Courier: 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9
Mail: PO Box 9244 Victoria, B.C. V8W 9J2
Fax: 250.920.7181 **P:** 604.320.1664 **TF:** 1.888.564.9963
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www.consumerprotectionbc.ca

APPLICATION NOTES
APPRENTICE TO FUNERAL DIRECTOR/EMBALMER

Who is an apprentice and what can they do?

An apprentice is anyone enrolled in a formal funeral directing or embalming education program designated under the *Industry Training Authority Act*. Under the BC *Cremation, Interment and Funeral Services Act* however, anyone who is acting as an apprentice to a funeral director or embalmer must also be licensed.

An apprentice funeral director must have a licensed funeral director present when they:

1. Negotiate or sign at-need funeral contracts;
2. Arrange, conduct or direct a funeral or memorial service;
3. Arrange for the interment or cremation of human remains;
4. Care for or prepare human remains prior to disposition.

An apprentice funeral director may transfer human remains provided that they do so under the general direction of a licensed funeral director, similar to how a funeral director would guide any other unlicensed individual conducting a transfer under the direction of a funeral director.

An apprentice embalmer must have a licensed embalmer present when they are engaged in the disinfection, preservation, preparation or restoration of the human remains.

The BC Apprenticeship Program

Prior to completing the application for license as an apprentice funeral director or embalmer, applicants should contact the British Columbia Funeral Association which is the registered private post-secondary institution responsible for administering the BC Apprenticeship Program.

British Columbia Funeral Association,
Suite 211 - 2187 Oak Bay Ave.
Victoria, B.C. V8R 1G1
Phone: 250 592-3213
Fax: 250 592-4362
E-mail: info@bcfunerals.com
Website: www.bcfunerals.com

Once you are enrolled in the program, applicants should then complete the licence application package and submit it to Consumer Protection BC

Completing the application form and associated declarations:

- Please ensure all fields are filled out and all questions are completely answered;
- Under name of applicant enter full legal name, abbreviations and initials are not acceptable;
- Correct birth date is required;
- All applicants must include a copy of their ITA Trainee Registration Card which is issued by the Industry Training Authority as evidence that they are enrolled in the BC apprenticeship program.
- ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending the licence 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.
- You must have your employer complete and sign the Employer Supervisory and Facility Declaration included with the application package;
- Submit the entire package to the Consumer Protection BC at the address listed on the form.