

Office use only:

0645 41701 \$160 or \$320 Combo

Oregon Mortuary and Cemetery Board

800 NE Oregon Street, Suite 430

Portland OR 97232-2195

www.oregon.gov/mortcem

mortuary.board@state.or.us

971-673-1508 phone

971-673-1501 fax

License #: _____

**EMBALMER & FUNERAL SERVICE PRACTITIONER (FSP) APPRENTICESHIP
COMPLETION APPLICATION**

As part of your application for an initial or renewed occupational or professional license, certification, or registration issued by the Oregon Mortuary and Cemetery Board (Board), it is mandatory that you provide your Social Security Number (SS #). The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405(c)(2)(C)(i), and 42 USC § 666(a)(13). Failure to provide your SS # will be a basis to refuse to issue or renew the license, certification, or registration. This record of your SS # will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your SS # appears on the face of the licenses, certificates, or registrations issued by the Board, your SS # will remain on file with the Board.

I hereby apply for an Embalmer License and Funeral Service Practitioner (FSP) License in Oregon according to the provisions of ORS 692.025, ORS 692.045, ORS 692.105 and ORS 692.320, and submit the following information as evidence of my qualifications for such licensure:

SECTION 1: Personal Information

Print Complete Name: _____
(Last) (First) (Middle)

Have you ever used or been known by any other name(s)? Yes / No If yes, list all names. Include aliases, maiden, married name(s): _____

Birthplace _____ **Date of Birth** _____

SS # _____ **Drivers License # or ID # / State** _____

Current Residential Address: _____
(Street) (City & State) (Zip)

Personal Mailing Address: _____

Home Phone _____ **Work Phone** _____

Home Cell _____ **Work Cell** _____

Personal email _____ **Work email** _____

Name printed on license: _____

Address to be printed on license (please check one): Residential Mailing Facility
(All Board correspondence will be mailed to the address printed on license.)

SECTION 2: Ten Year Residential Information

You are REQUIRED to provide all RESIDENCES **within the last ten years** (including **current** residence). Please list below each residence along with the dates of residence. If necessary, please use a separate sheet of paper, including your name and signature.

Dates (from-to)	Residential Street Address	City & State & Zip
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 3: Ten Year Employment Information

You are REQUIRED to provide **ALL FULL-TIME** and **PART-TIME** employment information **for the last ten years**. You must include: dates of employment, company name / address, your position, your supervisor's name and current telephone number. If self-employed, provide the dates of self-employment, your business name and address. If unemployed, provide dates of unemployment. Please use a separate sheet of paper if necessary and sign and date each supplemental page.

Dates (from-to)	Business Name / Address	Position	Supervisor's Name & Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 4: Background Information

PLEASE READ BEFORE ANSWERING THE QUESTIONS BELOW

You must answer completely and truthfully. The mere presence of so-called “negative” information is not automatically disqualifying. The Board considers all mitigating and aggravating circumstances when making decisions on applications that contain criminal or civil history. However, false statements and misrepresentations, whether by omission or commission, and whether with intent or no intent, are cause for refusal to issue an OMCB License, Certificate or Registration. **The Board has denied applications that contain misrepresentations about criminal or civil action history.** The more forthright you are, the greater the likelihood your background will be completed in a timely and successful manner.

A "Crime" includes a misdemeanor, felony or a military offense (**DUI / DUUI, DWS Misdemeanor and DWS Felony are criminal offenses.**) "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or receiving probation, a suspended sentence, or a fine. **If you have any questions, please contact Board Staff prior to completing and submitting this application.**

QUESTIONS			CIRCLE THE CORRECT ANSWER
1. Do you currently hold or have you <u>ever</u> held, or applied for, any type of occupational or professional license, certification, or registration or business license in Oregon or any other state or country. If yes, please list them below.			YES
			NO
Licensee / Applicant Name	License Type	State/Country	Status
*2. Have you ever had any administrative, civil or criminal action taken against you, or your personal or business license, or had any such action initiated against you by ANY government entity including, but not limited to: municipal, county, state, tribal or federal / district courts or agencies?			YES
			NO
*3. Have you <u>ever</u> been arrested, charged or issued a citation for any offense / crime other than traffic violations?			YES
			NO
*4. Have you <u>ever</u> been convicted of, or are you currently charged with, committing a crime, whether or not adjudication was withheld?			YES
			NO
*5. Have you <u>ever</u> entered into a diversion agreement or placed on probation?			YES
			NO
*6. Do you have <u>any</u> ongoing criminal charges or civil legal matters that are currently unresolved?			YES
			NO

**** If you answered yes to any questions #2 through #6, you must provide a signed, dated, written statement explaining the circumstances of each incident. You must sign, number and date the bottom of each supplemental page and / or document you provide. If applicable, you will need to provide a copy of any court documents, law enforcement reports, and citations for non-traffic violations.***

SECTION 5: Identification

Attach a color photo or print here. (Smaller than 3" x 5")

(Please tape - do not staple photo to this sheet.)

Picture taken on or about _____, 20_____.

AFFIRMATIVE ACTION

The Board is a health professional regulatory board as defined in ORS 676.160. Effective January 1, 2002, all health professional regulatory boards must maintain records of the racial / ethnic makeup of their applicants and licensees. Such boards must also endeavor to increase the representation of people of color and bilingual people on the boards and in the professions they regulate. Efforts to comply with these requirements must be reported to the Legislature on a biennial basis. Provision of the requested information is voluntary and not required. ORS 676.400(4). However, your voluntary cooperation will greatly assist the Board in its efforts to ensure universal access to high quality death care services in Oregon. This section does not appear in the renewal applications of those who have already provided racial and ethnic information.

