CONSUMER PROTECTION BC

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www.consumerprotectionbc.ca

APPRENTICE EMBALMER AND/OR APPRENTICE FUNERAL DIRECTOR
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

1. Full Name: _____ Birthdate: _____/____/____
(Surname) (Given Names) Year Mo Day

2. Home Address: _____
No., Street., Apt. City Prov Postal Code

Phone: (_____) _____ Email: _____

3. Position: ☐ Funeral Director Apprentice ☐ Embalmer Apprentice ☐ Funeral Director and Embalmer Apprentice

4. Name of sponsoring funeral provider: _____

5. Address: _____
No., Street., Apt. City Prov Postal Code

Phone: (_____) _____

6. Name of licensed funeral director supervising applicant: _____

7. Name of licensed embalmer supervising applicant: _____
(Note: supervising funeral directors and embalmers must have been licensed for 2 years preceding the application date)

	Yes	No
8. Have you previously held a funeral director and/or embalmer apprentice licence in British Columbia?	☐	☐
9. Have you had an apprentice licence suspended or cancelled by a licensing authority?	☐	☐
10. Have you been refused an apprentice licence in British Columbia or elsewhere?	☐	☐
11. Have you been involved in 2 or more personal bankruptcies?	☐	☐
12. Have you been convicted of an offence under the Criminal Code of Canada or any other statute?	☐	☐

☐ If **YES** to questions 8-12 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.

☐ **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

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