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Mack Smith, Executive Secretary

The Kansas State Board of Mortuary Arts  
Created August 1, 1907

Sam Brownback, Governor

Date: Wednesday, September 21, 2011  
To: All Kansas Crematories and Crematory Operator Applicants  
From: Mack Smith, Executive Secretary  
Kansas State Board of Mortuary Arts (KSBMA)  
Regarding: Licensure of Crematory Operators

I'm including a copy of the ***Application for Kansas Crematory Operator's License***. Please complete, sign and return the application to our office. No fees are necessary when filing the application, as we will be sending out initial licensure bills—which will be prorated based on the first initial of your last name with the maximum two-year license costing \$50.00. Requirements for licensure are that you are of legal age (18 years old), employed at a licensed Kansas crematory and have either successfully completed training in performing cremation services and received certification by an organization whose program with a minimum of six (6) hours has been approved by the board or you will complete the training within twelve (12) months of licensure. A copy of the certificate of crematory operator training should be provided either with the application or within one year of licensure. Failure to complete and provide proof of training within one year of licensure will result in automatic suspension of licensure until such time as approved training has been completed. Two (2) hours of continuing education in the specific area of cremation will be due with you **SECOND** full two-year license renewal. No CE will be due with your first full two-year renewal. Approved courses will be posted on the web site of the Kansas State Board of Mortuary Arts (KSBMA) under a separate section for licensed crematory operators.

A time-frame for the licensure of Crematory Operators is as follows:

***Starting September 16, 2011***—Initial applications made available by the KSBMA for crematory operator applicants. Applications are to be completed, signed (on both pages) and returned to the KSBMA. No fees to be submitted at that time. The six (6) hours of crematory operator training can be submitted with the application if they have been completed. If not, then they must be completed and submitted to the KSBMA within twelve (12) months of licensure or the license will be automatically suspended.

**Beginning the First Week of October**—We will begin sending out initial license renewals, prorated to a maximum of \$50.00 for the two-year renewal licensure period.

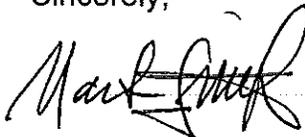
**By November 30, 2011**—Review, sign and return along with the indicated fee. We will then send you a crematory operator license—assigned to a specific licensed Kansas crematory.

**Beginning December 1, 2011**—All cremations performed in the state of Kansas will be performed by licensed crematory operators.

In the future you will see a separate list of approved continuing education (CE) for crematory operators on the KSBMA web site. Two (2) hours of CE (in addition to hours due for embalmers-funeral directors) will be due with your second full two-year license renewal.

Please feel free to contact us with questions. Anything new takes some getting used to. Our goal is to make the process as clear as possible. On behalf of the Kansas State Board of Mortuary Arts, I wish you the very best!

Sincerely,



Mack Smith, Executive Secretary  
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