

INSTRUCTIONS ON THE PROVISIONAL LICENSING PROGRAM

TO THE F.D.I.C. AND/OR E.I.C.:

By employing a Provisional Licensee under your supervision, you assist this Commission in insuring the high degree of professional standards of the funeral business industry. Upon completion of reading this document it must be signed and returned to the TFSC along with application(s). A copy of the signed document must be retained by all parties involved.

Under T.A.C. Rule 203.6, 203.3 and 203.39 the Provisional Licensee and the Funeral Director in Charge (FDIC) and/or the Embalmer in Charge (EIC) share in the responsibility of adherence to the rules and requirements of the Provisional Program.

IT IS THE RESPONSIBILITY OF THE F.D.I.C. and/or THE E.I.C. OF ANY FUNERAL ESTABLISHMENT TO MAINTAIN THE PROFESSIONAL STANDARDS OF THE COMMISSION STATUTE AND RULES. Rules 203.3, Funeral Director In Charge, and 203.39, Embalmer In Charge state all documents pertaining to case reports and must be retained for 2 years from the completion date of the provisional program by the establishment. All documents must be produced upon request by the commission.

Questions concerning any aspect of the Provisional Licensing Program should be directed to the Provisional Licensing Technician at 512-936-2479.

Thank you for participating in this important program. Your encouragement of high professional standards is appreciated.

Attachment starts on next page

PROVISIONAL LICENSING PROGRAM

Read all requirements and instructions carefully. Questions regarding the Provisional Program should be addressed at the onset of participation.

- Must complete a provisional program within 24 months after taking the required Mortuary Law Exam or re-testing will be required.
- Must serve a minimum of 12 months but not to exceed more than 24 months in the Provisional Program. Therefore the provisional license is only eligible for renewal after the first 12 months of the provisional program.
- Funeral director provisional licensees are not allowed to complete work in a commercial embalming establishment.
- Embalmer provisional licensees must be supervised by a licensed embalmer.
- A minimum of 60 cases is required for each provisional licensure program (Funeral Director and Embalmer programs).
- Each Provisional Funeral Director must do 10 complete (Provisional licensee accomplishes all major actions from First Call to Disposition) cases within the last three months of the program.
- Each Embalmer provisional must do 10 complete cases within the last three months of the program (all actions defined in Rule 203.16 minimal standards for embalming).
- All casework must be submitted to the FDIC or the EIC in typewritten or legible format.
- Personal supervision must meet the standard of Texas Occupation Code 651.306.
- Provisional licensees must immediately notify the Commission in writing of any change in **personal mailing address, name, and/or any change in employment**

It is the responsibility of the Provisional Licensee to adhere to the above requirements. Failure to comply with instructions given may result in delay in completion of the program. Pursuant to Rule 203.6, Provisional Licensees, provision licensees shall retain copies of all reports and supporting documents for all case credit claimed for 2 years from the date of the completion of the provisional program.

ROLE AND RESPONSIBILITY OF THE SUPERVISOR

If the establishment employs a provisional licensee it is the responsibility of the designated Funeral Director in Charge and/or the Embalmer in Charge, and the provisional licensee to schedule case work sufficient for the provisional program. It is also the responsibility of the designated Funeral Director in Charge and/or the Embalmer in Charge to ensure that each provisional licensee is properly supervised while performing cases (by letter of the Attorney General 98-042 as being in the same room). This includes the operations of any activities associated with casework assigned to the provisional licensee.

Provisional Licensee Signature Date

F.D.I.C. Signature Date

E.I.C. Signature Date

By signing this document I/We attest that I/We have read the above instructions and agree to abide by the rules and regulations regarding the provisional program. In addition, I/We fully understand what is required and expected of all the licenses involved.

Subscribed and sworn to me, the undersigned Notary Public of the State of Texas on this the _____ day of _____, _____. My Commission expires on _____.

_____. (Seal)

Signature of Notary Public