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STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
Charleston, WV 25301

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www.wvfuneralboard.com

Funeral Director Only Reciprocity Application

Before an individual from another state, seeking reciprocity for a funeral director only license, must take and pass the West Virginia Laws, Rules and Regulations (WV LRR) examination before a license can be issued. Please submit, along with this application, a copy of your degree and state license from all states you are licensed in. **DO NOT SUBMIT PAYMENT FOR THE LICENSE WITH THIS APPLICATION.** Once we receive the Funeral Director application, we will send you an application for the WV LRR exam to be completed and returned with payment for the exam. After successfully passing the exam, you will qualify for a Funeral Director's license, and this is when you will send the payment for the license.

You must also meet the two (2) year apprenticeship requirement. For reciprocity, this can be met by one of the following ways:

1. Serve an apprenticeship under supervision in the state you're licensed in for two (2) years; or
2. Serve a one year apprenticeship and have a valid state license for one (1) year.

Any questions, please call our office at 304-558-0302 or email - wvfuneralboard@wv.gov



Funeral Director Only New Application

WEST VIRGINIA BOARD OF FUNERAL SERVICE EXAMINERS

Application Deadline: prior to beginning practice

179 Summers Street, Suite 319
Charleston, WV 25301
304.558.0302

TWO YEAR LICENSE

If you make a false statement concerning any question on this application, you may be subject to disciplinary action including but not limited to revocation or suspension of your license.

DEMOGRAPHIC INFORMATION: Please complete each section.

Funeral Director (First, MI, Last)		Social Security No.	Birthdate
Mailing Address, City, State, Zip		Continuing Education Requirement: <i>All Funeral Service Licensees and Funeral Directors are required to obtain CE as follows: 3 hours General Ed. and 4 hours OSHA/Health Ed. every 2 years for a total of 7 hours. One (1) hour of the 7 hours must be in Ethics.</i>	
County of Residence	Day Phone	Cell Phone	
Employer	Other States licensed to practice	Email	

EMPLOYMENT STATUS: check ALL that apply.

- ☐ Employee at a funeral establishment ☐ Unemployed ☐ Retired ☐ Not employed at a funeral establishment
☐ Owner of a funeral establishment ☐ Other: _____

PRACTICE STATUS: check ALL that apply.

- ☐ Active and currently practicing
☐ Active but not currently practicing ***Check this box only if you are not on Inactive Status: see "Inactive" below.*
It is recommended that you keep your license Active if you may consider practicing again in the future.
☐ Inactive ***Do not check this box if you are age 65 or older: see "Emeritus" below. You must pay the renewal fee.*
Inactive status exempts you from the continuing education requirements while your license is Inactive, BUT it also prohibits you from being employed as a funeral Director.. In order to reactivate your license, you will be required to notify the Board in advance and obtain any continuing education credits missed while Inactive.
☐ Emeritus ***Check this box if you are 65 years of age or older. You must pay the renewal fee. You are exempt from the continuing education requirements.*

CHILD SUPPORT OBLIGATION:

Pursuant to W.Va. Code §48A-5A-5(c), each applicant for license must answer the following questions and certify, under penalty of false swearing, that these answers are true and correct. If you refuse to answer the questions, your license will not be issued, resulting in your inability to practice.

1. Do you have a child support obligation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. If the answer to question 1, above, is YES, are you in arrearage (or behind in payment)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. If the answer to question 2, above, is YES, does your arrearage equal or exceed the amount of child support payable for 6 months?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Are you the subject of a child support related subpoena or warrant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CRIMINAL BACKGROUND:

1. Have you ever been convicted of a felony or a federal crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Are you currently charged with a felony crime, federal crime, or the equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SIGNATURE:

I _____ do hereby certify, under penalties of perjury and false swearing, that the above information is true and correct to the best of my knowledge.

Signature: _____

Date: _____

Do NOT separate application from stub. Return entire form and payment to the address below.

DO NOT SUBMIT PAYMENT UNLESS YOU HAVE TAKEN AND PASSED THE WV LAWS, RULES AND REGULATIONS EXAMINATION.

State of West Virginia
Board of Funeral Service Examiners

APPLICATION FEES: Attach the following fee to this application and mail to address listed below.

Type	Due Date	Amount Due
New Funeral Director License	Prior to practicing	\$200.00

Make check or money order payable to: "WVBFSE". Cash and credit card payments can not be accepted.

Name: _____

Mail ENTIRE FORM to:
Board of Funeral Service Examiners
179 Summers Street – Room 319
Charleston, WV 25301