



**ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS**

APPRENTICESHIP - COMPLETION INSTRUCTIONS

PLEASE CHECK THAT ALL OF THE FOLLOWING ITEMS ARE ENCLOSED:

- ☐ **\$50.00 Apprenticeship Application Fee** (Check, Cashier's Check, or Money Order – NO CASH, PLEASE)
- ☐ A recent color photograph of yourself (Scan and e-mail to AID.EFD@arkansas.gov)
- ☐ A copy of your High School Diploma (from an accredited high school), or a certified transcript with the date of graduation, or certificate of equivalency issued by the public-school system or the military service, or a certified transcript from an accredited college or university.
- ☐ An **apprentice application form** is to be completed for each location at which you are serving as an apprentice. The application must be fully completed, signed, and notarized.
- ☐ A **Statement of Apprenticeship** form is to be completed for each location at which you are serving as an apprentice. The statement must be fully completed, signed, and notarized.
- ☐ If you are registering as an Apprentice Embalmer, you must submit proof of enrollment within one (1) year of starting your apprenticeship.
- ☐ Applicants must complete the Background Check Form (ASP-122) and **submit a separate payment in the amount of \$22.00** (Business Check, Cashier's Check, or Money Order – Personal checks will be returned)
- ☐ **Make payments payable to the following: Arkansas Insurance Department and mail all together to address below.**

If you have any questions regarding the completion of these forms or the documentation requirements, you may e-mail us at AID.EFD@arkansas.gov.

If any of the above-referenced items are not enclosed with the application paperwork, it will result in a delay in the processing of your application. In some cases, it may result in your application being returned.

For more information, please visit our webpage on the Arkansas Insurance Department's website at:

<https://insurance.arkansas.gov/pages/industry-regulation/pre-paid-funeral/embalmers-funeral-directors-burial-association/apprenticeship/>

Return Application Paperwork To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov