org. They assist individuals who are seeking employment positions by making your resume available to firms that have openings, for a fee.

For a list of licensed facilities with contact information that the Board regulates, see the Examinations and Licensing Information link on the Board's website. This list identifies the name of the licensed facility, ownership, physical location, telephone numbers, mailing address, county, and type of license.

general overview revised september 8 2016.docx

The mission of the Board is to protect public health, safety and welfare by fairly and efficiently performing its licensing, inspection and enforcement duties; by promoting professional behavior and standards in all facets of the Oregon death care industry; and, by maintaining constructive relationships with licensees, those they serve and others with an interest in the Board's activities. In order to protect the public, it is the Board's responsibility to insure that all of Oregon's death care facilities are properly licensed.

The Board is self-supporting and derives its financing from licensing, examination, and a portion of the death certificate filing fee (not the fees derived from the purchase of a certified copy of a death certificate).