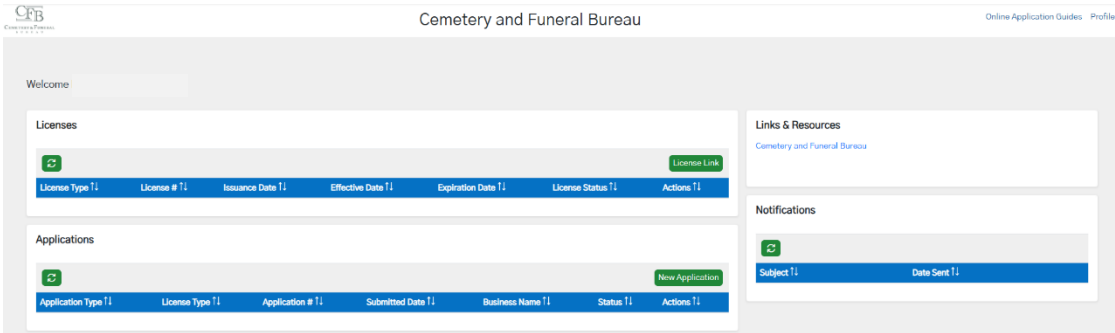
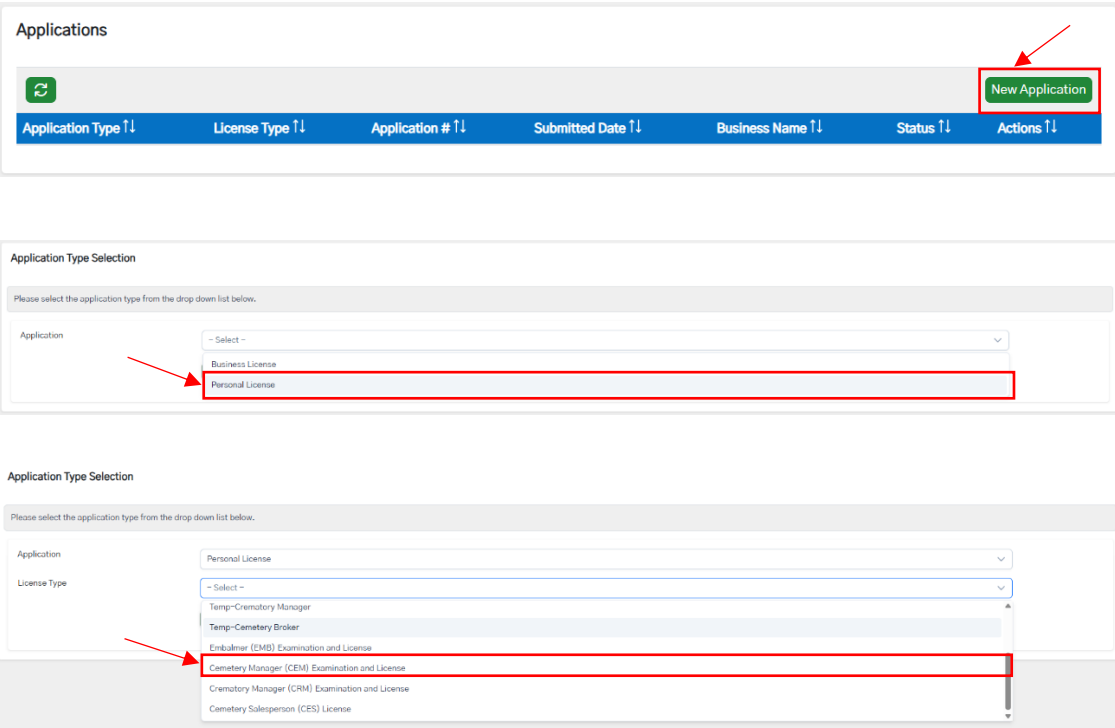




