

## 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 no more than 24 months in 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.
- Must renew Provisional License each year by application and payment of fee.
- Must work in a funeral establishment a minimum of 17 hours per week or 73 hours per month in adherence to T.O.C. 651.303.
- 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.