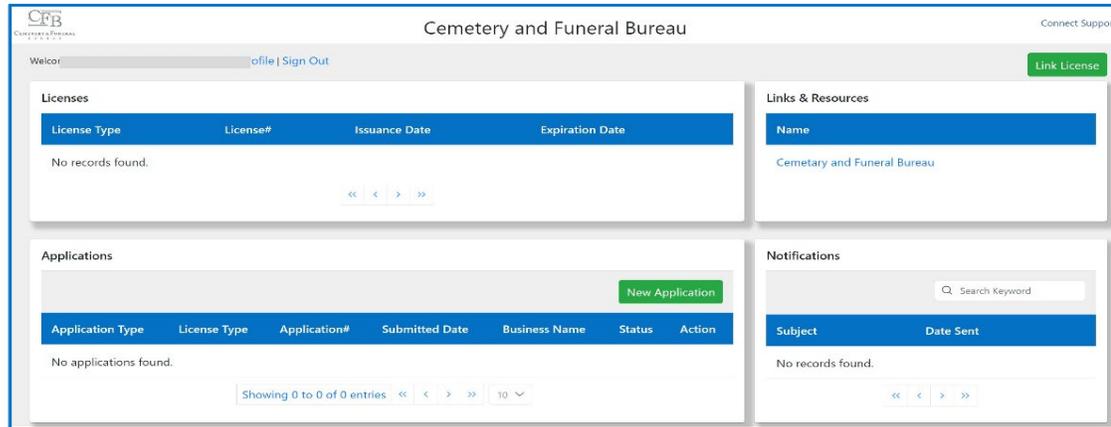


SCREEN

ACTION

CFB User Dashboard

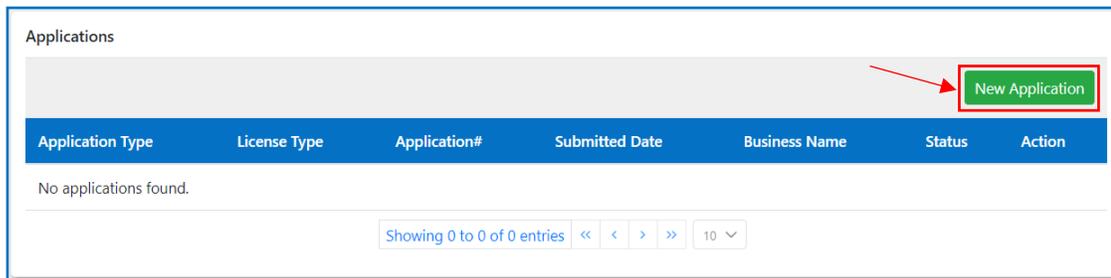


The screenshot shows the CFB User Dashboard with the following sections:

- Licenses:** A table with columns License Type, License#, Issuance Date, and Expiration Date. It displays "No records found."
- Applications:** A table with columns Application Type, License Type, Application#, Submitted Date, Business Name, Status, and Action. It displays "No applications found." and a "New Application" button.
- Links & Resources:** A section with a "Name" field and "Cemetery and Funeral Bureau" link.
- Notifications:** A section with a search bar and "Subject" and "Date Sent" columns. It displays "No records found."

