



July 13, 2017
Hearing Room #3
9:30 a.m.

Agenda

Virginia Board of Funeral Directors & Embalmers Ad Hoc Committee on Funeral Internships

Call to Order – Blair H. Nelsen, FSL, Committee Chair

Public Comment

Discussion – Funeral Service Internship Program

- **Statutory and Regulatory Requirements**
 - **Reporting Requirements**
-

Meeting Adjournment

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3708(D).

Attachments:

1. Statutes and Regulations – Funeral Internship Program
2. Guidance Document 65-15 – Guidance for Granting Internship Extensions
3. Internship Applications and Forms
4. Model Practice Act provisions
5. Comparison of state requirements

1. Statutes and Regulations – Funeral Internship Program

Code of Virginia
Title 54.1. Professions and Occupations
Chapter 28. Funeral Services

§ 54.1-2817. Funeral service interns.

A person desiring to become a funeral service intern shall apply on a form provided by the Board. The applicant shall attest that he holds a high school diploma or its equivalent. The Board, in its discretion, may approve an application to be a funeral service intern for an individual convicted of a felony, if he has successfully fulfilled all conditions of sentencing, been pardoned, or has had his civil rights restored. The Board shall not, however, approve an application to be a funeral service intern for any person convicted of embezzlement or of violating subsection B of § 18.2-126.

The Board, in its discretion, may refuse to approve an application to be a funeral service intern for an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.

When the Board is satisfied as to the qualifications of an applicant, it shall issue a certificate of internship. When a funeral service intern wishes to receive in-service training from a person licensed for the practice of funeral service, a request shall be submitted to the Board. If such permission is granted and the funeral service intern later leaves the proctorship of the licensee whose service has been entered, the licensee shall give the funeral service intern an affidavit showing the length of time served with him. The affidavit shall be filed with the Board and made a matter of record in that office. Any funeral service intern seeking permission to continue in-service training shall submit a request to the Board.

A certificate of internship shall be renewable as prescribed by the Board. The Board shall mail at such time as it may prescribe by regulation, to each registered funeral service intern at his last known address, a notice that the renewal fee is due and that, if not paid by the prescribed time, a penalty fee shall be due in addition to the renewal fee.

The registration of any funeral service intern who is in the active military service of the United States may, at the discretion of the Board, be held in abeyance for the duration of his service. The Board may also waive the renewal fees for such military personnel.

All registered funeral service interns shall report to the Board on a schedule prescribed by the Board upon forms provided by the Board, showing the work which has been completed during the preceding period of internship. The data contained in the report shall be certified as correct by the person licensed for the practice of funeral service under whom he has served during this period and by the person licensed for the practice of funeral service owning or managing the funeral service establishment.

Before such funeral service intern becomes eligible to be examined for the practice of funeral service, evidence shall be presented along with an affidavit from any licensee under whom the intern worked showing that the intern has assisted in embalming at least 25 bodies and that the intern has assisted in conducting at least 25 funerals. In all applications of funeral service interns for licenses for the practice of funeral service, the eligibility of the applicant shall be determined

by the records filed with the Board. The successful completion by any person of the internship shall not entitle him to any privilege except to be examined for such license.

Credit shall not be allowed for any period of internship that has been completed more than three years prior to application for license or more than five years prior to examination for license. If all requirements for licensure are not completed within five years of initial application, the Board may deny an additional internship. A funeral service intern may continue to practice for up to 90 days from the completion of his internship or until he has taken and received the results of all examinations required by the Board. However, the Board may waive such limitation for any person in the armed service of the United States when application for the waiver is made in writing within six months of leaving service or if the Board determines that enforcement of the limitation will create an unreasonable hardship.

The Board shall have power to suspend or revoke a certificate of internship for violation of any provision of this chapter.

No more than two funeral service interns shall be concurrently registered under any one person licensed for the practice of funeral service, funeral directing or embalming. Each sponsor for a registered funeral service intern must be actively employed by or under contract with a funeral establishment.

Code 1950, §§ 54-260.34 through 54-260.38; 1956, c. 220; 1970, c. 513, § 54-260.72; 1972, c. 797; 1973, c. 296; 1974, c. 157; 1978, c. 849; 1981, c. 258; 1986, c. 43; 1988, c. 765; 2005, c. 477; 2006, c. 56.

Commonwealth of Virginia



**REGULATIONS
FOR THE
FUNERAL SERVICE INTERNSHIP
PROGRAM**

**VIRGINIA BOARD OF
FUNERAL DIRECTORS AND EMBALMERS**

Title of Regulations: 18 VAC 65-40-10 et seq.

