



MORTUARIES AND FUNERAL FACILITIES AGENCY

DRAFT GUIDELINES AND PROCEDURES FOR REGISTERING AND LICENSING HEARSE SERVICE PROVIDER

I. THE ACT AND REGULATIONS

In accordance with Sections 36 to 38 (and other relevant Sections) of Act 829, all practitioners must be licensed in order to practice legally in Ghana.

1. A person shall not practice or carry on a profession in a mortuary, a funeral facility or provide funeral services unless that person has been registered by the Board.
2. The registration of a practitioner shall not be transferable and shall lapse upon the practitioner's decease.
3. A person qualifies to be registered under sub regulation 1 if the person is over 21 years of age.
4. The person has at least one year post training experience in the relevant profession and is a legal resident of Ghana.
5. Subject to section 36 of the Act, professionals/practitioners in mortuary science and funeral services to be registered by the Board shall include but shall not be limited to:
 - (a) Autopsy Assistants;
 - (b) Casket/ Coffin Makers;
 - (c) Cemetery Managers/ Sextons;
 - (d) Cremators;
 - (e) Embalmers;
 - (f) Funeral Assistants;
 - (g) Funeral Home Directors;

- (h) Grave Site Workers/Diggers;
- (i) Hearse Service Providers/Drivers;
- (j) Mortuary Attendants;
- (k) Mausoleum Directors;
- (l) Professional Pall Bearers;
- (m) Undertakers.

6. The Registrar shall publish the list of registered funeral facilities and practitioners annually in the Gazette.

7. The Board shall establish and keep a register in a form it may determine and shall record in it:

- (a) the unique identification number of a practitioner;
- (b) certificates issued under this Act;
- (c) suspension and cancellation of certificates; and
- (d) other information relating to the certificates that the board considers appropriate.

8. The Registrar shall on recommendation of the Board remove from the register the name of a practitioner:

- (a) who has died;
- (b) against whom professional misconduct has been established by the Disciplinary Committee of the Board; and
- (c) who has not paid the prescribed licensing fee.

9. Subject to Section 44 of the Act, a person who is not a citizen may apply to the Board to own or operate a practice in a mortuary or funeral home facility if that person:

- (a) possesses a valid work permit issued by the Minister for Interior;
- (b) is registered with the appropriate regulatory professional body in Ghana;
- (c) has at least five (5) years post qualification experience in a recognized institution of relevance to the profession of the practice;
- (d) has a Ghanaian professional in a similar discipline as a business partner; and
- (e) has fulfilled any other conditions set by the Board.

10. A person who is not a citizen shall not own or operate a facility or provide funeral services unless that person has practised in the profession in Ghana for at least two (2) years in a recognized institution.

II. RENEWAL OF LICENCE AND PIN

The licence shall be renewed after every three years. However, the Personal Identification Number (PIN) shall be renewed yearly with a proof of completion of required and relevant Continuous Professional Development (CPD).

III. TYPE OF PRACTITIONER

1. HEARSE SERVICE PROVIDER

Hearse Service Provider is a person who provides approved vehicle for conveying the deceased in a coffin or casket to the cemetery.

2. ROLES OF HEARSE SERVICE PROVIDER

A hearse service provider is responsible for:

- i. Providing transportation services for the family of the deceased to convey the deceased
- ii. Ensuring that the hearse driver transport only one casket at a time
- iii. Ensuring that the hearse drivers are well trained and are licensed.
- iv. Ensuring that everything stays safe and secure as the deceased is being conveyed.

3. BASIC QUALIFICATION/ TRAINING / EXPERIENCE

There shall be no minimum level of education required for registration. However, the person must;

- i. Be able to communicate effectively (in English and/or any local language).

- ii. Have at least 6 months training experience and 6 months post-training experience which shall be evidenced by a reference letter from current/previous employer or a client to which services have been rendered in the past.
- iii. Have registered with the Mortuaries and Funeral Facilities Agency.

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