

DEPARTMENT OF CONSUMER AFFAIRS

TITLE 16. CEMETERY AND FUNERAL BUREAU

ORDER OF ADOPTION
Approval to Train Apprentices

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend section 1230 of Division 12 of Title 16 of the California Code of Regulations to read as follows:

§ 1230. Approval to Training Apprentices

(a) ~~A licensed funeral establishment may, upon approval by the bureau, request to be treated in aggregate for the purpose of training apprentices pursuant to the provisions of Section 7670(b) of the Business and Professions Code under the following conditions:~~

~~(1) the licensed funeral establishments are under common ownership;~~

~~(2) the common owners have designated one (1) funeral establishment as the main office as defined in Section 1204(e)(2), and;~~

~~(3) the remaining establishments must be within a sixty (60) mile radius of the main office.~~

A licensed funeral establishment requesting permission from the bureau to train apprentices pursuant to Section 7670(a)(1) of the Business and Professions Code (the Code) shall submit a completed bureau form 12-TAE (new 1/24), Approval to Train Apprentice Embalmers, which is hereby incorporated by reference. The form shall be accompanied by the filing fee specified in Section 7729(h) of the Code.

(b) Each licensed funeral establishment who has received Bureau approval shall submit to the Bureau, no later than January 15 of each year, a completed bureau form 12-TAE (new 1/24) accompanied with the required fee specified by subdivision (a) of this section.

~~The licensed funeral establishments requesting permission from the bureau to be treated in aggregate, shall make a request, in writing, on a form 21 A-12 (12/06) provided by the bureau. An inspection shall be scheduled and completed to ensure that the requirements of this section and section 7670 of the Business and Professions Code have been satisfied prior to approval by the bureau.~~

(c) A licensed funeral establishment may request to be treated in aggregate for the purpose of training apprentices pursuant to the provisions of Section 7670(b) of the

Code by completing and submitting the approved bureau form specified in subdivision (a) of this section, and must meet the following requirements:

(1) the licensed funeral establishments must be under common ownership;

(2) the common owners must designate one (1) funeral establishment as the main office as defined in Section 1204(c)(2), and;

(3) the remaining establishments must be located within 60 miles from the designated main office.

Note: Authority cited: Sections 7606 and 7670, Business and Professions Code.
Reference: Sections 7606, 7607, 7648, 7649, 7660 and 7670, Business and Professions Code.



LICENSING DIVISION (CEMETERY/FUNERAL)

P.O. BOX 989003
WEST SACRAMENTO, CA 95798-9003
(916) 322-7720



Application For
APPROVAL TO TRAIN
APPRENTICE EMBALMERS

FEE \$100.00

For Department Use Only
License No.
Receipt
No.

IMPORTANT:

- Remit fee by check or money order made payable to the Licensing Division - DO NOT SEND CASH.
Mail completed, signed form and required fee to the Licensing Division at the above address.
Approval to train apprentices must be renewed on or before January 15th each year.
Post this application, after approval, with embalmers licenses and certificates of registration.

Please type or print legibly

Business Name: Funeral Establishment License Number:
Business Address: Number and Street City State Zip Code
Enter the number of human remains this establishment embalmed, prepared for burial or other disposition in the 12-month period immediately preceding this application:
CERTIFICATION An officer of record must sign this certification.
It is hereby certified that any apprentice embalmer employed by this firm shall be instructed in the study of embalming or otherwise preparing human remains for disposition. Such instruction shall be to the best of our knowledge and ability.
In accordance with California Code of Regulations Section 1212(b), it is understood, that as an employer of registered apprentice embalmers, we are responsible to the Department of Consumer Affairs for the compliance by such apprentice with all of the laws, rules, regulations and other laws that govern the funeral service industry.
I hereby certify under penalty of perjury under the laws of the State of California that all statements made in this application are true and correct, including any attached documents.
Signature of Officer of Record Date
Name Title Telephone Number

For Department Use Only
Application: [] Approved [] Denied Date: By:
This application is approved for employment of:
_____ apprentice embalmer(s) provided you have _____ qualified supervising embalmer(s).
This approval expires December 31, _____.
{ SEAL }
THIS APPROVAL IS NOT VALID WITHOUT THE SEAL OF THE DEPARTMENT OF CONSUMER AFFAIRS.



CEMETERY AND FUNERAL BUREAU

1625 North Market Blvd., Suite S-208, Sacramento, CA 95834

(916) 574-7870 | emailcfb@dca.ca.gov | www.cfb.ca.gov

ADOPT



APPROVAL TO TRAIN APPRENTICE EMBALMERS - \$190 FEE

A funeral establishment requesting permission from the Bureau to train apprentices pursuant to Title 16, section (16 CCR) 1230(a), shall meet the requirements of that section and Business and Professions Code (BPC) section 7670 and complete Sections A and C of this form.