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Cemetery and Funeral Bureau

Cemetery Manager Examination and License Application


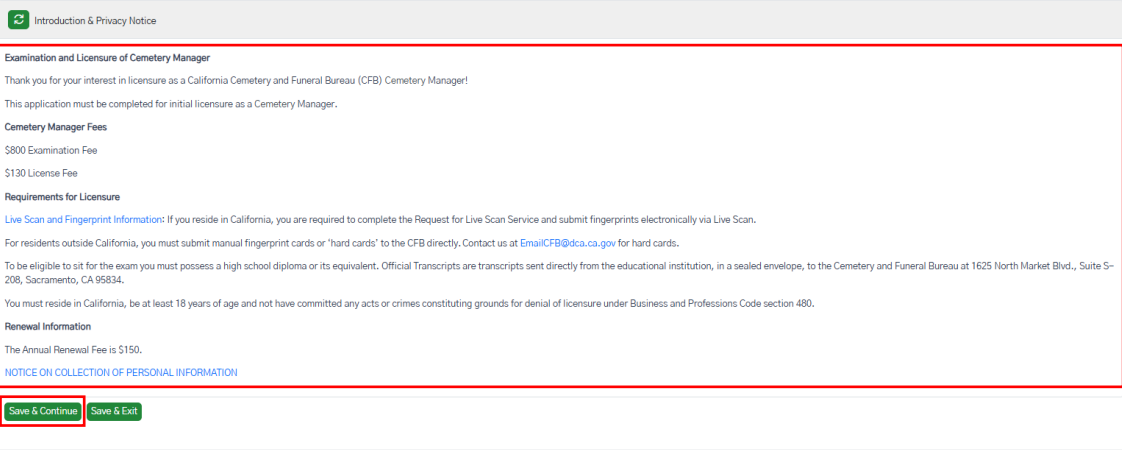
| SCREEN | ACTION |
|--|---|
| <p><u>CFB User Dashboard</u></p>  | 1. Locate CFB User Dashboard at https://connect.cfb.ca.gov/ |
| <p><u>Create a New Application</u></p>  | 2. Click the New Application button on the top right of the Applications pane 3. Click the Application dropdown and select Personal License 4. Click the License Type dropdown and select Cemetery Manager (CEM) Examination and License |



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| SCREEN | ACTION |
|---|--|
|  | 5. With the application selected, click the green Create Application button |
| <p><u>Introduction and Privacy Notice Tab</u></p> <p>Cemetery Manager (CEM) Examination and License</p>  | <p>6. Read the Introduction and Privacy Notice</p> <p>7. Click the green Save & Continue button</p> <p>*Note:</p> <ul style="list-style-type: none">You can save your progress and return to the application at any time by clicking on the green Save & Exit button. The application will be accessible from your dashboard |



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Applicant Information Tab

Applicant Information

Applicant Information

First Name * Middle Name or Initial Last Name *

Date of Birth (DOB) * Social Security Number or Individual Taxpayer Identification Number (SSN or ITIN) *

Former Name

Email Address *

☐ I am at least 18 years of age and possess a high school diploma or its equivalent *

Telephone Number *

Address of Record - AOR (cannot be a P.O. Box)

Address Line 1 *

Address Line 2

State * City * Zip *

Mailing Address

☐ Is Mailing Address Same as AOR?

Street Line 1 Street Line 2

State * City Zip

Save & Continue Save & Exit

8. Complete all required **Applicant Information** fields

9. Check the box to certify that you are **at least 18 years of age and possess a high school diploma or its equivalent**

*Note:

- All required fields have a red asterisk
- The First & Last Name, Date of Birth, and Social Security Number are all not editable. The information is auto populated from the User Profile
- If the *Mailing Address* is the same as the Address of Record (AOR), check the **Is Mailing Address Same as AOR?** box

10. Click the green **Save & Continue** button



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Special Consideration Tab

Special Consideration

Business and Professions Code section 135.4 provides that the Cemetery and Funeral Bureau (CFB) must expedite, and may assist, the initial licensure process for certain applicants.

1. Do any of the following statements apply to you? *

☐ Yes ☐ No

- You were admitted to the United States as a refugee pursuant to section 1157 of Title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of Title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of Title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

CFB also provides assistance to veterans, active-duty military personnel, and their spouses/domestic partners who would like to become licensed in California or are currently licensed and called to active duty.

