



## **MORTUARIES AND FUNERAL FACILITIES AGENCY**

### **DRAFT GUIDELINES AND PROCEDURES FOR REGISTERING AND LICENSING CREMATORS/CREMATORIUM TECHNICIANS**

#### **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 Escort;
  - (h) Funeral Home Directors;
  - (i) Grave Site Workers/Diggers;

- (j) Hearse Service Providers/Drivers;
- (k) Mortuary Attendants;
- (l) Mausoleum Directors;
- (m) Professional Pall Bearers;
- (n) 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 recognised 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. CREMATOR/CREMATORIUM TECHNICIAN OR CREMATION/ CREMATORIUM ASSISTANT**

A cremator or crematorium technician is a person who cremates dead bodies and operates a crematorium (a furnace for burning dead bodies).

### **2. ROLE OF CREMATORIUM TECHNICIAN**

A crematorium technician is responsible for:

- i. Scheduling cremation activities;
- ii. Maintaining the crematorium's records and documents;
- iii. Maintaining cremation equipment;
- iv. Ordering urns and other supplies; and
- v. Taking care of the interior and grounds of the crematorium.

Some crematorium technicians may also:

- i. Help transport the body to the crematory;
- ii. Get the permits, authorizations and permissions necessary to cremate the body and
- iii. Return the remains to the person's family.

### **3. BASIC QUALIFICATION / TRAINING / EXPERIENCE**

To practice as a crematorium assistant, you must:

- i.** Have a minimum of Basic Education Certificate Examination (B.E.C.E) or at least the ability to read and write; and a
- ii.** Certificate of training (professional/academic) required to practice as a crematorium assistant and or crematory equipment; and
- iii.** At least two years of working experience in the practice (with proof);
- iv.** Have working knowledge of cremation-and crematory-related rules and regulations;
- v.** Be able to communicate effectively;
- vi.** Have registered with the Mortuaries and Funeral Facilities Agency.