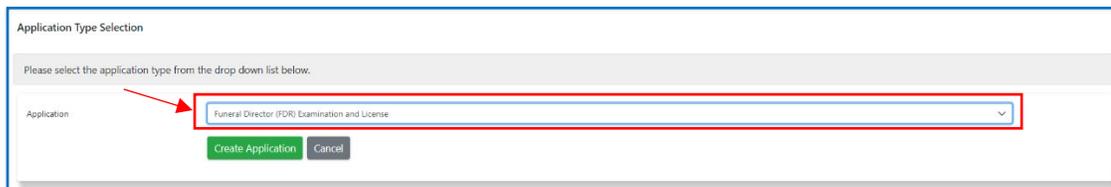
1. Locate CFB User Dashboard

Create a New Application



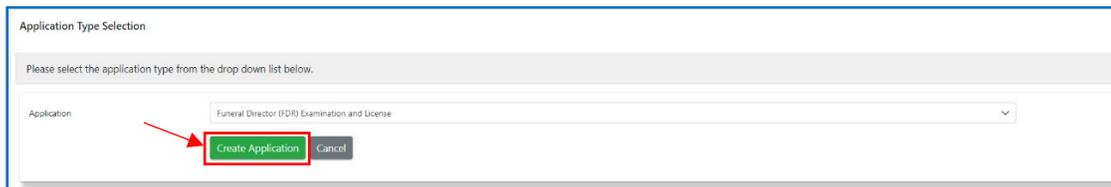
This screenshot shows the Applications table with a red box highlighting the "New Application" button in the top right corner of the table area.

2. Click the **New Application** button on the top right of the Application's pane



This screenshot shows the "Application Type Selection" screen. A red box highlights the dropdown menu, and a red arrow points to it from the left.

3. Click the dropdown and select **Funeral Director (FDR) Examination and License**



This screenshot shows the "Application Type Selection" screen. A red box highlights the "Create Application" button, and a red arrow points to it from the left.

4. With the application selected, click the green **Create Application** button

SCREEN	ACTION
--------	--------

Introduction tab

- Introduction
- Information Privacy Act
- Applicant Information
- Special Consideration
- Education Information
- Exam Information
- Background Information
- Attestation
- Fee and Payment

Funeral Director (FDR) Examination and License

➤ Introduction

Thank you for your interest in a California Funeral Director license.

A funeral director is an individual who:

- Prepares for the transportation, burial, or disposal of human remains,
- Directs and supervises others who perform those functions,
- Maintains and is responsible for the compliance of an establishment that prepares for the transportation, disposition, or care of human remains,
- Is employed by, or be the proprietor of, a licensed funeral establishment, and
- May use, in connection with their name, the words "funeral director", "undertaker", "mortician", or similar title implying they are engaged as a funeral director.

Eligibility Requirements for Licensure:

- Be at least 18 years of age,
- Possess an Associate in Arts or Associate in Science degree, or equivalent, and
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

To apply for licensure as a funeral director, you must:

- Submit the completed electronic application,
- Pay the application and examination fee with a debit or credit card:
 - Payment of the license fee may also be paid at this time, or you may wait until a passing examination result has been received to submit payment.
 - Payment of the licensing fee prior to your examination will automatically issue your funeral director license once a passing score is received. This avoids any unnecessary delays.
- Have official transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, and
- Have completed the Live Scan process or submitted manual fingerprint cards to the Bureau. For Live Scan, have the form with you when you apply as you will need to input the ATI number.

The funeral director license term is one year.

For additional information contact the Bureau's Licensing Unit at emailcfb@dca.ca.gov or (916) 574-7870.

Save & Continue
Save & Exit

5. Read the **Introduction**
6. Click the green **Save & Continue** button

Information Privacy Act tab

- Introduction
- Information Privacy Act
- Applicant Information
- Special Consideration
- Education Information
- Exam Information
- Background Information
- Attestation
- Fee and Payment

Funeral Director (FDR) Examination and License

➤ Information Privacy Act

NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information
The Department of Consumer Affairs Cemetery and Funeral Bureau (Bureau) collects the personal information requested on this form in accordance with Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 144, 144.5, 480, the Cemetery and Funeral Act (BPC section 7600, et. seq.), and the Information Practices Act (Civ. Code section 1796, et seq.). The Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing and reporting standards set by law and regulation.

Mandatory Submission
Submission of the requested information is mandatory unless otherwise noted on the application and/or form. The Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

Failure to provide any of the requested information will result in the application being deemed incomplete pursuant to California Code of Regulations, title 16, sections 1254, 2328 and 2329. Incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies.

In addition, BPC sections 30 and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(C)) authorize the collection of your Federal Employer Identification Number (FEIN) or Social Security Number (SSN) at the time of licensure. The information will be used for purposes of tax or child support enforcement, and verification of licensure and examination status. If you fail to disclose your FEIN or SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.