More information can be found on the [CFB Military Information](#) page or email us at emailcfb@dca.ca.gov. You can also email the Department of Consumer Affairs at military@dca.ca.gov.

2. One of the following must be selected: *

- ☐ Yes, I may qualify for expedited processing or have transferable training and/or experience earned with the Armed forces.
☐ No, I do not qualify for this assistance.

Save & Continue

Save & Exit

11. Answer all **Special Consideration** questions

*Note:

- All required fields have a red asterisk
- When answering Yes to any of the questions, additional information and/or uploading supporting documentation will be required

12. Click the green **Save & Continue** button

Exam Information Tab

Exam Information

Have you previously taken the California Cemetery Manager Examination? *

☐ Yes ☐ No

Save & Continue

Save & Exit

If yes, indicate most recent exam date(s)

Add New

Recent Exam Date ↑↓

Actions ↑↓

Save & Continue

Save & Exit

13. Answer the **Exam Information** question

14. If you have previously taken the *California Cemetery Manager Examination*, click on the **Add New** button, select the date the exam was previously taken, and click the green **Save** button

*Note:

- You may add a new date for each time an exam was previously taken

15. Click the green **Save & Continue** button



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Background Information Tab

Background Information

1. Have you completed your Live Scan process or submitted manual fingerprint cards directly to the Cemetery and Funeral Bureau? *

☐ Yes ☐ No

2. Have you even been issued a license by the Cemetery and Funeral Bureau? *

☐ Yes ☐ No

3. Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? *

☐ Yes ☐ No

16. Answer all **Background Information** questions

***Note:**

- All required fields have a red asterisk
- When answering Yes to any of the questions, additional information and/or uploading supporting documentation will be required

17. Click the green **Save & Continue** button

Attestation Tab

Attestation

☐ I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate. *

Signature * Date *

NOTICE ON COLLECTION OF PERSONAL INFORMATION

18. Check the box to certify all information contained in the application is true and accurate

19. Type your name in the **Signature** field

***Note:**

- Your typed name will serve as your electronic signature for the application
- The date will be auto populated to current date

20. Click the green **Save & Continue** button



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Fee and Payment Tab

Cemetery Manager (CEM) Examination and License

Fee and Payment

Do not click Pay and Submit button more than once. Otherwise, you may be charged multiple times for the application.

Payment Method:

Cemetery Manager Examination Fees: \$ 800




Would you like to pay your initial License fee now? ☐ Yes ☐ No

Total Fees: \$ 800

Order Information **Billing Information** **Required Fields ***

Total Fees

Payment Information

Card Number:

CVV:

Expiration Date: Months: Year:

First Name:

Last Name:

Street 1:

Street 2:

Country:

State/Province:

City:

Zip/Postal Code:

Pay and Submit

21. Select Credit Card from the **Payment Method** dropdown

22. Complete the **Payment Information** fields

***Note:**

- All required fields have a red asterisk
- You have the option to pay for the *Initial License* fee now or later. If you choose to pay the fee now, the license will be issued immediately after passing the exam

23. Click the blue **Pay and Submit** button



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Cemetery Manager Examination and License Application

Applicant's Dashboard

| Licenses | | | | | | |
|--|------------------|---------------|----------------|-----------------|----------------|----------------|
| License Type | License # | Issuance Date | Effective Date | Expiration Date | License Status | Actions |
| [New License] | | | | | | |
| Applications | | | | | | |
| Application Type | License Type | Application # | Submitted Date | Business Name | Status | Actions |
| Cemetery Manager (CPM) Examination and License | Cemetery Manager | AN0201100002 | 10/28/2025 | | Submitted | [View Details] |
| Showing 1 - 2 of 2 | | | | | | |

24. Once the *application* has been submitted, the *Status* of the *application* will state **Submitted** on the applicant's dashboard in the **Applications** section

***Note:**

- The applicant will receive a *Payment Confirmation* email, and a *New Application Submitted* confirmation email
- The application may not be modified once submitted