



February 8 2011

**Subject: Funeral Service Practitioner Examination Notice**

Dear Applicant:

The Funeral Service Practitioner (FSP) examination will be administered by the Oregon Mortuary and Cemetery Board (Board). For dates, please review the **Board Meeting Schedule**. You may not take the FSP exam unless you are a qualified applicant for an FSP license (see list identified on FSP Examination Application).

Before being eligible to take the FSP exam, an applicant must provide to the Board's office written evidence of graduation from an associate or higher degree program\* **OR** proof of four years of licensed FSP or embalmer experience in this state or another state. (\*If only submitting written evidence, prior to becoming fully licensed as an FSP, the applicant must submit a certified copy of a transcript demonstrating graduation with an associate or higher degree from a school accredited by a regional association of schools and colleges.)

Applicants for an FSP license 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.

If an applicant for a FSP's license fails to satisfactorily complete the examination, the applicant may retake the examination the next time it is given upon payment of the full examination fee. The examination fee shall not be returned to an examinee once he takes the examination.

The FSP exam application is on the Board's website under Examinations. The examination fee and completed application form must be received in the office of the Board at least 14 days before the examination is held, or be postmarked before midnight of that date. Upon timely receipt of your completed application and fee, and review to see if you meet examination requirements, a study guide packet will be mailed to you confirming that your application has been received and accepted. The time and location of the FSP examination will be included in the confirmation letter.

Test results will be mailed to examinees within 30 days after completion of the examination. Exams are not reviewable by examinee, pursuant to the Public Records Act, ORS Chapter 192.

If you have any questions, please feel free to contact me at the telephone number below.

Sincerely,

Carla G Knapp  
Office / Licensing Manager