

Reciprocal Funeral Director or Embalmer Application

OVERVIEW

The requirements for obtaining a reciprocal Funeral Director and/or Embalmer license are found in the Funeral Services Licensing Act (§59-396.8) on this website. All applicants are required to be graduates of a mortuary science program accredited by the American Board of Funeral Service Education.

Briefly, applicants for a reciprocal license fall into two categories: those licensed for less than five years and those licensed five years or more. For those licensed **less than five years**, the requirements for obtaining a reciprocal license are the same as that for obtaining an original Oklahoma Funeral Director and/or Embalmer license, including: twelve month apprenticeship, graduate of an accredited program of mortuary science, 60 semester hours from a regionally accredited institution of higher education, pass the National Board Examination or State Board Examination, pass the Oklahoma Law Examination, and payment of the required fees. Oklahoma may recognize an apprenticeship served in another state should the Oklahoma Board determine their requirements are equivalent to those of Oklahoma. If you have a question on whether or not you meet the 60 semester hour requirement, send the Board your official college transcript with a letter requesting a transcript evaluation.

For those wanting to receive an Oklahoma reciprocal license who have been licensed **five years or more**, they must meet the requirements for an original license but are exempt from meeting the 60 semester hour college requirement.

Send your fees (\$150 for Funeral Director, \$150 for Embalmer, \$100 for Law Examination) and completed application to the Board office. Only after the board has processed your application and deemed that everything is in order will you then receive an admittance letter to take the Oklahoma Law Examination for Funeral Services. Additional information on the Law Examination is on the Board website. After you have passed the law exam, your application is then ready to be acted upon by the Board.

Check the agenda to see if your name appears on the agenda. The agenda is posted 24 hours prior to a Board meeting. If your name is not on the agenda, call the Board office to check on the status of your application. A day or two after the meeting, check Meeting Notes to see if you were approved. If approved, you will receive your wallet card and wall license(s) in about two weeks.



**APPLICATION FOR RECIPROCAL FUNERAL DIRECTOR
AND/OR EMBALMER LICENSE**

Revised March 23, 2015

I hereby make application for the purpose of seeking licensure as a funeral director and embalmer in the State of
Oklahoma

Please print or type:

Date _____

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

Address _____
Street city state zip

County _____ SS# _____

Date of Birth _____ Place of Birth _____

Phone # (____) _____ Email _____

Preferred method of contact (circle one): USPS Mail Phone Email

Are you now a resident of Oklahoma? _____ Since _____

If no, what state? _____

Have you secured employment in Oklahoma? _____

If so Where? _____
[Name of Establishment]

_____ establishment address city state zip

Name of mortuary school attended _____

Total hours received _____ Date of graduation _____

Name of university of college attended _____

Total college hours received _____ Date of graduation _____

Date of high school graduation or G.E.D. received _____

Apprentice number _____ Have you completed your apprenticeship? _____

If no, please explain: _____

Current State of Licensure _____

Current Funeral Director's No. _____ Date issued _____

Current Embalmer's No. _____ Date issued _____

	Yes	No
A. Have you held this license continuously for at least five years?	_____	_____
B. Have you been actively practicing for 5 years?	_____	_____
If yes, please list dates and places of employment:		

C. Do you hold a Funeral Director's or Embalmer's License in any other state than listed above?	_____	_____
If yes, list states below:		

D. Have you ever been convicted of a felony?	_____	_____
If yes, please attach a letter to explain.		
E. Have you ever had your license revoked or suspended?	_____	_____
If yes, please attach a letter to explain.		
F. Do you have a valid need to practice in the state of Oklahoma?	_____	_____
G. Are your REQUIRED official college transcripts enclosed?	_____	_____
H. Is the REQUIRED affidavit by application completed and enclosed?	_____	_____
I. Is the REQUIRED fee of \$150.00 per license for this application enclosed plus the State Law Exam Fee of \$100.00?	_____	_____
J. Are you a citizen of the United States?	_____	_____
K. Have you ever been convicted of any violations of this state or any other state relating to funeral service?	_____	_____
If yes, please attach a letter to explain.		
L. Are you in compliance with the Oklahoma Tax Commission?	_____	_____
M. Are you in compliance with the child support statute provisions of O.S. 139.1 et al?	_____	_____
L. Have you taken the National Board Exam?	_____	_____
If yes, be sure to have your official results sent to the Board		
M. Do you have a disability that requires a special accommodation for you to take the Law Examination?	_____	_____
If yes, state the nature of the disability and type of accommodation requested:		

N. Have you read, reviewed, and signed the Examination Security Contract?	_____	_____
*Please enclose page 2 of contract with your application		

3700 N. CLASSEN, SUITE 175, OKLAHOMA CITY, OKLAHOMA 73118

PHONE: (405) 522-1790 • WEBSITE: www.ok.gov/funeral

RECIPROCAL CERTIFICATION

(Must be completed by Licensing Board in the state you are currently licensed in.)

State of _____

Name of Applicant _____

(1) License No. _____

License Type: _____

Date Issued _____

Expiration _____

Exam Average _____

(2) License No. _____

License Type _____

Date Issued _____

Expiration _____

Exam Average _____

A) Name of school licensee attended: _____

B) Has licensee been current and in good standing for a period of five consecutive years with your State Board? _____

**If NO, please enclose a letter to explain.

C) Has applicant's license ever been disciplined by your State Board? (revocation, suspension, probation, etc.)? _____

**If YES, please enclose a letter to explain and a copy of the final decision

D) Are there any formal charges pending against this license? _____

**If YES, please enclose a letter to explain and a copy of any complaint(s).

Additional comments:

Acting on behalf of _____, I certify that the above information is true and correct based on the records of this Board.

(STATE BOARD
SEAL)

Official's Name

Official's Signature

Title

Date

After certification is complete, please mail to: Oklahoma Funeral Board, 3700 N. Classen, Suite 175, Oklahoma City, Oklahoma 73118. This document can only come from the state that you are currently licensed in.

Fees: NO FEES PAID TO THE BOARD WILL BE REFUNDABLE.

_____ Funeral Director \$150

_____ Embalmer \$150

_____ Oklahoma Law \$100.00

I certify the information contained on this application is true and correct under penalty of perjury.

Date: _____ Signature: _____

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

	Reviewed by	Comments
Apprenticeship 12 mo., 25 EM, & 25 FD	_____	_____ _____
Education Mortuary graduate:	_____	_____
60 hrs:	_____	_____
Examination(s): NBE		
Arts:	_____	_____
Science:	_____	_____
Oklahoma Law:	_____	_____

Approved by Exec. Sec'y _____ to _____ Agenda

Approved by Board Sec'y _____



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