

# Wisconsin Department of Safety and Professional Services

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## FUNERAL DIRECTORS EXAMINING BOARD

### REQUEST FOR APPROVAL OF TRAINING PROGRAM FOR AGENTS AUTHORIZED TO SELL OR SOLICIT THE SALE OF BURIAL AGREEMENTS

#### I. NAME AND ADDRESS OF COURSE PROVIDER:

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Daytime Telephone Number: (     ) \_\_\_\_\_

#### II. NAME, ADDRESS, AND TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR THIS COURSE:

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#### III. COURSE INFORMATION:

Title: \_\_\_\_\_

Proposed Number of Hours: \_\_\_\_\_

Dates and Location: \_\_\_\_\_

Name and Qualifications of Instructor(s) (NOTE: On a separate page provide a brief paragraph regarding qualifications and list the topics the instructor will present.)

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A copy of the comprehensive examination required at the end of this course is attached to this request form. \_\_\_\_\_ Yes    \_\_\_\_\_ No  
(Note: A copy of the examination must be submitted before this request will be processed.)

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## IV. COURSE CONTENT

An educational training program shall consist of at least 20 hours of training and include all subjects listed below. For each subject, indicate the number of hours contained in the proposed training program. Submit a copy of the course syllabus. Failure to provide required information will delay processing.

REQUIRED SUBJECT AREA	HOURS
(1) The funeral industry practice regulations of the federal trade commission, and any other applicable federal statutes and regulations related to the funeral service industry including, but not limited to, the occupational safety and health act.	
(2) The funeral industry practice regulations contained in the Wisconsin statutes and administrative code including, but not limited to, burial agreements and any applicable impoverishment provisions.	
(3) The ethics of funeral service marketing.	
(4) Funeral service and final disposition options.	
(5) Funding mechanisms for burial agreements.	
(6) Financial benefits available at the time of death including, but not limited to, veteran's benefits, social security income, pensions, and human services benefits.	
(7) Grief communication skills.	

Credit for attendance at an educational training program shall only be given to an agent if all of the following apply:

- (a) The program has been approved by the board under S. FD 6.06, Wis. Admin. Code;
- (b) The agent provides evidence of attendance satisfactory to the board; and
- (c) The agent takes and successfully passes a comprehensive examination administered by the program provider.

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V. Does the applicant understand that the training program, if approved, may not be presented until 30 days after the date of application (i.e., the date the application is received and date-stamped by the Department)? \_\_\_\_\_ Yes \_\_\_\_\_ No

VI. Is this program available to all agents regardless of membership or affiliation with any organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

VII. How will monitoring the continuous attendance of participants be accomplished?

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VIII. Describe the evidence of attendance to be furnished to each participant (i.e. transcript, student grade report, written form) \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative of Program Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Person Signing Above

\_\_\_\_\_  
Date