

APPLICABLE ATTACHMENTS

Please attach the following to your application. Forms are available at www.consumerprotectionbc.ca.

- A copy of the Industry Training Authority "Certificate of Registration" confirmation of enrollment in the funeral services and/or embalming program under the *Industry Training Authority Act*;
- A declaration from the funeral provider sponsoring the applicant confirming that:
 - the applicant is to be employed by the funeral provider as an apprentice funeral director or embalmer or both;
 - the funeral provider agrees to ensure that the applicant will be working under the direct supervision of a licensed funeral director, embalmer or both;
 - that the funeral provider has or has access to preparation facilities suitable for the disinfection, preservation or restoration of human remains.
- A [declaration from](#) the supervising funeral director, embalmer or both, indicating that they will be supervising the applicant during their apprenticeship and agreeing to accept this role. The statement must also confirm that the supervising funeral director, embalmer or both has been licensed for the immediately preceding two years.

APPLICANT DECLARATION

I declare that:

1. I am the applicant in this application, which I have signed; and
2. I hereby apply for my apprentice to a funeral director and/or embalmer licence under the *Cremation, Interment and Funeral Services Act* of British Columbia. I confirm that the information contained in this application is true and correct;
3. I have read the *Cremation, Interment and Funeral Services Act* and regulations;

Signature _____ Print Name _____

Date _____ Title _____

APPLICATION FEE (see [current fee schedule](#))

Pay by cheque or money order, or

Pay by Credit Card – complete [credit card authorization form](#) using Visa, Mastercard or American Express.

Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Sent completed application form, applicable attachments and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

Mail Consumer Protection BC
PO Box 9244
Victoria, BC V8W 9J2

Courier Consumer Protection BC
321-3600 Uptown Blvd
Victoria, BC V8Z 0B9

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

APPLICATION CHECKLIST

You are required to provide the following:

- Step 1: Provide a copy of your ITA trainee registration card**
To get your license, you must show proof that you are enrolled in a formal apprenticeship program in your application. To do this, you must provide a copy of your ITA Trainee Registration Card, issued by the Industry Training Authority.

- Step 2: Complete a criminal record check**
Senior officers, partners, or proprietors of your business must complete a criminal record check. For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.
[Get a criminal record check.](https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/) (<https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/>)
For non-Canadian residents, a criminal record check from your home jurisdiction is required.

- Step 3: Complete the employer supervisory and facility declaration form**
Before submitting your application, you must have your employer complete and sign a supervisory and facility declaration. Submit the [employer supervisory and facility declaration form](#).

- Step 4: Apply for a licence**
You must submit all supporting documents with your application. Each application may take up to two weeks to process.
Review this [application checklist](#).
Submit a [licence application form](#).

- Step 5: Read and understand your obligations**
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.
[Know your obligations](#).