

APPLICATION FOR KANSAS CERTIFICATE OF PRE-REGISTRATION

To The State Board of Mortuary Arts of The State of Kansas:

I \_\_\_\_\_ hereby make application to the Board of Mortuary Arts of the State of Kansas for pre-registration under the laws, rules, regulations and statutes of the State Board. I promise to comply with the laws and rules of said Board governing such pre-registration and state I am familiar with the same. Pre-registration is automatically invalid following completion of the mortuary school practicum program. It then becomes necessary to register with the Board and pay the \$100 registration fee. Pre-registration allows students enrolled in mortuary school to work in a Kansas preparation room under the direct personal supervision of a Kansas licensed embalmer.

I hereby certify that I have graduated from the following accredited high school: \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_.

I further state I currently attend or plan to enter \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ on or about \_\_\_\_\_, \_\_\_\_\_.

I will earn at least an AA degree in mortuary science, and I will file a transcript of my mortuary school and any other credits, showing successful graduation, with the Secretary of the State Board of Mortuary Arts of the State of Kansas, prior to applying for apprenticeship.

I am a citizen of the United States and have been a resident of the State of Kansas for \_\_\_\_\_ years. (If none, list state of residence: \_\_\_\_\_).

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in a letter to accompany this application along with written documentation.

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

Executed on: \_\_\_\_\_ Date Applicant Signature

\_\_\_\_\_  
(Street Address) (City, State) (Zip Code)

Upon receipt of this application and the attached Placement Services application, we will mail you a Pre-Registration Certificate.

TO BE COMPLETED BY THE STATE BOARD:

Application accepted and pre-registration granted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SEAL

THE STATE BOARD OF MORTUARY ARTS OF THE STATE OF KANSAS

By: \_\_\_\_\_ Mack Smith, Executive Secretary to the Board

# KANSAS STATE BOARD OF MORTUARY ARTS

## PLACEMENT SERVICES

Please complete the following information. Be sure and review the information we have provided in the last boxed paragraph as it pertains directly to the actual registration process for Kansas apprentice embalmers!!!

I have a place to serve my apprenticeship: Funeral Home: \_\_\_\_\_  
City: \_\_\_\_\_

I am interested in receiving a list of possible places of employment.

I would like an assistant funeral director application. The actual funeral director apprenticeship must be served on a full-time basis--usually at the same time as the embalmer apprenticeship. The application fee for an assistant funeral director license is \$150.00, and the license fee is pro-rated up to a maximum of \$180 for two (2) years -- depending on the first letter of your surname.

I hope to graduate in \_\_\_\_\_ of \_\_\_\_\_.  
(Month) (Year)

I am enclosing **\$5.00** fee for a current Kansas rulebook

Please note that Kansas law requires mortuary school to be completed with at least an AA degree in mortuary science earned--prior to taking the national exam. I understand that there is a special form (The Kansas Registration Application) to be filled out prior to graduation. The cost of registering is \$100. All college/mortuary school transcripts must be submitted to the board prior to serving your Kansas embalmer apprenticeship. **REMEMBER TO HAVE THE INTERNATIONAL CONFERENCE OF FUNERAL SERVICE EXAMINING BOARDS MAIL THE KANSAS STATE BOARD A COPY OF YOUR NATIONAL EMBALMING TEST SCORES.**

Do you intend to apply for licensure in Kansas? Yes No (circle one)

Name any other states you will be applying for licensure: \_\_\_\_\_

Failure to complete this application will result in a delay of issuing the "Certificate of Pre-Registration" necessary when serving your practicum in Kansas. The "Certificate of Pre-Registration" will not be issued until you are enrolled in mortuary college. **Please note that copies of the pre-registration certificate may be supplied and/or directly sent to your mortuary science college.**

Name: \_\_\_\_\_  
(Mr., Mrs., Ms.) PLEASE PRINT CLEARLY (Social Security Number)

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Kansas State Board of Mortuary Arts  
700 SW Jackson, Suite 904  
Topeka, Kansas 66603-3733  
Phone: (785) 296-3980  
Email: [boma1@ks.gov](mailto:boma1@ks.gov)  
Web site: <http://ksbma.ks.gov>

REVISED November 28, 2018