



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Funeral Service
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 llr.sc.gov/fs

2022-2024 FUNERAL DIRECTOR AND EMBALMER RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Renewal fee in the form of a check or money order (no cash) made payable to LLR-Board of Funeral Service. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)

- **Renewal / Late Fees:**

Funeral Director or Embalmer

Renewed/postmarked on or before 7/31/2022: **\$300**

Renewed/postmarked on or after 8/1/2022: Late fee \$120 + Renewal Fee \$300 = **\$420**

Dual Funeral Director and Embalmer

Renewed/postmarked on or before 7/31/2022: **\$320**

Renewed/postmarked on or after 8/1/2022: Late fee \$120 + Renewal Fee \$320 = **\$440**

After August 1, 2022, the license is expired and must be reinstated. Continued practice may result in disciplinary action.

- Continuing Education (CE) Broker registration is now mandatory for Funeral Directors and Embalmers. You must set-up a CE Broker account and upload all required CEs before you can renew your license. If you have questions about setting up your CE Broker account or problems with your CE Broker account, please contact CE Broker Customer Support directly at (877) 434-6323, support@cebroke.com or via live chat at www.help.cebroke.com Mon-Fri, 8am-8pm Eastern time.

License Type: (Check one only) Funeral Director Embalmer Dual Funeral Director and Embalmer

License No.: _____

LICENSEE INFORMATION

Last Name: _____ First: _____ Middle: _____

Since you were licensed, have you legally changed your name? Yes No Prior Name: _____
 If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
 (If different than above)

Phone No.: _____ Email: _____

CONTINUING EDUCATION

Have you completed the required annual 3 hours of continuing education needed to renew your license, for a total of 6 hours from July 1, 2020, through June 30, 2022? Yes No*

* Licensees sixty-years-old or older **or** licensees who have been licensed by the Board as a Funeral Director and/or Embalmer for thirty years or more, may select CE Exempt and provide DOB or original issue date of the license. **(Funeral Home Managers may not take this exemption.)**

CE Exempt Date of Birth: _____ Original license issue date: _____

PERSONAL HISTORY QUESTIONS

If you answer "Yes" to any of the below questions, you will need to submit a detailed explanation along with any court or other relevant documentation.

- 1. Since your last renewal (or if this is your first renewal since your initial license application), have you been convicted, pled guilty or nolo contendere to a felony of any kind or to a non-felony crime involving drugs, fraud, dishonesty, or other moral turpitude? Yes No
- 2. Since your last renewal (or if this is your first renewal since your initial license application), has any complaint been formally lodged or has any action been taken against your license in any jurisdiction? Yes No

ELIGIBILITY

Since your last renewal (or if this is your first renewal since your initial license application), has there been any change in the status of your lawful presence in the United States? Yes No

ATTESTATION

I HEREBY swear and affirm that the information contained in this license renewal application is, to the best of my knowledge, complete and accurate. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

Signature

Date

Print Name

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.