**Statutory Authority: § 54.1-2400 and Chapter 28
of Title 54.1 of the *Code of Virginia***

Revised Date: January 14, 2015

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TABLE OF CONTENTS

Part I. General Provisions.....	3
18VAC65-40-10. Definitions.....	3
18VAC65-40-20 to 18VAC65-40-30. [Repealed]	3
18VAC65-40-40. Fees.	3
18VAC65-40-50 to 18VAC65-40-80. [Repealed]	3
18VAC65-40-90. Renewal of registration.	3
18VAC65-40-100. [Repealed]	4
18VAC65-40-110. Reinstatement of expired registration.	4
18VAC65-40-120. [Repealed]	4
Part II. Funeral Service Internship Requirements.	4
18VAC65-40-130. Funeral service internship.	4
18VAC65-40-140 to 18VAC65-40-170. [Repealed]	4
18VAC65-40-180. Intern application package.	4
18VAC65-40-190 to 18VAC65-40-200. [Repealed]	5
18VAC65-40-201. Failure to register.	5
18VAC65-40-210. Training sites.	5
18VAC65-40-220. Qualifications of training site.....	5
18VAC65-40-230 to 18VAC65-40-240. [Repealed]	5
18VAC65-40-250. Requirements for supervision.	5
18VAC65-40-260 to 18VAC65-40-270. [Repealed]	6
18VAC65-40-280. Supervisor application package.....	6
18VAC65-40-290. through 18VAC65-40-310. [Repealed]	6
18VAC65-40-320. Reports to the board: six-month report; partial report.	6
18VAC65-40-330. Failure to submit training report.	6
Part III. Internship: Funeral Supervisors' Responsibilities.....	7
18VAC65-40-340. Supervisors' responsibilities.	7
18VAC65-40-350 to 18VAC65-40-630. [Repealed]	7
Part IV. Refusal, Suspension, Revocation, and Disciplinary Action.	7
18VAC65-40-640. Disciplinary action.	7

Part I. General Provisions.

18VAC65-40-10. Definitions.

In addition to words and terms defined in § 54.1-2800 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Direct supervision" means that a licensed funeral service professional is present and on the premises of the facility.

"Supervisor" means a licensed employee at the training site who has been approved by the board to provide supervision for the funeral intern.

"Training site" means the licensed funeral establishment, facility, or institution that has agreed to serve as a location for a funeral service internship and has been approved by the board.

18VAC65-40-20 to 18VAC65-40-30. [Repealed]

18VAC65-40-40. Fees.

A. The following fees shall be paid as applicable for registration:

- | | |
|---|-------|
| 1. Funeral service intern registration | \$150 |
| 2. Funeral service intern renewal | \$125 |
| 3. Late fee for renewal up to one year after expiration | \$45 |
| 4. Duplicate copy of intern registration | \$25 |
| 5. Returned check | \$35 |
| 6. Registration of supervisor | \$35 |
| 7. Change of supervisor | \$35 |
| 8. Reinstatement fee | \$195 |

B. Fees shall be made payable to the Treasurer of Virginia and shall not be refundable once submitted.

18VAC65-40-50 to 18VAC65-40-80. [Repealed]

18VAC65-40-90. Renewal of registration.

A. The funeral service intern registration shall expire on March 31 of each calendar year and may be renewed by submission of the renewal notice and prescribed fee.

B. A person who fails to renew a registration by the expiration date shall be deemed to have an invalid registration. No credit will be allowed for an internship period served under an expired registration.

C. The funeral service intern is responsible for notifying the board within 14 days of any changes in name, address, employment, or supervisor. Any notices shall be validly given when mailed to the address on record with the board.

18VAC65-40-100. [Repealed]

18VAC65-40-110. Reinstatement of expired registration.

A. A funeral service intern whose registration has expired may be reinstated within one year following expiration by payment of the current renewal fee and the late renewal fee.

B. A funeral service intern whose registration has been expired for more than one year shall apply for reinstatement by submission of an application and payment of a reinstatement fee. The board may consider reinstatement of an expired registration for up to three years following expiration.

C. When a registration is not reinstated within three years of its expiration date, a new application for registration shall be filed and a new internship begun.

18VAC65-40-120. [Repealed]

Part II. Funeral Service Internship Requirements.

18VAC65-40-130. Funeral service internship.

A. The internship shall consist of at least 3,000 hours of training to be completed within no less than 12 months and no more than 48 months. For good cause shown, the board may grant an extension of time for completion of an internship.

B. The funeral service intern shall be assigned a work schedule of not less than 20 hours nor more than 60 hours per week in order to receive credit for such training. For good cause shown, the board may waive the limitation on an intern's work schedule.

C. A funeral service intern shall receive training in all areas of funeral service.

18VAC65-40-140 to 18VAC65-40-170. [Repealed]

18VAC65-40-180. Intern application package.

A. Any person who meets the qualifications of §54.1-2817 of the Code of Virginia may seek registration with the board as a funeral service intern by submission of an application package, which shall include documentation of the qualifications and signatures of any supervising licensees.

B. Applicants shall submit school transcripts as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

18VAC65-40-190 to 18VAC65-40-200. [Repealed]

18VAC65-40-201. Failure to register.

If the internship is not approved by the board prior to initiation of training, no credit shall be allowed for the length of time served.

18VAC65-40-210. Training sites.

A. Funeral training shall be given at the licensed funeral service establishment or at any branch of such establishment that complies with the provisions of this chapter and is approved by the board as a training site.

B. An individual, firm, or corporation owning or operating any funeral service establishment shall apply to and be approved by the board prior to permitting funeral training to be given or conducted in the establishment.

18VAC65-40-220. Qualifications of training site.

