

**RULES
OF
TENNESSEE BOARD OF FUNERAL
DIRECTORS AND EMBALMERS**

**CHAPTER 0660-05
FUNERAL DIRECTORS AND EMBALMERS**

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0660-05-.01 APPLICATION.

- (1) Each person desiring to obtain a new or initial funeral director or embalmer license shall submit to the Board a completed application on a form prescribed by the Board and the fee(s) as required by Chapter 0660-03 of these rules along with the following documentation:
 - (a) a copy of an official photo identification issued by a governmental agency, such as a valid (permanent, current, unexpired, legible) driver's license, U.S. passport, or federal, state, county or city employee I.D. card showing the individual's date of birth and address;
 - (b) two (2) letters of recommendation by a licensed funeral director and/or embalmer which attest to the good moral character and competence of the applicant. Such letters shall be signed and dated on printed stationery;
 - (c) an official transcript or diploma certified by an educational institution showing the applicant has graduated from a high school or has earned a GED recognized by a state department of education; and
 - (d) for a funeral director applicant, an official transcript showing completion of a study in funeral service education consisting of not less than thirty (30) semester hours, forty-five (45) quarter hours or the equivalent, from a school accredited by the American Board of Funeral Service Education, and, if applicable, official test results of the Arts section of the National Board Examination, or
 - (e) for an embalmer applicant, an official transcript evidencing an associate of arts degree by successful completion of a mortuary science program consisting of not less than sixty (60) semester hours, ninety (90) quarter hours or the equivalent, with a program accredited by the American Board of Funeral Service Education, and official test results of the Science section of the National Board Examination; and
 - (f) Certification of Completion of Apprenticeship Form attesting that either:
 1. the applicant for a funeral director license has completed not less than two (2) years of apprenticeship as a bona fide paid employee of an establishment working not less than forty (40) hours per week in the presence of and under the direction and supervision of a licensed funeral director as evidenced by the applicant submitting quarterly reports of apprenticeship training within the allotted time throughout the duration of the apprenticeship, or
 2. the applicant for an embalmer license has completed not less than one (1) year of apprenticeship as a bona fide paid employee of an establishment working not

(Rule 0660-05-.01, continued)

less than forty (40) hours per week in the presence of and under the direction and supervision of a licensed embalmer as evidenced by the applicant submitting quarterly reports of apprenticeship training within the allotted time throughout the duration of the apprenticeship.

- (2) The apprenticeship requirements listed in subparagraph (f) of this rule do not apply to persons already registered as apprentices as of December 31, 2007 as specified in T.C.A. § 62-5-312(c).
- (3) An application for licensure as a funeral director or embalmer shall be fully completed by the applicant within ninety (90) days of the Board's receipt of the application. After ninety (90) days have passed, any incomplete licensure application shall be closed.

Authority: T.C.A. §§ 62-5-203, 62-5-305, 62-5-306, 62-5-307, 62-5-308, and 62-5-312. **Administrative History:** Original rule was filed June 24, 1974; effective July 24, 1974. Amendment filed March 23, 1977; effective April 22, 1977. Repealed and new Rule filed June 13, 1980; effective September 29, 1980. Amendment filed December 7, 2009; effective March 7, 2010. Amendment filed June 2, 2014; effective August 31, 2014. Amendments filed December 12, 2018; effective March 12, 2019.

0660-05-.02 RESERVED.

Authority: T.C.A. § 62-504. **Administrative History:** Original rule filed June 13, 1980; effective September 29, 1980. Amendment filed December 7, 2009; effective March 7, 2010.

0660-05-.03 RESERVED.

Authority: T.C.A. § 62-504. **Administrative History:** Original rule filed June 13, 1980; effective September 29, 1980. Amendment filed December 7, 2009; effective March 7, 2010.

0660-05-.04 MILITARY APPLICANT – SPOUSES – EXPEDITED LICENSURE.

- (1) An applicant for registration meeting the requirements of T.C.A. § 4-3-1304(d)(1) may:
 - (a) Be issued a license upon application and payment of all required fees if, in the opinion of the Board, the requirements for licensure of such other state are substantially equivalent to that required in Tennessee; or
 - (b) Be issued a temporary license if the Board determines that the applicant's application does not meet the requirements for substantial equivalency, but that the applicant could perform additional acts, including – but not limited to – education, training, or experience, in order to meet the requirements for the application to be substantially equivalent. The Board may issue a temporary license upon application and payment of all required fees for a regular license of the same type, which shall allow the person to perform services as if fully licensed for a set period of time that is determined to be sufficient by the Board for the applicant to complete such requirements.
 1. After completing those additional requirements and providing the Board with sufficient proof thereof as may be required, a full license shall be issued to the applicant with an issuance date of the date of the original issuance of the temporary license and an expiration date as if the full license had been issued at that time.
 2. A temporary license shall be issued for a period no longer than the length of a renewal cycle for a full license of the same type.

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3. A temporary license shall expire upon the date set by the Board and shall not be subject to renewal except through the completion of the requirements for substantial equivalency as required by the Board or by an extension of time granted for good cause by the Board.
 4. Should an extension to a temporary license cause the permit to be in effect longer than the renewal cycle of a full license, then the holder of the temporary license shall file a renewal application with such documentation and fees, including completion of continuing education, as are required by the Board for all other renewals of a full license of the same type.
- (2) Military education, training, or experience completed by a person described at T.C.A. § 4-3-1304(d)(1)(B)(ii)(a)-(c) shall be accepted toward the qualifications, in whole or in part, to receive any license issued by the Board if such military education, training, or experience is determined by the Board to be substantially equivalent to the education, training, or experience required for the issuance of such license.
- (3) (a) Any registrant who is a member of the national guard or a reserve component of the armed forces of the United States called to active duty whose license expires during the period of activation shall be eligible for renewal upon the licensee being released from active duty without:
1. Payment of late fees or other penalties;
 2. Obtaining continuing education credits when:
 - (i) Circumstances associated with the person's military duty prevented the obtaining of continuing education credits and a waiver request has been submitted to the Board; or
 - (ii) The person performs the licensed or certified occupation as part of such person's military duties and provides documentation sufficient to demonstrate such to the Board.
- (b) The license shall be eligible for renewal pursuant to this paragraph (3) for six (6) months from the person's release from active duty.
- (c) Any person renewing under this paragraph (3) shall provide the Board such supporting documentation evidencing activation as may be required by the Board prior to renewal of any license pursuant to this subsection.

Authority: T.C.A. §§ 4-3-1304(d), 4-3-1304(e), and 4-3-1304(f). **Administrative History:** Original rule filed August 5, 2014; effective November 2, 2014.