

Arizona State Board of Funeral Directors and Embalmers

1400 West Washington Street, Suite 230, Phoenix, Arizona 85007 (602)542-3095

INDIVIDUAL RENEWAL APPLICATION

❖ Please complete this form and return to the Funeral Board office with your check or money order and if applicable, your continuing education certificates and/or intern report.

Name: _____ Phone: () _____

Per Arizona Administrative Code (A.A.C.) R4-12-211(B)(1)(b) Social Security Number: _____ - _____ - _____

Please provide a **current email** for future communication: _____

Residential Address: _____ Apt. # _____

Employer's Address: _____ Work Phone: _____

<u>License</u> <small>(Please note these licenses will lapse on August 2nd)</small>	<u>License Number</u>	<u>Fee</u>	<u>Penalty fee</u> – \$35 must be added if payment is received between July 2 nd and August 1 st . Any payments received Aug. 2nd or later will require a new application to be completed.
Funeral Director		\$85.00	
Embalmer		\$85.00	
Multiple Funeral Director		\$85.00	
Multiple Funeral Director		\$85.00	
Cremationist		\$85.00	
Salesperson		\$85.00	
Intern – All Interns shall submit their Report of Internship with this Renewal Notice & Payment		\$85.00	

TOTAL PAID (including penalties if applicable): \$ _____ Check or Money Order No. _____

❖ Have you been convicted of a felony or misdemeanor within the past year? YES _____ NO _____

CONTINUING EDUCATION EXEMPTION-Pursuant to Arizona Administrative Code R4-12-414. Documents must be attached.

I, _____ qualify for exemption of continuing education hours for the following reason:

_____ I did not practice funeral directing or embalming in Arizona during the previous calendar year.

_____ I was unable to fulfill the requirements due to extreme hardship, illness, disability or military.

❖ All Funeral Directors, Embalmers, Interns and Embalmer Assistants must complete a statement, signed and dated by the licensee verifying that the information in this document is true and correct. Pursuant to Arizona Administrative Code (A.A.C.) R4-12-416, a licensee shall submit a written copy of completed continuing education units with the renewal application. I hereby affirm that I have obtained a total of _____ units of continuing education.

- ❖ Funeral Directors/Embalmers need 12 hours of Continuing Education. Interns and Embalmer Assistants need 6 hours of Continuing. Cremationist and Salespersons are exempt from completing continuing education hours.

CATEGORY	NAME OF COURSE/BRIEF SUMMARY OF COURSE	DATE OF COMPLETION	UNITS – please indicate ½ hour increments with .5
<p><u>Mortuary Science</u></p> <p>Funeral Directors, Embalmers, Interns & Embalmer Assistants need 3 hours of Continuing Education in Mortuary Science.</p>			
<p><u>Legal Compliance & Ethics</u></p> <p>Funeral Directors, Embalmers, Interns & Embalmer Assistants need 3 hours of Continuing Education in Legal Compliance.</p>			
<p>Professional/Individual Development</p> <p>Total of 6 Hours</p> <p>Funeral Directors and Embalmers need 6 hours of Continuing Education in Professional Development. This requirement is not mandatory for Interns or Embalmer Assistants.</p>			

I hereby affirm that everything on this renewal form is true and correct. Failure to substantially comply with the continuing education law, rules or Board policy shall be deemed to constitute grounds for disciplinary action.

Signature: _____ Date: _____