Access to Personal Information
The Bureau is responsible for maintaining the information contained within this application. You may request a copy of or review the records maintained by the Bureau that contain your personal information, as permitted by the Information Practices Act. You may submit your request to the Bureau's Custodian of Records listed in the contact information section below.

Possible Disclosure of Personal Information
The Bureau makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed under the following circumstances:

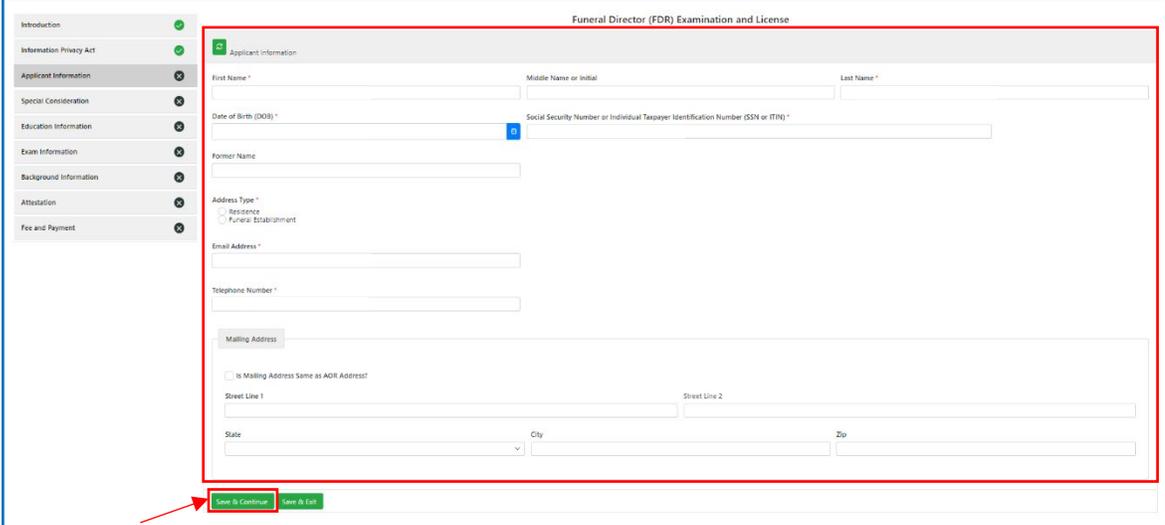
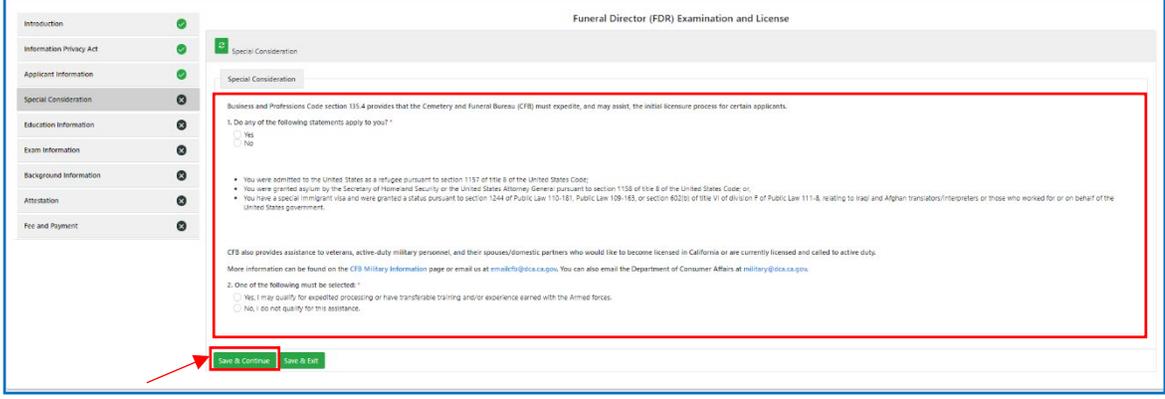
- In response to a Public Records Act request (Government Code Section 6250, et seq.).
- To another government agency as required by state or federal law, or,
- In response to a court or administrative order, a subpoena, or a search warrant.

