

STATE BOARD OF FUNERAL DIRECTORS

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The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered "mandatory reporters" under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete 3 hours of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website for further information on approved CE providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. [Child Abuse Continuing Education Providers Information can be found here.](#)

APPLICATION FOR FUNERAL SUPERVISOR LICENSE

FEE: \$25.00 NON-REFUNDABLE APPLICATION FEE. CHECK OR MONEY ORDER ONLY, MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." THERE IS A \$20.00 CHARGE FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT.

SECTION 1: PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE FUNERAL ESTABLISHMENT YOU ARE APPLYING TO SUPERVISE.

1	LAST NAME:		
	FIRST NAME:		MIDDLE NAME:
2	PERSONAL INFORMATION	SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
3	FUNERAL DIRECTOR'S LICENSE NUMBER:		NUMBER OF FUNERALS HELD AT THIS LOCATION IN THE PREVIOUS YEAR:
4	FUNERAL HOME NAME:		
5	FUNERAL HOME ADDRESS:		
6	FUNERAL HOME TELEPHONE NUMBER:		FUNERAL HOME LICENSE NUMBER:
7	MAY WE CONTACT YOU VIA EMAIL?	YES NO	EMAIL ADDRESS:
8	HOME ADDRESS:		
9	CURRENT FUNERAL SUPERVISOR'S NAME AND LICENSE NUMBER:	NAME:	LICENSE NUMBER:

SECTION 2: PLEASE COMPLETE ALL QUESTIONS

		YES	NO
1	HAVE YOU EVER BEEN ISSUED A FUNERAL SUPERVISOR LICENSE? IF NO, SEE SECTION 3 OF THIS APPLICATION		
	A) IF YES, IS YOUR FUNERAL SUPERVISOR LICENSE CURRENT?		
	B) IF YES, INDICATE YOUR FUNERAL SUPERVISORS LICENSE NUMBER?		
	C) IF YES, INDICATE LICENSE NUMBER OF FUNERAL ENTITY WHERE LICENSED		

SECTION 3: CRIMINAL AND DISCIPLINARY INFORMATION

IF ANY OF THE ANSWERS IS "YES" ATTACH A FULL EXPLANATION AND SUBMIT A CERTIFIED COPY OF ALL RELEVANT COURT AND/OR LEGAL DOCUMENTS. *NOTE: ANSWERING "YES" TO ANY OF THE FOLLOWING QUESTIONS WILL NOT RESULT IN THE AUTOMATIC DENIAL OF YOUR APPLICATION.*

