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**FUNERAL DIRECTOR &
 EMBALMER**
 Licence Application

TO BE COMPLETED BY APPLICANT ONLY

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 55 of the *Cremation, Interment and Funeral Services Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

APPLICANT INFORMATION

- Full Name: _____ Birthdate: ____/____/____
 (Surname) (Given Names) Year Mo Day
- Home Address: _____
 No., Street., Apt. City Prov Postal Code
 Phone: (____) _____ Email: _____
- Birthplace: _____
 (City) (Province/State) (Country)
- Sex: M / F
- Position: Funeral Director Embalmer Funeral Director and Embalmer

COMPLETE IF APPLYING FOR FUNERAL DIRECTOR LICENCE

- Do you have a current licence or certificate issued in another Canadian jurisdiction?
 (please attach copy of current documentation, proceed to next section if required) Yes
 No
- Did you graduate from an educational program in funeral directing?
 (Name of Institute: _____ please provide certificate evidencing graduation.) Yes
(proceed to Question #3) No
- Are you applying for reinstatement of a BC funeral director licence which lapsed less than 2 years ago?
 (please provide the previous licence number _____) Yes
(please contact our licensing department as you likely do not qualify for a funeral director licence) No
- Enclosed three (3) letter of reference, one of which must be from an employer or former employer who is a funeral provider and who can attest to the competency of the applicant as a funeral director.
- Employment Record, for the last 5 years.

Name of Employer	Address of Employment	Date of Employment	
			to
			to
			to

COMPLETE IF APPLYING FOR EMBALMER LICENCE

1. Do you have a current licence or certificate issued in another Canadian jurisdiction?
 (please attach copy of current documentation, proceed to next section if required) Yes
 No
2. Did you graduate from an educational program in embalming?
 (Name of Institute: _____ please provide certificate evidencing graduation.) Yes
(proceed to Question #3) No
3. Are you applying for reinstatement of a BC embalmer licence which lapsed less than 2 years ago?
 (please provide the previous licence number _____) Yes
(please contact our licensing department as you likely do not qualify for a funeral director licence) No
4. Enclosed three (3) letter of reference, one of which must be from an employer or former employer who is a funeral provider and who can attest to the competency of the applicant as a embalmer.

5. Employment Record, for the last 5 years.

Name of Employer	Address of Employment	Date of Employment	
			to
			to
			to

ALL APPLICANTS TO COMPLETE THIS SECTION

1. Have you been licensed as a funeral director and/or embalmer in BC or any other jurisdiction? Yes No
 If yes, where? _____ Licence number: _____
 2. Have you ever been refused a funeral director and/or embalmer licence BC or any other jurisdiction? Yes No
 If yes, where? _____
 3. Have you ever had a funeral director and/or embalmer licence revoked or suspended in BC or any other jurisdiction? Yes No
 If yes, where? _____
 4. Have you ever been convicted of an offence under the *Criminal Code of Canada* or any other statute? Yes No
- If **YES** to questions 1-3 above, provide details on a separate sheet, including date(s), location(s), and by what Authority.
- ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending this application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC. For more information please visit our website <https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check>
- ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction. Please note, your application will not be processed until the criminal record check is received.

APPLICANT DECLARATION

I declare that:

1. I am the applicant in this application, which I have signed; and
2. I hereby apply for my apprenticeship 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

If you received education or practical training in BC, you are required to provide the following to be licensed.

- Step 1: Complete education program, supervised fieldwork, and training**
You must complete a 2-year [BC Funeral Services Apprenticeship Program](#) offered by the BC Funeral Association. During your apprenticeship program, you must:
 - receive supervised fieldwork and practical training in BC
 - complete 3600 hours of supervised fieldwork and training
 - conduct 50 embalming operations
 - be directly involved in the process of making 50 funeral arrangements.

- Step 2: Meet education and training standards**
Once you have completed your education, you must receive a passing grade for each subject taken or pass a final exam. For embalming and funeral service practicum courses, you must receive a passing grade for courses graded on a pass/fail basis.

- Step 3: Provide three letters of reference**
You must include at least three letters of references from past employers, one of which must be from an employer or former employer who is a funeral provider and who can attest to your competency as a funeral director or embalmer.

- Step 4: Make sure you meet residence and language requirements**
You are not required to be a Canadian citizen to be licensed as a funeral director or embalmer; However, you need to reside in BC and be proficient in English.

- Step 5: Complete a criminal record check**
All funeral director and embalmer applicants 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.](#)
For non-Canadian residents, a criminal record check from your home jurisdiction is required.

- Step 6: 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 7: Read and understand your obligations**
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.
[Review your obligations.](#)
If you are licensed or received education or practical training outside BC, you must meet our entrance requirements to get your funeral director and/or embalmer licence in BC.
Read our [BC funeral director and embalmer entrance requirements](#).