A. The board shall approve only an establishment or two combined establishments to serve as the training site or sites that:

1. Have a full and unrestricted Virginia license;
2. Have complied in all respects with the provisions of the regulations of the Board of Funeral Directors and Embalmers; and
3. Have 50 or more funerals and 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period of training. If the establishment does not meet the required number of funerals or embalmings, the funeral service intern may seek approval for an additional training site.

B. The board may grant approval for a resident trainee to receive all or a portion of the embalming training at a facility of state or federal government or an accredited educational institution.

18VAC65-40-230 to 18VAC65-40-240. [Repealed]

18VAC65-40-250. Requirements for supervision.

A. Training shall be conducted under the direct supervision of a licensee or licensees approved by the board. Credit shall only be allowed for training under direct supervision.

B. The board shall approve only funeral service licensees, licensed funeral directors, or licensed embalmers to give funeral training who have a full and unrestricted Virginia funeral license, have at

least two consecutive years in practice and are employed full time in or under contract with the establishment, facility, or institution where training occurs.

C. A supervisor licensed as an embalmer or a funeral director shall provide supervision only in the areas of funeral practice for which he is licensed.

D. Failure to register as a supervisor may subject the licensee to disciplinary action by the board.

E. If a supervisor is unable or unwilling to continue providing supervision, the funeral service intern shall obtain a new supervisor. Credit for training shall resume when a new supervisor is approved by the board and the intern has paid the prescribed fee for the change of supervisor.

18VAC65-40-260 to 18VAC65-40-270. [Repealed]

18VAC65-40-280. Supervisor application package.

A. A licensee seeking approval by the board as a supervisor shall submit a completed application and any additional documentation as may be required to determine eligibility.

B. The application for supervision of a funeral service intern shall be signed by the establishment manager and by the persons who will be providing supervision for embalming and for the funeral services.

18VAC65-40-290. through 18VAC65-40-310. [Repealed]

18VAC65-40-320. Reports to the board: six-month report; partial report.

A. The intern, the supervisor or supervisors, and the establishment shall submit a written report to the board at the end of every 1,000 hours of training. The report shall:

1. Specify the period of time in which the 1,000 hours has been completed and verify that the intern has actually served in the required capacity during the preceding period; and

2. Be received in the board office no later than 14 days following the end of the completion of 1,000 hours. Late reports may result in additional time being added to the internship.

B. If the internship is terminated or interrupted prior to completion of 1,000 hours or if the intern is changing supervisors or training sites, the intern and the supervisor shall submit a partial report to the board with a written explanation of the cause of program termination or interruption or of the change in training or supervision.

1. The partial report shall provide the amount of time served and the dates since the last reporting period. Credit for partial reports shall be given for the number of hours of training completed.

2. Partial reports shall be received in the board office no later than 14 days after the interruption or termination of the internship or after the change in supervisors or training sites. Credit may be deducted for late reports.

18VAC65-40-330. Failure to submit training report.

If the intern, supervisor, or establishment manager fails to submit the reports required in 18VAC65-40-320, the intern may forfeit all or partial credit for training or disciplinary action may be taken against the intern, supervisor and establishment manager.

Part III. Internship: Funeral Supervisors' Responsibilities.

18VAC65-40-340. Supervisors' responsibilities.

- A. The supervisor shall provide the intern with all applicable laws and regulations or sections of regulations relating to the funeral industry.
- B. The supervisor shall provide the intern with copies of and instruction in the use of all forms and price lists employed by the funeral establishment.
- C. The supervisor shall provide the intern with instruction in all aspects of funeral services and shall allow the intern under direct supervision to conduct all necessary arrangements for a minimum of 25 funerals.
- D. The embalming supervisor shall provide instruction on all necessary precautions, embalming functions, and reporting forms and shall allow the intern under direct supervision to perform a minimum of 25 embalmings.
- E. The supervisor shall provide the intern with instruction in making preneed funeral arrangements and instruction on the laws and regulations pertaining to preneed funeral contracts and disclosures.
- F. The supervisor shall provide instruction on cremation and on the laws and regulations pertaining to cremation.
- G. If a training site does not offer preneed funeral planning or cremation services, the supervisor shall arrange for such training at another licensed funeral establishment that does.

18VAC65-40-350 to 18VAC65-40-630. [Repealed]

Part IV. Refusal, Suspension, Revocation, and Disciplinary Action.

18VAC65-40-640. Disciplinary action.

The board may refuse to issue or renew a license, registration, or approval to any applicant; and may suspend for a stated period of time or indefinitely, or revoke any license, registration, or approval, or reprimand any person, or place his license or registration on probation with such terms and conditions and for such time as it may designate or impose a monetary penalty for failure to comply with the regulations of the Board of Funeral Directors and Embalmers.

2. Guidance Document 65-15 – Guidance for Granting Internship Extensions

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Guidance for Granting Internship Extensions

In accordance with **18VAC65-40-130**, the board, for good cause shown, may grant an extension of time for completion of an internship.

The board policy on granting an extension is as follows:

- The intern has to provide the board with a letter explaining the circumstances that have prevented the completion of the program within the specified time. The letter should include the length of time the intern is requesting for the extension. Additionally, the board will require a copy of the intern's current college transcript to review the courses already completed toward the mortuary educational requirement.
- The Board will grant no more than two extensions to an intern.

