



Alabama Board of Funeral Service Apprenticeship Registration

PART I. APPLICANT IDENTIFYING INFORMATION

First Name	Middle Name	Last Name	Suffix
Social Security Number		Date of Birth MM/DD/YY	Male <input type="checkbox"/> Female <input type="checkbox"/>
Residence Address		City	State Zip
Business Address		City	State Zip
Home Phone	Work Phone	Cell Phone	
Email			
Place of Birth:			
<p>I certify that I am a citizen of the United States or legally present in the United States? Yes___ No___</p> <p>Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. Please see the attach forms for two lists of documents, one to demonstrate a person's United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and return all of this information to this office.</p>			

PART II. REGISTRATION (S) APPLYING FOR: I hereby apply for a Certificate to practice as a *(please check all that apply)*:

Apprentice Funeral Director (\$20.00):	_____	Apprentice Embalmer (\$20.00):	_____
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For the fiscal year ending September 30, 20____. **Please include all fees with application.**

Office Use Only

Received:	Posted:	CA, CK, CC, CCK, MO:	Posted By:	Control No.:		Start Date:
				AFD		
				AE		



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PART III. EDUCATION List the educational institutions attended or attending that satisfy the educational requirement for licensure and include a copy of your High School Diploma, Mortuary School official transcript, or Bachelor Degree (whichever is applicable).

High School/GED institution attended (include City and State)		Graduation Date ____ ____ ____ MM DD YY
Mortuary School Attended	Degree <i>(Official Transcript Required)</i>	Graduation Date ____ ____ ____ MM DD YY
School from which Bachelor Degree Obtained (if applicable)	Major	Graduation Date ____ ____ ____ MM DD YY

Are you currently enrolled in an accredited Mortuary School? Yes ____ No ____

If yes, School Name: _____ Expected Graduation Date: _____

PART IV. EXAMINATION INFORMATION

Have you passed the National Board Exam (NBE) administered by The International Conference of Funeral Service Examining Boards (ICFSEB)? Yes ____ No ____ Month/Year passed: _____

**You must have a certified copy of your NBE results sent to the Alabama Board of Funeral Service directly from ICFSEB.*

PART V. APPRENTICESHIP WILL BE SERVED AT

Name of Establishment: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Name of License Funeral Director Supervisor: _____
AL License No.: _____
Name of License Embalmer Supervisor: _____
AL License No. : _____



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PART VI. PREVIOUSLY LICENSED IN OTHER STATES If you have ever been licensed, certified or registered to practice in the profession for which you are now making application, complete the information requested below.*Under status: Please note if license is active, inactive, or lapsed. *(Failure to disclose information, may result in automatic denial.)*

Jurisdiction(s):	Type of license:	License number:	Effective dates of licensure:	Status:

PART VII. PAST DISCIPLINARY ACTION Please initial next to Yes or No for each.

<p>Have you ever had a license or registration to practice embalming or funeral directing revoked, suspended, fined, placed on probation, or otherwise disciplined, in this state or any other state or jurisdiction? YES _____ NO _____</p> <p>Do you have any actions pending? YES _____ NO _____</p> <p>Have you ever voluntarily relinquished or surrendered a professional license or registration to practice embalming or funeral directing while under investigation, or after initiation of a disciplinary proceeding against you or the license? YES _____ NO _____</p> <p>Have you ever had any license/registration application to practice funeral services denied? YES _____ NO _____</p> <p><i>If you answered "yes" to any of the questions above, submit notices, orders, etc. from the appropriate regulatory board as well include a written statement/explanation relating to any disciplinary action.</i></p>
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PART VIII. CRIMINAL HISTORY Please initial next to Yes or No for each.

<p>Have you ever been convicted of a misdemeanor or a felony in this or any other state, local jurisdiction, or any other foreign country, or are criminal charges currently pending against you? YES _____ NO _____</p> <p>If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation. You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed. (Traffic violations need not be reported).</p>



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PART XI. CERTIFYING STATEMENT

I hereby certify under penalty of perjury that I have read this application in its entirety. The responses and attached materials I have provided are true and accurate to the best of my knowledge. I further certify that I am of good moral character and have reviewed and will at all times comply with all applicable state laws, rules and regulations governing the certification I am seeking to obtain. I hereby authorize and direct any person, agency, firm, or other entity to release, upon the request of Alabama Board of Funeral Service, any information, communication, report, record, statement, recommendation, or disclosure that may have bearing on my eligibility for or continuance of the license or registration for which I am applying. I understand that by signing this application, I am authorizing the release of information about me that may otherwise be protected or confidential.

Additionally, I understand and agree that any false information, misrepresentation, or omission of facts in this application and during the application process is cause for denial of this application.

I understand that I must devote an average of at least thirty (30) hours per week to the duties of this apprenticeship. Further, that my supervisor must submit an annual report to the Board by the first day of January showing the number of hours served and the number of bodies I have assisted in preparing for the disposition during the previous year.

(Signature of Applicant)

Subscribed and sworn to before me, a Notary in the State of Alabama this ____ day of _____, 20 ____.

Notary Public My Commission expires _____.

Seal

CERTIFICATE

I certify that I am acquainted with _____ and have personal knowledge of this person's good character and reputation. I hereby recommend the approval of this application.

(Signature of Supervising Embalmer)

Alabama Embalmer License # _____ Address: _____

(Signature of Supervising Funeral Director)

Alabama Funeral Director License # _____ Address: _____



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Act No. 2011-535 as amended by Act No. 2012-491 and now codified as Section 31-13-1, et seq., of the Code of Alabama 1975 is referred to as Alabama's Immigration Law or the Beason-Hammon Act and imposes certain requirements on persons applying for or renewing a professional license. Specifically, Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. The Immigration Law also provides that a citizen shall not be required to demonstrate citizenship for subsequent transactions. Please see below for two lists of documents, one to demonstrate a person's United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and submit it with your application. I certify under penalty of perjury that all representations made on this form and attachments are true and accurate.

REQUIRED SIGNATURE: _____ **DATE:** _____

I am a United States Citizen. I am submitting the attached copy of my document to prove citizenship/legal presence:

- Alabama Driver's License or Identification issued by Department of Public Safety
- Driver's License from other state that required proof of lawful presence
- Birth Certificate indicating US birth
- Valid US Passport
- Military Identification showing US as place of birth
- Naturalization documents
- Certificate of citizenship
- Consular report of birth abroad of US citizen
- Bureau of Indian Affairs identification
- American Indian Card issued by Homeland Security
- Final adoption decree showing person's name and place of US birth
- A valid Uniformed Services Privileges and Identification Card
- Extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- Certification of birth issued by U S Department of State

I am not a United States Citizen. The copy of the document(s) to prove legal presence I am submitting (and attached to this checklist) is as follows:

- I-327 Re-entry Permit
- I-551 Permanent Resident Card (copy front and back)
- I-571 Refugee Travel Document
- I-766 Employment Authorization Card (copy front and back)
- I-94 Arrival/Departure Record
- Unexpired Foreign Passport
- Temporary I-551 Stamp (on passport or I-94)
- I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- Machine - readable immigrant Visa (with temporary I-551 language)
- Other: (Explain)