

**GEORGIA STATE BOARD OF FUNERAL SERVICE**  
**APPLICATION FOR GEORGIA FUNERAL SERVICE LAW AND RULES EXAMINATION**

**INSTRUCTIONS:**

Please ensure that the following examination application materials are sent to Georgia State Board of Funeral Service at 237 Coliseum Drive, Macon, Georgia 31217-3858. **Applications must be received by the application deadline .**

**APPLICATION MATERIALS:**

Examination Application Form

Certified check, money order, personal or company check for \$35.00 (non-refundable). Payable to GA State Board of Funeral Service.

Copy of Veterans Preference Documentation – Form DD214 (if applicable)

**APPLICATION DEADLINES AND EXAMINATION DATES:**

Application deadlines and examination dates may be verified online from the Board website, [www.sos.state.ga.us/plb/funeral](http://www.sos.state.ga.us/plb/funeral), by accessing the Examination Information link.

Incomplete applications will be returned to the applicant with instructions for applying for a future examination. Applications received after the application deadline will be held for the next scheduled examination.

**INSTRUCTION FOR APPLICANTS:**

See Attached.

**DISABILITY ACCOMMODATION:**

If you have a disability and may require reasonable accommodations, you must refer to the “Request for Disability Guidelines.” The Board office must receive all examination application materials, including the information requested in the “Guidelines,” by the application deadline.

**VETERANS:**

If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veterans’ Preference Points to be added to your examination scores. Submit a copy of your DD214 form with your application.

**MAIL THIS FORM AND \$35.00 FEE TO:**

**Georgia State Board of Funeral Service**  
**237 Coliseum Drive**  
**Macon, GA 31217-3858**  
**(478) 207-1460, Fax (478) 207-1468**  
**[www.sos.state.ga.us/plb/funeral/](http://www.sos.state.ga.us/plb/funeral/)**



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237 Coliseum Drive Macon, GA 31217-3858  
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**GEORGIA FUNERAL SERVICE LAWS AND RULES EXAMINATION**  
**Instructions for Applicants**

1. **Georgia licensure requires passing the National Conference Examination and Georgia Laws and Rules Examination.** Every candidate for licensure in Georgia must pass the National Conference Examination. In addition, every candidate for licensure as a Funeral Director and candidates from outside of Georgia for licensure by endorsement as an Embalmer/Funeral Director must pass a written examination on the Georgia laws and rules that govern funeral service.
2. **Application Required.** All candidates for licensure must complete and submit to the Board office an Application for the Georgia Funeral Service Laws and Rules Examination.
3. **Examination Fee Required.** All applications must be accompanied with \$35.00 exam fee.
4. **Application Deadline.** Applications and all fees must be submitted to the Board office no later than 45 days prior to the date of the examination.
5. **Apprentices.** Apprentices may take the Georgia Laws and Rules Examination after registration with the Board office as an apprentice.
6. **Examination Contents.** The Georgia Laws and Rules Examination consist of 50 multiple choice questions that are based upon the laws and rules that govern the practice of funeral service in Georgia. Questions also come from the Rules of the Department of Human Resources (including Vital Records, Dead Bodies and others), Motor Vehicle and Traffic Laws, Banking and Finance Regulations, and several other departments and agencies.  
  
The Examination Development and Testing Section of the Professional Licensing Boards Division of the Office of the Secretary of State developed the test with expert help from a panel of Georgia licensed funeral service embalmers and funeral directors and experts in other fields.
7. **Passing Score.** To pass the Georgia Laws and Rules Examination, a candidate must make a scaled score of 75. Once the examination has been scored, candidates eligible for Veterans' Preference Points may have additional points added which may make up a scaled score of 75. Candidates may request information on an Application for Veterans' Preference Points from the Board office.
8. **Approval to Sit for the Examination.** Candidates for licensure must satisfy all the requirements for licensure before they can sit for the Georgia Laws and Rules Examination. However, candidates may sit for both the Georgia Laws and Rules Examination and National Conference Examination on the same examination administration date.
9. **Breakdown of Subjects and Questions.** See Attached.
10. **Complete Set of Laws and Regulations.** You may obtain a copy of each law and regulation from the relevant state agency or you may obtain a complete set of the laws and regulations for a nominal fee from **KINKOS, 4805-A Briarcliff Road, Atlanta, Georgia at (770) 270-1544.**

# GEORGIA FUNERAL SERVICE LAWS AND RULES EXAMINATION

## Breakdown of Subject Areas

Below is an outline of the content areas that will be covered on the examination and the approximate number of questions that will come from each area. The actual number of questions may vary by one or two questions per area on any examination, but there will always be 50 questions.