3. Internship Applications and Forms

REGISTRATION FOR FUNERAL SERVICE INTERNSHIP PROGRAM CHECKLIST AND INSTRUCTIONS

Board of Funeral Directors and Embalmers
Perimeter Center-9960 Mayland Drive, Suite 300-Richmond, VA 23233-1463
Email: FanBd@dhp.virginia.gov Website: www.dhp.virginia.gov Phone: 804-367-4479

If all documentation/information has been received from the applicant, the licensing process takes approximately 5 to 7 business days. Upon receipt of the registration application an acknowledgement letter is sent to the applicant advising the applicant what items are lacking.

Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, registration is not issued, the application file is destroyed. An applicant shall reapply for registration, submit fees, required documentation, and meet the qualifications for registration in effect at the time of the new application.

SUBMIT THE FOLLOWING:

- 1. **THE 2-PAGE APPLICATION FOR REGISTRATION IN A FUNERAL SERVICE INTERN PROGRAM** - This application will not be considered until all sections have been completed. If you answered yes to question #3 on page two (2) of the application, attach your state criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; and any other information you wish to have considered with your application (i.e., information on the status of incarceration, parole, or probation; reference letters; documentation of rehabilitation; etc.).
- 2. **FEES** – All fees are non-refundable. The fee for registration as a Funeral Service Intern is **\$150.00**. Make check or money order payable to the Treasurer of Virginia. Attach the fee to the 2-page application and submit to the Virginia Board of Funeral Directors and Embalmers. **Applications received without the fee and/or fees received without an application will be returned to the sender.**
- 3. **PROOF OF PROFESSIONAL EDUCATION** – Submit OFFICIAL transcript from your High School or General Equivalency Diploma (GED), and Mortuary School to include school seal and date of graduation.
- 4. **REGISTRATION OF SUPERVISOR** – Ensure that your supervisor is registered with the Board as a Supervisor. Supervisors are required to complete the Funeral Supervisor Registration Application. The Board will approve only Funeral Service Licensees, Funeral Directors, or Embalmers to give funeral training who have a current/active and full and unrestricted Virginia Funeral license and have at least **two consecutive years in practice** and are employed full time in or under contract with the establishment where training occurs. A supervisor licensed as an embalmer or a funeral director shall provide supervision only in the areas of funeral practice for which he is licensed. Funeral Service Licensees may provide both embalming and directing if it is in their area of funeral practice. **Credit shall only be allowed for training under direct supervision.**

PLEASE NOTE:

- 1. It is unlawful to practice funeral services in Virginia until you have been issued a Virginia license or until you have been issued written authorization from the board office to serve in an internship program under the direct supervision of a licensed Funeral Service Licensee, Funeral Director, or Embalmer in Virginia.
- 2. **FAXED DOCUMENTS ARE NOT ACCEPTABLE; only original documents will be accepted.**
- 3. Applications altered in any way may not be accepted.



COMMONWEALTH OF VIRGINIA Board of Funeral Directors and Embalmers

Department of Health Professions
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463

E-Mail: FanBd@dhp.virginia.gov
Website: www.dhp.virginia.gov
Phone: 804-367-4479

Funeral Service Internship Program Application

Application fee is \$150.00 check or money order made payable to the Treasurer of Virginia.
ALL FEES ARE NON-REFUNDABLE

1. Full Legal Name (Please Print or Type)

First Name		Middle Name and Maiden Name		Last Name and Suffix	
Social Security No. or VA DMV Control No.*		Date of Birth ____ ____ ____ MM DD YY		Place of Birth (City and State)	
Address of Record: Street			City	State	ZIP Code
Alternate Public Address: Street			City	State	ZIP Code
Business Name & Address: Street			City	State	ZIP Code
<p>ADDRESS: Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. However addresses of individuals <u>are not posted</u> on the "License Lookup" program available through the board's website.</p>					
Home Phone:		Work Phone:		Mobile Phone	
E-Mail Address					
Graduation Date ____ ____ ____ MM DD YY		Degree (Official Transcript required)		High School/College/University and City, State	

Submit address changes in writing immediately. Attach check or money order made payable to the Treasurer of Virginia. Applications will not be processed without the fee or vice versa. Incomplete applications **WILL BE RETURNED**. Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, a license is not issued, the application file is **destroyed**. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure in effect at the time of the new application.

*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number** issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.**

**In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

APPROVED BY _____

REGISTRATION NUMBER	APPLICANT NUMBER	FEE RECEIPT #	FEE
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2. Training Site Information (Supervisor must be Registered with the Board)

Establishment Name and License Number:	#of Funeral Services Conducted in the Past Year:	#of Embalming procedures performed at establishment in the past year:
Establishment Address:		Establishment Telephone #:
Establishment Manager's Name and License Number:		Manager's Signature:
Funeral Service Supervisor and License Number:	Telephone #:	Funeral Service Supervisor Signature:
Embalming Supervisor and License Number:	Telephone #:	Embalming Supervisor Signature:
Anticipated Date of Employment:	Total Hours Scheduled to Work Each Week:	

QUALIFICATIONS OF FUNERAL SERVICE INTERNSHIP:

The internship shall consist of at least 3000 hours of training to be completed **within no less than 12 months and no more than 48 months**. The funeral service intern shall be assigned a work schedule of not less than 20 hours and no more than 60 hours per week in order to receive credit for training. **Credit shall only be allowed for training under direct supervision.**

