

APPRENTICE RENEWAL/EXTENSION

Updated 04/21/2015

OAC 235:10-3-5 (c) (4)

Apprenticeship registration may be renewed up to four times if such application is accompanied with an official transcript showing that the applicant is a graduate from or then an active student enrolled in an accredited school of mortuary science, and payment of the required fee.

Check list to renew apprenticeship

1. Send a letter to the Board on the Funeral Home letterhead requesting an extension (e.g. 1st, 2nd, 3rd, or 4th extension). Include your apprentice number, where you are employed, who is supervising your apprenticeship, and when you plan to graduate. See sample letter at the end of the application.
2. Fill out Apprentice Application & Employment Affidavit below. Sign, have the supervising funeral director(s) and/or embalmer(s) sign on the appropriate lines and have the affidavit notarized.
3. Enclose an official, current transcript from the mortuary school you are enrolled in or graduated from (faxed or scanned copies will NOT suffice).
4. Enclose a check or money order for \$150 made out to Oklahoma Funeral Board
5. Application must be received and date-stamped by Board staff NO LESS THAN fourteen calendar days prior to the next regularly scheduled Board meeting. Per 253:1-1-2 (c), Any person submitting an application or other item requiring Board action received after the fourteen day deadline must make the request to be placed on the agenda in writing to the Board. The person submitting the application must personally appear at the Board meeting that is being held responsible for the request.

*All application received that do not contain the required documents, fee, and/or signatures will be rejected.

6. See our website (www.ok.gov/funeral) for meeting dates. Check the Agenda under Agenda, Minutes, and Notes on the website 1 - 2 days prior to Board meeting to see if your name is listed requesting an extension of apprenticeship. After the Board meeting, check the Notes to see if your request was approved. If approved, you will receive a new wallet card, certificate, and quarterly reports in about a week.

Oklahoma Funeral Board
3700 N. Classen, Suite 175
Oklahoma City, Oklahoma 73118
405.522.1790
info@funeral.ok.gov



APPLICATION FOR APPRENTICE EXTENSION

Name _____ AP# _____

Please answer the following questions:

- | | YES | NO |
|--|-------|-------|
| A. Have you ever been convicted of a felony?
(if yes, attach a letter to explain) | _____ | _____ |
| B. . Have you been convicted of a misdemeanor related to the Funeral Service Licensing Act, the prepaid benefits act, funeral service, or pertaining to the custody, care or disposal of dead human remains, unfair trade practices or fraud inside or outside of Oklahoma?
(if yes, attach a letter to explain). | _____ | _____ |
| C. Is the REQUIRED letter to the Board requesting approval included, with applicant's signature and written on the funeral home's letterhead? | _____ | _____ |
| D. Is the REQUIRED fee of \$150.00 enclosed with this application? | _____ | _____ |
| E. Is the REQUIRED official mortuary college transcript enclosed or being mailed from the university, showing that you are currently enrolled in or a graduate of an ABFSE recognized mortuary college program? | _____ | _____ |
| F. Is the REQUIRED Apprentice Employment Affidavit filled out, signed by all parties, notarized, and enclosed? (next page) | _____ | _____ |
| G. Are you in compliance with the Oklahoma Tax Commission? (To verify, call the Oklahoma Tax Commission at 405-522-6800) | _____ | _____ |
| H. Are you in compliance with the Child Support statute provisions of 43 O.S. §139.1 et al? | _____ | _____ |

STATE OF OKLAHOMA REGISTERED APPRENTICE EMPLOYMENT AFFIDAVIT

I, _____ of _____
Name Street Address

_____ in the State of Oklahoma, being first duty sworn, state
City State Zip

that I am _____ years of age and that I am applying for an Apprentice Extension in the State of Oklahoma, and
that I am now employed by _____
Name of Funeral Home

in the City of _____ in the State of Oklahoma.
City of Funeral Home

I/we certify

1. that the applicant named herein is an employee of the establishment listed.
2. have read, understand, and will abide by the Funeral Service Licensing Act and Rules of the Oklahoma Funeral Board
3. apprenticeship will be served under the **personal** supervision of the licensees whose signatures appear on this application.
4. have read the application and the matters and things therein are true and correct.

Signed _____
Applicant

Signed _____ FD
Supervising Funeral Director License Number

Signed _____ EM
Supervising Embalmer License Number

Additional Licensees who will be supervising Apprenticeship

Signed _____ FD # _____ EM# _____

Signed _____ FD # _____ EM# _____

Signed _____ FD # _____ EM# _____

Subscribed and sworn to or affirmed before me this _____ day of _____,
20____, by _____.

[Applicant's Full Name]

My Commission Expires: _____

SEAL

Commission Number: _____

NOTARY _____

SAMPLE LETTER REQUESTING APPRENTICESHIP EXTENSION

[Must be on FH Letterhead]

Date

Dear Members of the Board:

My name is [Full Name], and my apprentice number is [####AP]. Please accept this letter and the accompanying application as my request to extend my apprenticeship for the [first, second, third, fourth] term. I am currently employed by [name of funeral home], and my apprenticeship is to be supervised by [list all supervisors]. I am [currently enrolled at/a graduate of] [name of mortuary school] and plan to graduate [season ####].

Sincerely,

[signature]

[printed name]

[current address]

[current phone number]

[current email]