### I – Funeral Service Board Law and Rules (15 – 20 Questions)

- A. Law
  - 1. Board Composition and Powers
  - 2. Funeral Director in Full and Continuous Charge
  - 3. Preneed
    - a. Handling of Funds
    - b. Reports to Insurance Commissioner
    - c. Revocability
    - d. Replacement of Merchandise
    - e. Keeping of Records
    - f. Owner of Contract
    - g. Taxes on Preneed Trusts
- B. Rules
  - 1. Apprenticeship
    - a. Registration
    - b. Service
  - 2. Embalmer Licensure
  - 3. Establishment License and Regulations
  - 4. Crematory Licensure and Regulations
  - 5. Disciplinary Procedures

### II – Vital Records (7 – 10 Questions)

- A. Filing Death Certificates
  - 1. Ordinary Filing
  - 2. Fetal Death
  - 3. Infant Less than One Year Old
  - 4. Coroner Cases
- B. Amending Death Certificates
- C. Funeral Director's Records
  - 1. Keeping Records
  - 2. Disclosing Records
  - 3. Obtaining Copies of Records
- D. Permits for Disinternment/Reinternment
- F. Permits for Transporting Remains
  - 1. Transporting Across State Lines
  - 2. Transporting to Offsite Crematorium

### **III – Dead Bodies (7 – 10 Questions)**

- A. Pronouncement of Death
- B. Coroner Cases
- C. Hospice Cases
- D. Military
- E. Unclaimed Bodies
- F. Liability for Personal Effects
- G. Permission to Embalm
- H. Trafficking in Bodies Illegal
- I. HIV Tests
- J. Communicable Diseases

### **IV – Insurance (4 – 5 Questions)**

- A. Assignment of Benefits
  - 1. Beneficiaries May Assign Benefits
  - 2. Minor Beneficiaries
- B. Who May Be Beneficiaries
  - 1. Insurable Interest
  - 2. Funeral Homes Prohibited
- C. Legality of Insurance Contracts with Funeral Directors

### **V – Other (7 – 10 Questions)**

- A. Funeral Processions
  - 1. Requirements
  - 2. Right of Way
- B. Next of Kin's Right to Make Arrangements
- C. (Reserved for Future Development)
- D. Cemeteries May Have Requirements
- E. Private Plots
- F. Social Security Burial Benefits
- G. Veteran's Administration Burial Benefits
- H. Claiming Burial Funds from Depositories

**REQUEST FOR DISABILITY ACCOMMODATION GUIDELINES**

You have indicated that you may require an accommodation, under the American with Disabilities Act of 1990 as amended (Public Law 101-336), to take the examination and/or meet licensure requirements. In order for the Board to consider your request for accommodation, you must submit acceptable documentation of your disability and proposal for accommodation to the Board. The application and all requested disability accommodation material must be mailed to the above address and received by the Board by the application deadline, 45 days prior to the date of the examination.

Complete this form, provide a current statement of disability and a specific proposal for accommodation as it relates to your disability, and have the professional who documents your disability return this form to the Board office.

Please note that:

- Your documentation **must** be from a physician, mental health professional, or other professional with expertise directly related to your disability.
- The professional **must** have proper credentials to properly diagnose your disability.
- The professional's statement **must** be on the professional's letterhead, including the address and phone number of the professional.
- The specific proposal for accommodation **must** relate directly to your disability.

Please include any information regarding accommodation(s) for your disability that you may have received in the past.

**Note:** If you are reapplying to take the examination, have previously submitted the documentation and proposal for accommodation, **and** are requesting the same accommodations as on your previous application you will only need to complete and submit this form.

**APPLICANT INFORMATION:** (Please print or type)

NAME: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
Number and Street City, State, Zip Code

DAY TIME TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SS# \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_\_

LICENSE APPLIED FOR: \_\_\_\_\_

**PROFESSIONAL SUBMITTING DOCUMENTATION OF DISABILITY INFORMATION:**

NAME: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
Number and Street City, State, Zip Code

DAY TIME TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_