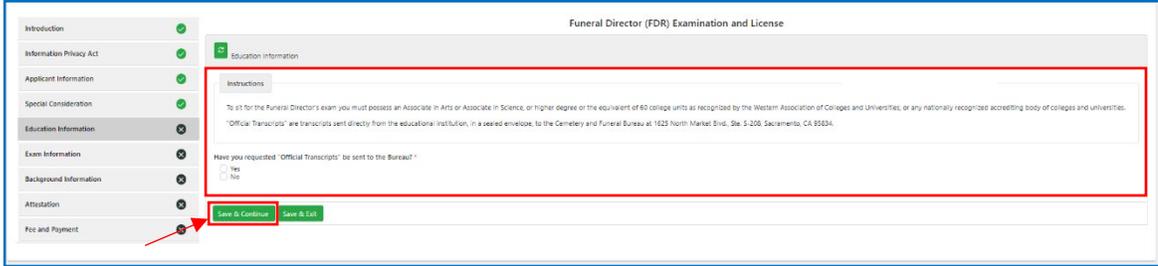
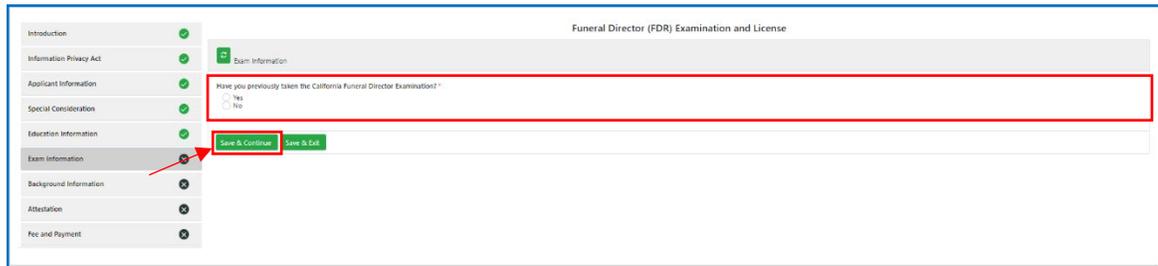
Contact Information
For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at emailcfb@dca.ca.gov. For questions about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

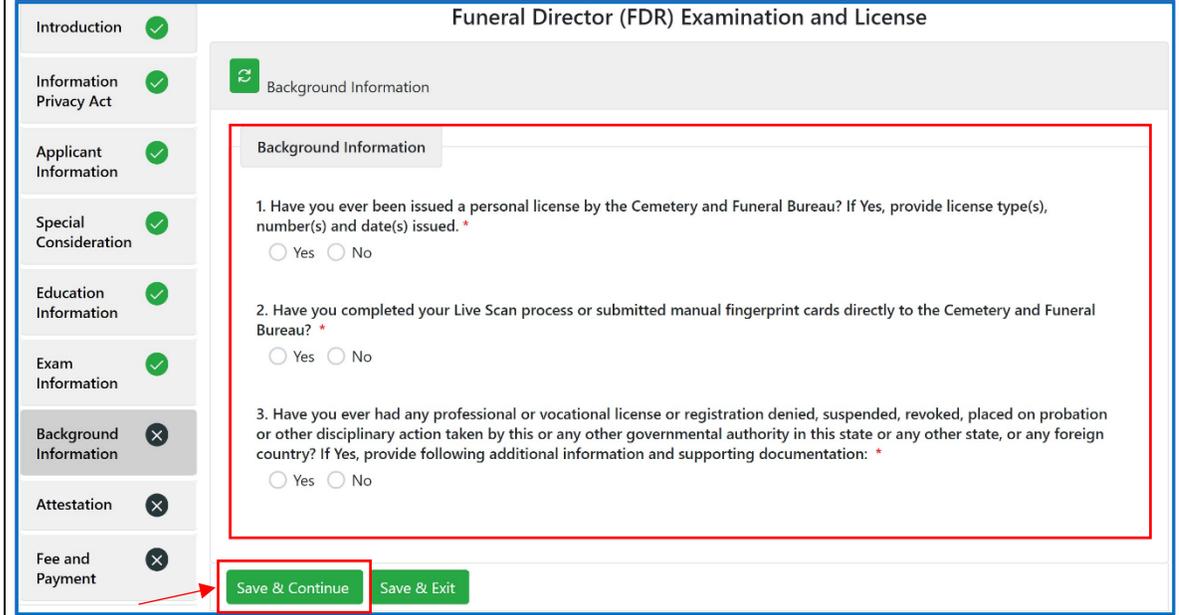
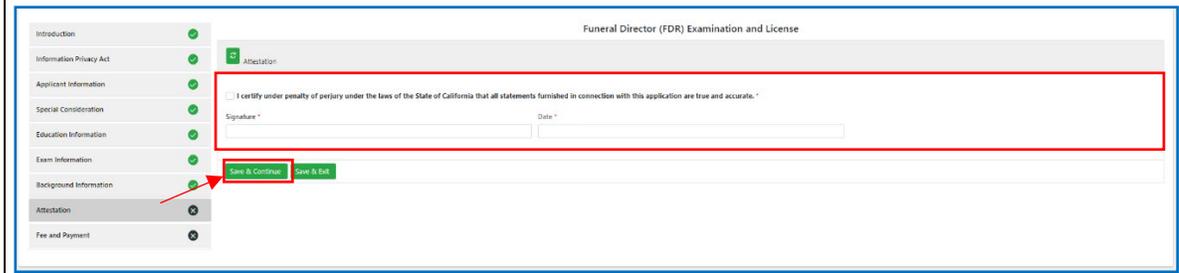
Save & Continue
Save & Exit

