

Oregon Mortuary and Cemetery Board
800 NE Oregon Street, Suite 430
Portland OR 97232-2195
phone 971-673-1507
fax 971-673-1501

Funeral Service Practitioner Examination Notice for January 27 2010

Dear Applicant:

The Funeral Service Practitioner (FSP) examination will be administered by the Oregon Mortuary and Cemetery Board (Board) on **Wednesday, January 27 2010**. You may not take the FSP exam unless you are a qualified applicant for an FSP license (see list identified on FSP Examination application).

Before being eligible to take the FSP exam, an applicant must provide to the Board's office written evidence of graduation from an associate or higher degree program* **OR** proof of four years of licensed FSP or embalmer experience in this state or another state. (*If only submitting written evidence, prior to becoming fully licensed as an FSP, the applicant must submit a certified copy of a transcript demonstrating graduation with an associate or higher degree from a school accredited by a regional association of schools and colleges.)

Applicants for an FSP license shall be required to successfully complete a written examination and receive a score of not less than 75 percent, based on the total number of questions.

If an applicant for a FSP's license fails to satisfactorily complete the examination, the applicant may retake the examination the next time it is given upon payment of the full examination fee. The examination fee shall not be returned to an examinee once he takes the examination.

Enclosed is an FSP exam application. The completed application and a check for \$100.00 must be received in the Board's office or with a postmark **no later than Wednesday, December 30 2009**. Upon timely receipt of your completed application and fee, and review to see if you meet examination requirements, I will send you a study packet confirming that your application has been received and accepted. The time and location of the FSP examination will be included in the confirmation letter.

Test results will be mailed to examinees within 30 days after completion of the examination. Exams are not reviewable by examinee, pursuant to the Public Records Act, ORS Chapter 192.

If you have any questions, please feel free to contact me at the above telephone number.

Sincerely,

Carla G Knapp
Office Manager / Licensing

Enclosure: FSP Exam Application
Self-Addressed Envelope

cc: Licensing File