QUALIFICATIONS OF SUPERVISOR:

Hold a current, unrestricted Virginia Funeral Service Licensee, Funeral Director, or Embalmer license and have at least two consecutive years in practice and employed full time in or under contract with the establishment where training occurs. **Credit shall only be allowed for training under direct supervision and the supervisor shall provide supervision only in the areas of funeral practice for which he is licensed.**

QUALIFICATIONS OF TRAINING SITE:

The establishment shall have a full unrestricted Virginia license and have complied in all respects with the regulations of the Board of Funeral Directors and Embalmers; and have 50 or more funerals and 50 or more bodies for embalming over a 12 month period for each person to be trained. This total must be maintained throughout the period of training.

QUESTIONS MUST BE ANSWERED. If any of the following questions (3-6) is answered **yes**, explain and substantiate with documentation.

- | | YES | NO |
|---|-------|-------|
| 3. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor or convicted of a felony or any crime involving moral turpitude? Including convictions for driving under the influence; excluding traffic violations. Attach your state criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.). Include explanation on events. | _____ | _____ |
| 4. Have you ever had any of the following disciplinary actions taken against a license/registration to practice funeral services or any such actions pending? (a) suspension/revocation (b) probation (c) reprimand/cease and desist (d) had your practice monitored (e) monetary penalty (f) denied licensure (g) refused renewal (i) denied examination? If yes , submit notices, orders, etc., from the regulatory authority. | _____ | _____ |
| 5. Have you been physically or emotionally dependent upon the use of alcohol/ drugs or treated by, consulted with, or been under the care of a professional for any substance abuse within the last two years? If yes , please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. | _____ | _____ |
| 6. Do you have a physical disease, mental disorder, or any condition, which could affect your performance of professional duties? If yes , please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. | _____ | _____ |

7. AFFIDAVIT OF APPLICANT

- (a) I have read and understand the Virginia Board of Funeral Directors and Embalmers statutes and regulations and am aware that if granted a funeral internship in Virginia, I am required to comply with any laws and regulations of the Board of Funeral Directors and Embalmers.**

- (b) I hereby give permission to the Virginia Board of Funeral Directors and Embalmers to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questioning by the Board or any Agent thereof, and to substantiate my statement(s) if desired by the Board.**

- (c) I shall present any credentials or documents required or requested by the Board.**

- (d) I, _____, the applicant herein, depose and say that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information which might be of value to this Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning my qualification as an applicant shall be sufficient grounds for the denial, suspension, cancellation, or revocation of my Virginia Board of Funeral Directors and Embalmers internship even though it is not discovered until after issuance.**

Applicant's Signature

Date



COMMONWEALTH OF VIRGINIA Department of Health Professions

Board of Funeral Directors and Embalmers
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463

E-Mail: FanBd@dhp.virginia.gov
Website: www.dhp.virginia.gov
Phone: 804-367-4479

Funeral Supervisor Registration Application

Application fee is **\$35.00** check or money order made payable to the Treasurer of Virginia.
ALL FEES ARE NON-REFUNDABLE

1. Legal Full Name (Please Print or Type)

First Name		Middle Name and Maiden Name		Last Name and Suffix	
Social Security No. or VA Control No.*		Date of Birth ____ / ____ / ____ MM DD YY		Place of Birth (City and State)	
Address of Record: Street		City		State	ZIP Code
Alternate Public Address: Street		City		State	ZIP Code
Business Name & Address: Street		City		State	ZIP Code
<p>ADDRESS: Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. However addresses of individuals <u>are not posted</u> on the "License Lookup" program available through the board's website.</p>					
Home Phone:		Work Phone:		Mobile Phone:	
E-Mail Address				VA FSP License Number:	

Submit address changes in writing immediately. Attach check or money order made payable to the Treasurer of Virginia. Applications will not be processed without the fee or vice versa. Incomplete applications **WILL BE RETURNED**. Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, a license is not issued, the application file is **destroyed**. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure in effect at the time of the new application.

* In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number** issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.** **In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE -- FOR OFFICE USE ONLY

APPROVED BY _____

LICENSE NUMBER	PENDING NUMBER	BASE STATE	RECEIPT NUMBER
----------------	----------------	------------	----------------

QUALIFICATIONS OF SUPERVISOR:

Hold a current, unrestricted Virginia Funeral Service Licensee, Funeral Director, or Embalmer license and have at least two consecutive years in practice and employed full time in or under contract with the establishment where training occurs. **Credit shall only be allowed for training under direct supervision and the supervisor shall provide supervision only in the areas of funeral practice for which he is licensed.**

2. QUALIFICATIONS OF TRAINING SITE:

The establishment shall have a full unrestricted Virginia license and have complied in all respects with the Virginia regulations and statutes governing the practice of funeral service; and have 50 or more funerals and 50 or more bodies for embalming over a 12 month period for each person to be trained. This total must be maintained throughout the period of training.