	ANSWER THE FOLLOWING	YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		

SECTION 4: PLEASE COMPLETE ALL QUESTIONS

		YES	NO
1	<p>DO YOU HAVE ANY OTHER EMPLOYMENT OUTSIDE THE FUNERAL HOME?</p> <p>IF THE ANSWER IS "YES", PROVIDE THE FOLLOWING THREE (3) LETTERS:</p> <ul style="list-style-type: none">• YOUR LETTER EXPLAINING THE DETAILS OF YOUR OTHER EMPLOYMENT, INCLUDING YOUR WORK SCHEDULE.• A LETTER FROM YOUR OUTSIDE EMPLOYER CONFIRMING YOUR WORK SCHEDULE AND STATING WHETHER OR NOT THEY ARE ABLE TO RELEASE YOU WHEN YOU ARE NEEDED AT THE FUNERAL BUSINESS.• A LETTER FROM THE OWNER OF THE FUNERAL ESTABLISHMENT STATING THEY ARE AWARE OF YOUR OUTSIDE EMPLOYMENT AND HOW MANY CALLS THE FUNERAL HOME RECEIVES DURING THE YEAR. <p>FAILURE TO PROVIDE ANY OF THIS INFORMATION WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION.</p>		
2	<p>WHILE YOU ARE A FUNERAL SUPERVISOR WILL YOU BE ASSISTING IN THE PRACTICE OF FUNERAL DIRECTING AT AN ESTABLISHMENT OTHER THAN THE ESTABLISHMENT LISTED IN SECTION 1?</p> <p>IF THE ANSWER IS "YES", PLEASE ATTACH THE FOLLOWING:</p> <ul style="list-style-type: none">• A LETTER SIGNED BY YOU EXPLAINING THE DETAILS OF YOUR OTHER EMPLOYMENT OR BUSINESS, INCLUDING YOUR SCHEDULE AND THE NAME, ADDRESS AND SUPERVISOR OF ANY FUNERAL ESTABLISHMENT AT WHICH YOU WILL ASSIST.• A LETTER SIGNED BY AN AUTHORIZED REPRESENTATIVE OF EACH EMPLOYER OR BUSINESS, OR, IF APPLICABLE, THE SUPERVISOR OF THE OTHER FUNERAL ESTABLISHMENT IN WHICH YOU WILL ASSIST, CONFIRMING YOUR WORK SCHEDULE AND ACKNOWLEDGING THAT YOU WILL BE RELEASED WHEN YOU MUST FULFILL YOUR RESPONSIBILITY TO SUPERVISE THE ESTABLISHMENT LISTED IN SECTION 1.• A LETTER SIGNED BY THE OWNER OR PRESIDENT OF THE ESTABLISHMENT LISTED IN SECTION 1 ACKNOWLEDGING AND AUTHORIZING YOUR OTHER EMPLOYMENT OR BUSINESS. <p>FAILURE TO PROVIDE ANY OF THE INFORMATION REQUIRED BY THIS QUESTION WILL RESULT IN A DELAY IN APPROVAL OR DENIAL OF YOUR APPLICATION.</p>		

SECTION 5: REACTIVATION OF FUNERAL SUPERVISOR LICENSE

COMPLETE THIS SECTION ONLY IF YOU HAVE AN EXPIRED FUNERAL SUPERVISOR'S LICENSE. A FUNERAL SUPERVISOR LICENSE CAN ONLY BE ISSUED UPON REACTIVATION OF YOUR ORIGINAL FUNERAL SUPERVISOR'S LICENSE. SUBMIT A SEPARATE AND ADDITIONAL FEE OF \$400.00. CHECK OR MONEY ORDER ONLY, MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." THERE IS A \$20.00 CHARGE FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. COMPLETE THE FOLLOWING:

I VERIFY THAT I HAVE NOT PRACTICED AS A FUNERAL SUPERVISOR IN THE COMMONWEALTH OF PENNSYLVANIA FROM _____ TO _____ AND THAT IF REQUESTED BY THE STATE BOARD OF FUNERAL DIRECTORS, I WILL PROVIDE COMPLETE INFORMATION ON MY EMPLOYMENT.

LICENSEE'S SIGNATURE _____

DATE _____

SECTION 6: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS FORM IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. §4911.

SOCIAL SECURITY STATEMENT:

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF FUNERAL DIRECTORS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. §4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

ADDITIONALLY, I CERTIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, AND THAT I AM OF GOOD MORAL CHARACTER. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa. C.S. §4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND MAY RESULT IN THE SUSPENSION OR REVOCATION OF MY LICENSE OR CERTIFICATE.

APPLICANT'S SIGNATURE _____ DATE _____

SECTION 7: PURSUANT TO §13.91 OF THE REGULATIONS, SUBMIT THE FOLLOWING

	ITEM	CHECK IF ENCLOSED
1	PROPOSED FUNERAL ESTABLISHMENT LETTERHEAD. THE NAME OF THE FUNERAL SUPERVISOR MUST BE IDENTIFIED. <i>EXAMPLE: JOHN DOE, SUPERVISOR</i>	
2	PROPOSED STATEMENT OF GOODS AND SERVICES. THE NAME OF THE FUNERAL SUPERVISOR MUST BE IDENTIFIED. <i>EXAMPLE: JOHN DOE, SUPERVISOR</i>	
3	VERIFICATION OF NEW TELEPHONE LISTING. THE NAME OF THE FUNERAL SUPERVISOR MUST BE IDENTIFIED. <i>EXAMPLE: JOHN DOE, SUPERVISOR</i>	