



## REQUEST FOR LEAVE OF ABSENCE

**A Report of Apprenticeship and Certificate of Registration, with the termination information properly completed, must accompany this application.**

<b>SECTION A: APPRENTICE INFORMATION</b>				
Last Name	First	Middle Initial	Certificate Registration Number <b>AE</b>	
Address While on Leave		City		State
Telephone Number While on Leave (     )		Fax Number or E-mail Address (If applicable) (     )		
Name of Establishment			License Number <b>FD</b>	
Supervising Embalmer			License Number <b>EMB</b>	
<b>SECTION B: LEAVE INFORMATION</b>				
I request that I be granted a Leave of Absence from my duties as an apprentice as follows:				
Leave Start Date		Leave End Date		
Reason for Leave of Absence (Explain fully)				
<b>SECTION C: APPRENTICE CERTIFICATION</b>				
I understand that if a Leave of Absence is granted, I am not entitled to credit for apprenticeship during the period of absence. Any extension of a leave of absence must be approved by the Bureau and <b>the aggregate of the Leave of Absence or any extension may not exceed twelve (12) months.</b>				
I understand that I am to report to the Bureau the fact that I have resumed my duties as an apprentice and must submit the registration certificate with a properly completed resumption certification.				
I am aware that my failure to so report within 10 days after the expiration date of my leave of absence shall be cause for the cancellation of my Apprentice Embalmer Certificate.				
I certify under penalty of perjury under the laws of the State of California that I have read and I understand the provisions of section 7667 all statements furnished in connection with this application are true and accurate.				
<b>Signature of Apprentice</b>			<b>Date</b>	

**Upon approval, a Leave of Absence Certificate and a Resumption of Apprenticeship form will be mailed to you.**



## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### Collection and Use of Personal Information

The Cemetery and Funeral Bureau of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 30, 144, 7617.1, 7618, 7619, 7620, 7628, 7642, 7643, 7661, 7662, 7665, 7667, 9650, 9650.2, 9650.3, 9700, 9701, 9702.1, 9704, 9715, 9715.1, 9716, 9723, 9723.1, 9741, 9745, 9746, 9781, 9787.3 and the Information Practices Act. The Cemetery and Funeral Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

### Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the form. The Cemetery and Funeral Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

### Access to Personal Information

You may review the records maintained by the Cemetery and Funeral Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### Contact Information

For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at [emailcfb@dca.ca.gov](mailto:emailcfb@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).