

Renewal of an Iowa Funeral Director License

Continuing education requirements must be completed prior to license renewal

License Number	
Last Name, First Name	
Address	
City, State, Zip Code	
E-mail address	
Phone 1	
Phone 2	
*SSN	
<p>Privacy Act Notice: Disclosure of your Social Security Number on this renewal application is <u>required</u> by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.</p>	

Step One - What is the renewal fee and when is it due?

The renewal fee is \$120. Check or money order must be payable to the Iowa Board of Mortuary Science.

- You are responsible for submitting a completed, accurate renewal application before the license expiration date. The board office strongly suggests the application and fee be postmarked at least 30 days prior to the license expiration date.
- Your renewal **must** include: (1) the completed renewal application (this form), and the renewal fee.
- Note: If you are selected for the post renewal audit, at that time you will be required to report detailed course information and mail copies of continuing education certificates as instructed. For auditing purposes, licensees must retain the information for two years after the biennium has ended. Do not submit continuing education certificates with this renewal.

When is the late fee due?

- To avoid the late fee, this completed application **must be** postmarked by the license expiration date.
- The most recent postmark will determine whether the renewal application is late. This is true even if the application was initially postmarked prior to the license expiration date.
- A \$60 late fee plus the \$120 renewal fee are required on all applications postmarked in the grace period: "**Grace period**" means the 30-day period following expiration of a license when the license is still considered to be active. In order to renew a license during the grace period, a licensee is required to pay the \$60.00 late fee.
- Renewal applications postmarked after the "**Grace period**" will not be processed. The license will automatically be placed on inactive status

Inactive License

- A licensee who fails to renew the license by the end of the "**Grace period**" has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a funeral director in Iowa until the license is reactivated.
- The 'Application for Reactivation of an Iowa License' must be completed and filed to regain active license status:
<http://idph.iowa.gov/Licensure/Iowa-Board-of-Mortuary-Science/Licensure/Reactivation>

Processing

- Allow four weeks to process the paper renewal. Once approved, a new wallet card will be sent to you.
- To receive a paper copy of the current Iowa Law and Administrative Rules include an additional \$5.00. To view the current Iowa Law and Administrative Rules online, go to <http://idph.iowa.gov/Licensure/Iowa-Board-of-Mortuary-Science/Laws-and-Rules>

Step Two - The Following Six Judgment Questions Must Be Answered.

If you answer "Yes" to any question below, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. You must answer "Yes" even when a conviction or judgment has been deferred or expunged from your record. **SINCE YOUR LAST RENEWAL HAVE YOU:**

Yes	No	Been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)?
Yes	No	Had any judgments or settlements paid on your behalf as a result of a malpractice suit or claim filed against you?
Yes	No	Been investigated by a licensing, registration, or certification authority or organization? If the investigation or action was instituted by this licensing board you may answer "NO" to this question.
Yes	No	Been disciplined or sanctioned by any other licensing, registration, or certification authority or organization related to your professional practice? If this licensing board took the disciplinary action, you may answer "NO" to this question.
Yes	No	Developed a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer "NO" to this question.)
Yes	No	Been engaged in illegal or improper use of drugs or other chemical mood altering substances? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer "NO" to this question.)

⇒ When you have completed steps 1 & 2 above, continue on side two & complete steps 3, & 4.

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Step Three – Continuing Education. To review the continuing education rules, go to the following web site:

- <http://idph.iowa.gov/Licensure/Iowa-Board-of-Mortuary-Science/Continuing-Education>
- You **must** check the one statement below that applies to you.

<input type="checkbox"/>	This is my first renewal after initial licensure, continuing education isn't required.
<input type="checkbox"/>	I have completed the required 24 hours of continuing education, earned in the correct continuing education compliance period. Note: If you are reporting continuing education for the first time, you may report hours earned from the date of your initial licensure.
<input type="checkbox"/>	I have been granted an extension of time to fulfill the continuing education requirements or I have been granted an exemption by the board (due to a physical or mental disability or illness). My doctor and I have completed the 'Application for Continuing Education Extension/Exemption for Disability or Illness. The application has been mailed to the board office and has been approved by the Board. I have or am in the process of completing the requirements of my exemption.
<input type="checkbox"/>	I am exempt from the continuing education requirements because I was on active military duty during all or part of this continuing education biennium.
<input type="checkbox"/>	I am exempt from the continuing education requirements because I was a government employee working in the licensee's specialty and assigned to duty outside the United States.
<input type="checkbox"/>	I am exempt from the continuing education requirements because I was absent from the state but engaged in active practice under circumstances which are approved by the board.

Step Four - Please Read and Sign.

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my license may be subject to disciplinary action and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry, including a continuing education audit that may be necessary to verify the information I have provided on, or in conjunction with, this application.

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Licensee sign here

Date