Race / Ethnic Group (Please check all that apply.)

- Asian or Pacific Islander: Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands, and Samoa.
- African American (not of Hispanic origin): Persons having origins in any of the black racial groups of Africa.
- Hispanic: Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
- Native American or Alaskan Native: Persons having origins in any of the original peoples of America, and who maintain cultural identification through tribal affiliation or community recognition.
- Caucasian (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Other: _____
- Languages: List languages, other than English, in which you are proficient, including sign language.

Gender: Male Female

SECTION 6: Affidavit of Licensee

Embalmer

It is strictly prohibited by Oregon Statute to practice as an embalmer until you are fully licensed or certificated as an embalmer apprentice. Only a licensed embalmer or certificated embalmer apprentice 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 embalmer apprentice shall 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 handling and properly disposing of contaminated waste. A preparation room or holding room must be sanitized after the use of the room.

Funeral Service Practitioner (FSP)

It is strictly prohibited by Oregon Statute to practice as a FSP until you are fully licensed or certificated as a FSP apprentice. An individual practices as a FSP if the individual for payment is engaged directly or indirectly in supervising or otherwise controlling the transportation, care, preparation, processing and handling of dead human bodies before the bodies undergo cremation, entombment or burial, or before the bodies are transported out of the State of Oregon.

Read before completing each check box below; if required check boxes are unchecked, the application is incomplete.

I have completed the Oregon Embalmer & FSP apprenticeship requirements and am requesting that I be issued an Oregon Embalmer & FSP License (combination license). I have served a twelve-month apprenticeship in Oregon and have worked a minimum 30 hours a week, excluding up to 30 days of vacation leave per year. Under the personal supervision of a licensed Oregon embalmer, I have assisted in the preparation of 45 human remains and, under the personal supervisor of a licensed Oregon FSP, I have assisted in the planning of at least 25 funerals or dispositions through some form of direct contact with the family or a legal representative of the deceased.

OR

I have completed the Oregon Embalmer & FSP apprenticeship requirements and am requesting that I be issued an Oregon Embalmer & FSP License (combination license). I have served a twelve-month apprenticeship in Oregon and have worked a minimum of 1,440 hours within a calendar year. I have assisted in the embalming of at least 35 human remains during the apprenticeship period under the personal supervision of a licensed Oregon embalmer and, under the personal supervisor of a licensed Oregon FSP, I have assisted in the planning of at least 25 funerals or dispositions through some form of direct contact with the family or a legal representative of the deceased.

I have provided the Board office with written evidence of graduation from an accredited funeral service education program.

I have successfully completed a written embalmer exam administered by _____
State of Oregon or National Conference
and I have submitted the certified documentation to the Board office.

I have provided the Board with a **certified copy of a transcript** demonstrating completion of an associate degree or higher, (not written evidence of graduation) from a school accredited by a regional association of schools and colleges.

I have successfully completed the Oregon written FSP exam administered on: _____

I have enclosed the _____ licensing fee (\$80 per license, per year).
\$160.00 or \$320.00

Print Name of Supervisor *

Signature of Supervisor

date

Print Name of Supervisor *

Signature of Supervisor

date

* If you choose not to have your supervisor co-sign this form, you must provide a copy of the embalming logs & the funeral planning / disposition logs that are required to be completed during your apprenticeship. (Apprenticeship logs shall be available upon request.) If you had more than one supervisor during your required twelve-month apprenticeship, you must submit a signature from each supervisor.

SECTION 7: Certification

Please read the following before signing in front of the Notary:

I understand that an applicant for a license or certificate must consent to a background check, including information solicited from the Department of State Police. ORS 692.025(8) I hereby acknowledge that the foregoing information may be used in accordance with ORS 692.025(8) which provides that all applicants for licenses must consent to a background investigation. The information solicited may be from the Department of State Police, Department of Motor Vehicles, credit information, previous employer interviews, and other sources.

I authorize the use of my SS # for obtaining necessary investigative background information.

I authorize an investigation of all statements made by me, and of my personal character, reputation and background which may include interviews of former employers, acquaintances and references, credit review, criminal record review, motor vehicle record review or other available information.

I understand that on or before November 1 of each odd numbered year, the Board will mail to each licensed funeral service practitioner and embalmer a form containing notice that the renewal fee is due and payable. In order to renew your license, you must complete and return the renewal form with the applicable renewal fee 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.

I understand that **any misrepresentation or omission of fact, with or without intent, on my application or supplementary background materials is cause for refusal to issue an Oregon License or Certificate.**

I hereby declare that the information submitted on this application is true to the best of my knowledge and belief, and that I understand this application is made for use as evidence in court or a contested case hearing and is subject to penalty for perjury.

Finally, I agree to comply with Oregon's Statutes and Administrative Rules pertaining to the Death Care Industry.

Print Name of Applicant ↑

→ YOUR SIGNATURE MUST BE NOTARIZED ←

(Signature of Applicant)

(Date)

Before me personally appeared _____ who is known

(print applicant's name)

to be the identical person who **signed** this application on this date _____, 20_____.

NOTARY SEAL

(Signature of Notary Public)

(County / State)