

# Wisconsin Department of Safety and Professional Services

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## FUNERAL DIRECTOR APPRENTICESHIP

### APPRENTICE CONTRACT AND PERMIT APPLICATION INFORMATION

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

#### Initial Applicants

1. Submit Application for Funeral Apprenticeship and pay fee \$10 online in LicensE. <https://license.wi.gov/>.
2. **Apprentice Preparation Certification Course** – Prior to beginning the 1-year apprenticeship required under [Wis. Stat. § 445.095](#), the applicant shall provide evidence of completion of **one** of the following:
  - An in-person 16-hour certification class approved by the board, **OR**
  - Mortuary science course as required in [Wis. Admin. Code § FD 1.05](#).
  - [Form 3859](#), Funeral Director Apprentice Certificate of Employer

#### Transfer Apprentice Fee

1. Submit Application for Funeral Apprenticeship and pay fee \$10 online in LicensE. <https://license.wi.gov/>.

#### Terms of Apprenticeship ([Wis. Admin. Code § FD 1.076](#) (1) through (4))

- (1) An apprenticeship shall not exceed 4 years from the time of first registration unless a one-year extension is granted by the board. After 4 years from the time of first registration or, if an extension is granted, after the expiration of the extension, the apprenticeship may not be continued unless the apprentice again completes an approved certification class under Wis. Admin. Code § [FD 1.055](#).
- (2) If, under this section, the apprentice retakes and successfully completes the board-approved certification class, an additional 4-year period, subject to a board extension, shall begin.
- (3) If an apprentice does not continue under the requirements of this chapter, the apprenticeship shall terminate.
- (4) The provisions of this section shall be suspended while a registered apprentice is an active member of the military of the United States.

**Apprentice Second Registration Fee after Education Retake** (If apprenticeship is not complete during first registration period and extension. See Wis. Admin. Code § FD 1.076, Terms of Apprenticeship, above.)

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Visit the Funeral Director Apprentice webpage for further information,  
<https://dsps.wi.gov/Pages/Professions/FuneralDirectorApprentice/Default.aspx>.