<input checked="" type="checkbox"/> CHECK AREA OF FUNERAL PRACTICE TO PROVIDE SUPERVISION - Must be licensed in area of practice.			
<input type="checkbox"/> Embalming		<input type="checkbox"/> Directing	
- If licensed in both areas check both.			
Full Name of Intern to supervise		Full Name of Intern to supervise	
No more than two (2) funeral service interns shall be concurrently registered under any one supervisor.			
Establishment Name		Establishment License Number	
Establishment Address: Street	City	State	Zip Code

3. WORK HISTORY

A resume may not be used as a substitute for any question on this application. List in chronological order professional, full time work experience as a funeral service licensee, funeral director, or licensed embalmer for at least two consecutive years.			
From	To	Employer	City/State

QUESTIONS MUST BE ANSWERED. If any of the following questions (4-7) is answered **yes**, include explanation and substantiate with documentation.

- | | YES | NO |
|--|-------|-------|
| 4. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor or convicted of a felony or any crime involving moral turpitude? Including convictions for driving under the influence; excluding traffic violations. Attach a copy of your state criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.). Include explanation on events. | _____ | _____ |
| 5. Have you ever had any of the following disciplinary actions taken against your license to practice or any such actions pending? (a) suspension/revocation (b) probation (c) reprimand/cease and desist (d) had your practice monitored (e) monetary penalty (f) denied licensure (g) refused renewal (i) denied examination? If yes , submit notices, orders, etc., from the regulatory authority. | _____ | _____ |
| 6. Have you been physically or emotionally dependent upon the use of alcohol/ drugs or treated by, consulted with, or been under the care of a professional for any substance abuse within the last two years? If yes , please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. | _____ | _____ |
| 7. Do you have a physical disease, mental disorder, or any condition, which could affect your performance of professional duties? If yes , please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. | _____ | _____ |

8.

AFFIDAVIT OF APPLICANT (owner)

- (a) I have read and understand the Virginia Board of Funeral Directors and Embalmers statutes and regulations and am aware that if granted this registration in Virginia, I am required to comply with any laws and regulations of the Board of Funeral Directors and Embalmers.**
- (b) I hereby give permission to the Virginia Board of Funeral Directors and Embalmers to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questioning by the Board or any Agent thereof, and to substantiate my statement(s) if desired by the Board.**
- (c) I shall present any credentials or documents required or requested by the Board.**
- (d) I, _____, the applicant herein, depose and say that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information which might be of value to this Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning my qualification as an applicant shall be sufficient grounds for the denial, suspension, cancellation, or revocation of my Virginia Board of Funeral Directors and Embalmers license even though it is not discovered until after issuance.**

Applicant's Signature

Date

**FUNERAL SERVICE INTERN HOURS ATTESTATION FORM
FIRST (1ST) REPORT**

Virginia Board of Funeral Directors and Embalmers

Perimeter Center – 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463

Phone: 804-367-4479 FAX: 804-527-4413

Email: FanBd@dhp.virginia.gov Website: www.dhp.virginia.gov

TO BE COMPLETED BY FUNERAL SERVICE INTERN:

Full Legal Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Email: _____ Phone: _____

Name of Funeral Service Establishment Employed:

License# of Funeral Service Establishment: _____

Name of Supervisor: _____ License#: _____

Start Date: _____ End Date: _____ *Total Hours worked: _____

***The Virginia Board of Funeral Directors and Embalmers reserve the right to request verification of hours worked.**

We attest to the accuracy of the hours reported and compliance with the Virginia regulations and statutes governing the practice of funeral services.

Funeral Service Intern: _____ Date: _____

Funeral Service Supervisor: _____ Date: _____

**FUNERAL SERVICE INTERN HOURS ATTESTATION FORM
SECOND (2ND) REPORT**

Virginia Board of Funeral Directors and Embalmers

Perimeter Center – 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463

Phone: 804-367-4479 FAX: 804-527-4413

Email: FanBd@dhp.virginia.gov Website: www.dhp.virginia.gov

TO BE COMPLETED BY FUNERAL SERVICE INTERN:

Full Legal Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Email: _____ Phone: _____

Name of Funeral Service Establishment Employed:

License# of Funeral Service Establishment: _____

Name of Supervisor: _____ License#: _____

Start Date: _____ End Date: _____ *Total Hours worked: _____

***The Virginia Board of Funeral Directors and Embalmers reserve the right to request verification of hours worked.**

We attest to the accuracy of the hours reported and compliance with the Virginia regulations and statutes governing the practice of funeral services.

Funeral Service Intern: _____ Date: _____

Funeral Service Supervisor: _____ Date: _____

COMMONWEALTH OF VIRGINIA

Board of Funeral Directors and Embalmers

Perimeter Center – 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463

Phone: 804-367-4479 FAX: 804-527-4413

Website: www.dhp.virginia.gov Email: FANBd@dhp.virginia.gov

SECOND 1000 HOUR FUNERAL INTERNSHIP REPORT

Funeral Service Intern's Name: _____ License No. _____
 Supervisor's Name: _____ License No. _____

1. Indicate the level of knowledge and proficiency you observe in the performance of your intern on a scale of 1-10: (1- Unsatisfactory, 10- Excellent). Please comment on each area.