A funeral establishment requesting Bureau approval to be treated in aggregate pursuant to 16 CCR 1230(c) shall meet the requirements of that section and BPC section 7670 and complete Section A, B, and C of this form.

This signed application, accompanied with the required fee of \$190, must be submitted to the Bureau by mail to the address above.

NOTICE ON COLLECTION OF PERSONAL INFORMATION (Rev. 9/2023)

SECTION A: FUNERAL ESTABLISHMENT INFORMATION			
Designate main office for funeral establishments under common ownership			
Name of Funeral Establishment (FD)		License Number FD	
Address of Funeral Establishment	City	State CA	Zip Code
Mailing Address (if applicable)	City	State	Zip Code
Telephone Number ()	Fax Number ()	Contact Name for this Application	
How many embalmings were performed by this establishment during the last 12 months from the date of the application?	BPC section 7670(a)(1) requires that not less than 50 human remains per apprentice employed have been embalmed in the establishment during the 12 months immediately preceding the date of this application.		
For each two apprentices, does this establishment employ a qualifying supervising California licensed embalmer (EMB) who has practical experience as a California licensed embalmer in the two years immediately preceding the date of this application pursuant to BPC section 7670(a)(2).		<input type="checkbox"/> YES <input type="checkbox"/> NO	
(Attach a separate page for additional supervising embalmers for this location.)			
Name of Supervising Embalmer		License Number EMB	
Name of Supervising Embalmer		License Number EMB	
Name of Supervising Embalmer		License Number EMB	

SECTION B: ADDITIONAL FUNERAL ESTABLISHMENT INFORMATION (under common ownership)				
If you are applying for multiple establishments to be treated in aggregate for the purpose of meeting this requirement, complete this section for one additional facility. If more than one additional facility, attach a separate piece of paper and for each facility provide the name, address, license number, number of embalmings performed during the last 12 months preceding the date of this application, and miles from the designated main office.				
Name of the Funeral Establishment			FD License Number	
How many embalmings were performed by this establishment, identified in Section B, during the last 12 months preceding the date of this application?			Miles from FD Main Office (identified in Section A)	
SECTION C: FUNERAL DIRECTOR CERTIFICATION				
I certify any apprentice embalmer employed by this funeral establishment shall be instructed in the study of embalming. Such instruction shall be under the supervision of an embalmer approved by the Cemetery and Funeral Bureau.				
In accordance with Title 16, California Code of Regulations Section 1204(b), as the managing funeral director, I understand I am responsible for exercising such direct supervision and control over the conduct of the funeral establishment to ensure full compliance with the Cemetery and Funeral Bureau laws, rules, and regulations.				
I hereby certify under penalty of perjury, under the laws of the State of California, that all statements made on this application, including any attached documents, are true and correct.				
SIGNATURE _____			DATE _____	
FOR BUREAU USE ONLY				
THIS APPLICATION HAS BEEN <input type="checkbox"/> APPROVED <input type="checkbox"/> REASON FOR DENIAL				
APPROVER NAME: _____			APPROVAL DATE:	
THE ABOVE-NAMED FUNERAL ESTABLISHMENT, DESIGNATED AS THE MAIN OFFICE, IS APPROVED TO TRAIN APPRENTICE EMBALMERS, PROVIDED THE FUNERAL ESTABLISHMENT EMPLOYS AT LEAST ONE (1) QUALIFIED SUPERVISING EMBALMER TO EVERY TWO APPRENTICE EMBALMERS			APPROVAL EXPIRES ON:	
DATE CASHIERED	AMOUNT CASHIERED	ATS ID NUMBER	RECEIPT NUMBER	DATE COMPLETED



NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Cemetery and Funeral Bureau (Bureau) of the Department of Consumer Affairs (DCA) collects the personal information requested on this form as authorized by Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 144, 144.5, 480, 7600 and the following, and the Information Practices Act (Civil Code section 1798 and the following). The Bureau uses this information, in accordance with DCA's Privacy Policy, principally to identify and evaluate applicants for licensure, to issue and renew licenses, to enforce licensing and reporting standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory. The Bureau cannot consider your application for licensure or renewal unless you provide all the requested information.

Access to Personal Information

You may review the records maintained by the Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The Bureau makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 et seq.), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at emailcfb@dca.ca.gov. For questions about the DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at dca@dca.ca.gov.

(Rev. 9/2023)