

* According to 235:10-7-1(a-c), If a funeral director or embalmer license has been cancelled for three years or more, the holder of such cancelled license(s) shall apply for and successfully pass the Oklahoma State Law Examination and pay a fee of \$500 (\$250.00 for funeral director's license and \$250.00 for embalmer's license) plus the \$100 Oklahoma Law Examination for Funeral Services fee. If you fall into this category, please complete the application below, pay all fees as required, and read, review, and sign the Examination Security Contract. Once the Board has received and reviewed the completed application, you will then be issued a letter to take the Oklahoma Law Examination for Funeral Services. Please send the completed application to the following address:

Oklahoma Funeral Board
3700 N. Classen Blvd., Ste 175
Oklahoma City, OK 73118

Application for Renewal of Funeral Director and/or Embalmer License Not Renewed for Over 3 Years

Revised: March 23, 2015



I hereby make application for the purpose of seeking license renewal for my Funeral Director and/or Embalmer license in the state of Oklahoma

FORM MUST BE TYPED. ANY APPLICATION NOT TYPED WILL BE REJECTED.

Full Legal Name _____ Sex _____
(Last, First & Middle Initial)

Mailing Address _____
Street City State Zip

Date of Birth _____ SSN# _____

Home Phone # (____) _____ Email _____

***College or University attended to meet 60 semester hour requirement:**

*Mortuary College _____ Date of Graduation: _____
Name

1. Are you currently licensed as a Funeral Director or Embalmer in any other State? _____

If yes, please list states you are licensed in: _____

2. Have you ever been convicted of a felony? _____

**If yes, please attach letter of explanation.

3. Have you ever been convicted of a misdemeanor related to the practice of embalming, and/or funeral directing? _____

If yes please explain:

4. Have you taken the National Board Examination(s)? _____

5. Do you have a disability that requires special accommodation for you to take the Law Examination? _____

If yes, state the nature of the disability and type of accommodation requested:

6. Have you read, reviewed, and signed the Examination Security Contract? _____

**Please enclose the completed page 2 of the contract with your application.

7. What is the reason your license has lapsed?

Fees: _____ \$250.00 – Funeral Director

_____ \$250.00 – Embalmer

_____ \$100.00 – OK Law Examination for Funeral Services

I certify that the information contained on this application is true and correct.

Date: _____ Signature: _____



OKLAHOMA FUNERAL BOARD

Examination Security Contract

Welcome to your licensure examination experience. Before you are allowed access to the examination, you must acknowledge that you understand and agree to the legal rights and restrictions that help ensure the integrity of the examination process. This acknowledgment also verifies that you recognize the importance of reporting valid exam results to the licensing board.

Now that you have applied for a license and registered for your Oklahoma Law Examination for Funeral Services, it is important for you to understand that you have entered into a contract that create a binding legal relationship between you and the Funeral Board, who created and own the examinations. Any breach of these agreements can result in the invalidation of your examination score, a restriction or prohibition from access to future examination administrations and you will be in violation of 235:10-7-2 (24) which may lead to a sanction against your professional license up to and including revocation.

Prior access to examination materials actually contained on this test can invalidate the pass-fail determinations and threaten the integrity of the licensure process. Test takers are prohibited from sharing examination materials actually contained on this test with any person or entity. This prohibition includes any means of collecting or sharing this protected information, such as through electronic duplication, recording devices, or any other mechanism of removing or transmitting test questions or responses from the test center – even recalling information from memory. If you have had prior access to actual exam materials or been offered prior access to such materials, notify the Oklahoma Funeral Board for further direction.

By signing this document, you are attesting to the fact that:

You have not been provided access to actual examination materials before this test,

You will not access any such materials during the examination experience, and

You will not share any such protected information after your exam experience.

Please fill out the following page and keep this page for your records. Contact the Oklahoma Funeral Board should you have any questions regarding the terms of the contract for taking the Oklahoma Law Examination for Funeral Services.



OKLAHOMA FUNERAL BOARD

I, _____, state that I have read the Examination
print full name

Security Contract regarding the Oklahoma Law Examination for Funeral Services. I understand that this is a contract between myself and the Oklahoma Funeral Board, and that a breach of this contract may result in the invalidation of my examination score, a restriction or prohibition from access to future examination administrations and that I may be found to be in violation of 235:10-7-2 (24) which may lead to a sanction against my professional license up to and including revocation.

I understand that I am prohibited from sharing examination material actually contained on this test with any person or entity whether that be through electronic duplication, recording device, or any other mechanism of removing or transmitting test questions or responses from the test center, including recalling information from memory. I further state that I have not received any prior access to actual exam materials.

I understand that I must abide by University of Central Oklahoma's Testing Center's protocol for taking a proctored test, and that I am prohibited from accessing any material during the examination experience. I understand that to protect the integrity of the examination, the Testing Center will not be allowed to inform me of any information regarding my examination beyond informing me of a pass/fail result.

I hereby acknowledge that I have read the Examination Security Contract and that I will abide by the contract as laid forth.

Signature

Printed Name

Date