AREA OF KNOWLEDGE AND PROFICIENCY	Rating (1-10)
A) Virginia Laws	
B) Federal Laws: FTC, OSHA, ADA	
C) Vital Statistics and Post-Mortem Regulations	
D) Merchandise/Merchandising	
E) Funeral Arranging (At Need & Preneed with families)	
F) Cremation Laws	
G) Funeral Directing	
H) Preneed Funeral Laws	
I) General Business Procedures	

2. Please estimate the number of hours of the Intern's time during an average work week spent in each of the following areas:

	Hours
A) First Calls/Removals	
B) Driving of Vehicles	
C) Assisting in Funeral Arrangements	
D) Funeral Services (Visitations, Services, etc.)	
E) Administrative Duties (Filing Death Certificates, paperwork, etc)	
F) Maintenance (Explain)	
G) Other Duties (Explain)	

3. Please indicate the number completed by the intern, during this reporting period, in the following areas:

A) Funeral Arrangements	
B) Embalmings	

4. The Intern has completed the 2ND 1,000 hours of his/her internship. Please rate and comment on the Intern's progress and improvement during the last three months utilizing the following scale:

1-Unsatisfactory Progress, 2-Marginal Progress, 3-Good Progress, 4-Exceptional Progress

AREA OF KNOWLEDGE AND PROFICIENCY	Scale (1-4)
A) Anatomy	
B) Restorative Art	
C) Safety and Sanitation	
D) Embalming and Proficiency	
F) Reliability	
I) Attitude toward funeral service industry	
I) Overall quality of work	

I certify this is an accurate report on the progress of the above-named Intern and has been prepared without consultation with the Funeral Service Intern.

 Signature of Supervisor

Date _____

 Signature of Funeral Service Intern

Date _____

Revised 08/23/16

**FUNERAL SERVICE INTERN HOURS ATTESTATION FORM
THIRD (3RD) REPORT**

Virginia Board of Funeral Directors and Embalmers

Perimeter Center – 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463

Phone: 804-367-4479 FAX: 804-527-4413

E-Mail: FanBd@dhp.virginia.gov Website: www.dhp.virginia.gov

TO BE COMPLETED BY FUNERAL SERVICE INTERN:

Full Legal Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Email: _____ Phone: _____

Name of Funeral Service Establishment Employed:

License# of Funeral Service Establishment: _____

Name of Supervisor: _____ License#: _____

Start Date: _____ End Date: _____ *Total Hours worked: _____

***The Virginia Board of Funeral Directors and Embalmers reserve the right to request verification of hours worked.**

We attest to the accuracy of the hours reported and compliance with the Virginia regulations and statutes governing the practice of funeral services.

Funeral Service Intern: _____ Date: _____

Funeral Service Supervisor: _____ Date: _____

COMMONWEALTH OF VIRGINIA

Board of Funeral Directors and Embalmers

Perimeter Center – 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233-1463

Phone: 804-367-4479 FAX: 804-527-4413

Website: www.dhp.virginia.gov Email: FANBd@dhp.virginia.gov

THIRD 1000 HOUR FUNERAL INTERNSHIP REPORT

Funeral Service Intern's Name: _____ License No. _____
 Supervisor's Name: _____ License No. _____

1. Indicate the level of knowledge and proficiency you observe in the performance of your intern on a scale of 1-10: (1- Unsatisfactory, 10- Excellent). Please comment on each area.

AREA OF KNOWLEDGE AND PROFICIENCY	Rating (1-10)
A) Virginia Laws	
B) Federal Laws: FTC, OSHA, ADA	
C) Vital Statistics and Post-Mortem Regulations	
D) Merchandise/Merchandising	
E) Funeral Arranging (At Need & Preneed with families)	
F) Cremation Laws	
G) Funeral Directing	
H) Preneed Funeral Laws	
I) General Business Procedures	

2. Please estimate the number of hours of the Intern's time during an average work week spent in each of the following areas:

	Hours
A) First Calls/Removals	
B) Driving of Vehicles	
C) Assisting in Funeral Arrangements	
D) Funeral Services (Visitations, Services, etc.)	
E) Administrative Duties (Filing Death Certificates, paperwork, etc)	
F) Maintenance (Explain)	
G) Other Duties (Explain)	

3. Please indicate the number completed by the intern, during this reporting period, in the following areas:

A) Funeral Arrangements	
B) Embalmings	

4. The Intern has completed the 3RD 1,000 hours of his/her internship. Please rate and comment on the Intern's progress and improvement during the last three months utilizing the following scale:

1-Unsatisfactory Progress, 2-Marginal Progress, 3-Good Progress, 4-Exceptional Progress

AREA OF KNOWLEDGE AND PROFICIENCY	Scale (1-4)
A) Anatomy	
B) Restorative Art	
C) Safety and Sanitation	
D) Embalming and Proficiency	
F) Reliability	
I) Attitude toward funeral service industry	
I) Overall quality of work	

I certify this is an accurate report on the progress of the above-named Intern and has been prepared without consultation with the Funeral Service Intern.

