



## Posting Licenses & Certificates

### How and where must licenses be displayed? Which licenses are affected? How must the license of a managing funeral director be displayed when he or she manages more than one funeral establishment? How must the license of an embalmer and certificate of an apprentice embalmer working in multiple locations be displayed?

Business and Professions Code (BPC) Section 7680 provides that every license issued under the Funeral Directors and Embalmers Law shall be displayed conspicuously in the place of business or employment of the licensee. The form and content of every license issued shall be determined in accordance with BPC Section 164.

BPC Section 164 states that the form and content of any license, certificate, permit, or similar indication of authority issued by any agency in the Department of Consumer Affairs, including any document evidencing renewal of a license, certificate, permit, or similar indication of authority, shall be determined by the Director of the Department after consultation with and consideration of the views of the agency concerned.

BPC Section 23.7 provides that unless otherwise expressly stated, "license" means license, certificate, registration, or other means to engage in a business or profession regulated by the Business and Professions Code.

BPC Section 9709 provides that cemetery broker (including cemetery broker branch and cemetery broker additional) and salesperson licenses shall be prominently displayed in the office of the broker – which is the business location where those licensees are authorized to conduct business (BPC Sections 9711, 9712).

Pursuant to these sections of law and the statement contained on the license, **“POST IN PUBLIC VIEW,”** funeral establishment, funeral director, embalmer, cemetery broker, cemetery broker branch, cemetery broker additional, cemetery salesperson, cremated remains disposer, certificate of authority, and crematory licenses must be conspicuously posted in public view. This does not necessarily mean that the licenses must be posted at the entrance or lobby of the business, but licenses must be posted in a place where the public does business and has access to read them.

Certificates of Registration as an Apprentice Embalmer must be displayed conspicuously in the funeral establishment; however, the law is not specific as to where they must be posted.

Embalmers must conspicuously post their license in public view in their place of business or employment, but not necessarily where they may be embalming at any given time. Trade embalmers would post their license at their place of business, as would embalmers who perform services at multiple locations for one owner.

Regarding the *Application for Approval to Train Apprentice Embalmers*, currently the Bureau returns the approved application to the funeral establishment. There are no specific posting requirements for the approved application, however, posting the approved application with the apprentice embalmer registration certificates is acceptable.

When a funeral director is the designated manager for more than one location, the original license must be conspicuously displayed in the main office. The licensee must also submit an application for a duplicate license with the applicable fee for each funeral establishment in which he or she is the designated manager. The manager will display a duplicate license in each funeral establishment which he or she manages. Upon renewal, one license will be issued to the funeral director. It is the funeral director's responsibility to request a duplicate license for any other location(s) he or she manages. Keep in mind, that this is separate and distinct from the requirement for the funeral establishment to submit a *Notification of Change* form and the applicable fee for each location when requesting a change of the managing funeral director.

When a funeral establishment requests approval to share apprentice embalmers, a *Request for Approval to Share* and an *Application for Approval to Train Apprentice Embalmers* with the applicable fee must be submitted. Upon approval of both of the applications, the Bureau will issue a duplicate certificate of registration for the subsequent location(s).