7. Read the **Information Privacy Act**
8. Click the green **Save & Continue** button

Last Updated 3/6/2023 Organizational Improvement Office
Page 2 | 6

SCREEN		ACTION
<p style="text-align: center;"><u>Applicant Information tab</u></p> 	<p>9. Complete all required Applicant Information and Mailing Address fields</p> <p><i>*Note: All required fields have a red asterisk</i></p> <p>10. Click the green Save & Continue button</p>	
<p style="text-align: center;"><u>Special Considerations tab</u></p> 	<p>11. Answer all Special Considerations questions and upload any required documentation</p> <p><i>*Note: When answering Yes to any of the questions, additional information and/or uploading supporting documentation will be required</i></p> <p>12. Click the green Save & Continue button</p>	

SCREEN	ACTION
<p style="text-align: center;"><u>Education Information tab</u></p> 	<p>13. Read the Instructions and answer the Official Transcripts question</p> <p><i>*Note: If Yes is selected, the 'Educational Institution Name' will be required and 'Official Transcripts' will need to be provided by the educational institution</i></p> <p>14. Click the green Save & Continue button</p>
<p style="text-align: center;"><u>Exam Information tab</u></p> 	<p>15. Answer the Exam question</p> <p><i>*Note: If Yes is selected, Exam date(s) is(are) required. To enter an Exam date, click the Add New button, select the date, and click the Save button</i></p> <p>16. Click the green Save & Continue button</p>

SCREEN	ACTION
<p align="center"><u>Background Information tab</u></p> 	<p>17. Answer the Background Information questions</p> <p><i>*Note: When answering Yes to any of the questions, additional information and/or uploading supporting documentation will be required</i></p> <p>18. Click the green Save & Continue button</p>
<p align="center"><u>Attestation tab</u></p> 	<p>19. Check the box to certify all information contained in the application is true and accurate</p> <p>20. Type your name in the Signature field</p> <p><i>*Note: Your typed name will serve as your electronic signature for the FDR Application</i></p> <p>21. Click the green Save & Continue button</p>



CONNECT APPLICATION GUIDE

Cemetery and Funeral Bureau

Licensing Unit - Funeral Director (FDR) Application

SCREEN

Fee and Payment tab

ACTION

22. Select **Credit Card** from the **Payment Method** dropdown

23. Answer the **Initial License fee** question

Note: The **Total Fees will auto populate*

24. Complete the **Payment Information** fields

Note: If the 'Billing Information' is the same as the 'Address of Record', click on **Copy Details from Address of Record box*

25. Click the blue **Pay and Submit** button