

**Department of Health and Human Services
Division of Public Health
Licensure Unit**

Board of Funeral Directing and Embalming

VACANCY

The Licensure Unit is accepting applications for the following position on this board. The term dates are December 1, 2024-November 30, 2029.

- One Funeral Directing and Embalming Member

APPLICATION AND SUPPORTING DOCUMENTS

The following documents must be submitted to apply for the position listed above:

- Completed [FDE Member Application](#).
- Current resume or curriculum vitae recommended if available
- Letters of recommendation: If applicant chooses to submit letters of support or recommendation, they may be submitted directly to Monica Gissler at the address listed on the application or via email. Letters must be received by August 1, 2024.

PERSONAL INTERVIEWS

The Professional Boards Committee of the Board of Health will meet on Sunday, **September 15th** to review all applications and supporting documentation, conduct interviews with applicants, and formulate recommendations for board appointments. If you have a conflict with this date, please contact Board of Health staff to discuss options. Telephone interviews will be offered.

These interviews last approximately 10 minutes and will be scheduled to provide applicants the opportunity to inform the Professional Boards Committee of their goals and desires for serving on the board and to respond to questions presented by members of the Committee. After application, you will be notified if you are selected for an interview.

APPOINTMENTS AND NOTIFICATION OF APPOINTMENTS

The Professional Boards Committee recommendations for appointments will be submitted to all Board of Health members and appointments will be made at the Board of Health meeting scheduled for the afternoon of **September 16, 2024**.

The Licensure Unit will notify applicants after the Board of Health meeting as to whether or not they were appointed to the Board of Funeral Directing and Embalming.

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**The deadline for submission of an application and all supporting
documentation is August 1, 2024.**