 Signature of Supervisor

 Signature of Funeral Service Intern

Revised 08/23/16



COMMONWEALTH OF VIRGINIA
Board of Funeral Directors and Embalmers

Department of Health Professions
 Perimeter Center
 9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233-1463

E-Mail: FanBd@dhp.virginia.gov
 Website: www.dhp.virginia.gov
 Phone: 804-367-4479

Funeral Service Internship Program
Change of Supervisor Application

Application fee is **\$35.00** check or money order made payable to the Treasurer of Virginia.
ALL FEES ARE NON-REFUNDABLE

1. INTERN PERSONAL INFORMATION (Please Print or Type)

First	Middle and Maiden Name	Last Name and Suffix	
Street	City	State	Zip Code
Phone Number	Anticipated Date of Employment	Intern Registration Number	

2. Supervisor Information:

Establishment Name and License Number:	#of Funeral Services Conducted in the Past Year:	#of Embalming procedures performed at establishment in the past year:
Establishment Manager's Name and License Number:	Manager's Signature	
Funeral Service Supervisor and License Number:	Funeral Service Supervisor Signature:	
Embalming Supervisor and License Number:	Embalming Supervisor Signature:	
Anticipated Date Employment Will Began	Total Hours Scheduled to Work Each Week	

Submit address changes in writing immediately. Applications will not be processed and will be returned without the required fee. Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, a license/certification is not issued, the application file is **destroyed**. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure/certification in effect at the time of the new application.

QUALIFICATIONS OF SUPERVISOR:

Hold a **current, unrestricted Virginia Funeral Service Provider, Funeral Director, or Embalmer license** and have at least two consecutive years in practice and employed full time in or under contract with the establishment where training occurs. **Credit shall only be allowed for training under direct supervision and the supervisor shall provide supervision only in the areas of funeral practice for which he is licensed.**

QUALIFICATIONS OF TRAINING SITE:

The establishment shall have a full unrestricted Virginia license and have complied in all respects with the regulations of the Board of Funeral Directors and Embalmers; and have 50 or more funerals and 50 or more bodies for embalming over a 12 month period for each person to be trained. This total must be maintained throughout the period of training.

*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number** issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.** **In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

APPROVED BY: _____ FEE RECEIPT # _____

3. AFFIDAVIT OF APPLICANT

- (a) I have read and understand the Virginia Board of Funeral Directors and Embalmers statutes and regulations and am aware that I am required to comply with any laws and regulations of the Board of Funeral Directors and Embalmers.
- (b) I hereby give permission to the Virginia Board of Funeral Directors and Embalmers to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questioning by the Board or any Agent thereof, and to substantiate my statement(s) if desired by the Board.
- (c) I shall present any credentials or documents required or requested by the Board.
- (d) I, _____, the applicant herein, depose and say that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information which might be of value to this Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning this application shall be sufficient grounds for the denial, suspension, cancellation, or revocation of my Virginia Board of Funeral Directors and Embalmers internship even though it is not discovered until after issuance.

Applicant's Signature

Date



COMMONWEALTH OF VIRGINIA
Board of Funeral Directors and Embalmers
 Department of Health Professions
 Perimeter Center
 9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233-1463

E-Mail: FanBd@dhp.virginia.gov
 Website: www.dhp.virginia.gov
 Phone: 804-367-4479

Application for Reinstatement as a Funeral Service Intern

Reinstatement Fee - \$195.00

Check or money order made payable to the Treasurer of Virginia.

ALL FEES ARE NON-REFUNDABLE.

1 Full Legal Name (Please Print or Type)

First Name		Middle Name and Maiden Name		Last Name and Suffix	
Social Security No. or VA Control No.*		Date of Birth ____ / ____ / ____ (MM DD YY)		Place of Birth (City and State)	
Address of Record: Street		City		State	ZIP Code
Alternate Public Address: Street		City		State	ZIP Code
Business Name & Address: Street		City		State	ZIP Code
<p>ADDRESS: Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. However addresses of individuals <u>are not posted</u> on the "License Lookup" program available through the board's website.</p>					
Home Phone:		Work Phone:		Mobile Phone:	
E-Mail Address			Previous VA Internship Registration Number		
Graduation Date ____ / ____ / ____ MM DD YY		Degree (Official Transcript required)		Mortuary School and/or High School and City, State	

Submit address changes in writing immediately. Attach check or money order made payable to the Treasurer of Virginia. Applications will not be processed without the fee or vice versa. Incomplete applications **WILL BE RETURNED**. Applications will remain in process no longer than **one (1) year**. If, at the end of one (1) year, a license is not issued, the application file is **destroyed**. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure in effect at the time of the new application.

*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number** issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will **not** be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.** **In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

APPROVED BY _____

LICENSE NUMBER	PENDING NUMBER	BASE STATE	RECEIPT NUMBER
----------------	----------------	------------	----------------

2. Training Site Information.

Manager's Name		License Number	
Establishment Name:		License Number	
Establishment Email Address:			
Street	City	State	
Funeral Service Supervisor		License Number	
Embalming Supervisor		License Number	
Date Employment Began	Total Hours Scheduled to Work Each Week		

3. List all jurisdictions in which you have been issued a license to practice funeral services. Indicate license number and date issued. You will need to provide written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.

State/Jurisdiction	License Number	Issue Date / Status

QUESTIONS MUST BE ANSWERED. If any of the following questions (4-9) is answered **yes**, explain and substantiate with documentation. Letters must be submitted by your attorney regarding malpractice suits.

4. Have you ever been denied to sit for a funeral service licensure exam? YES NO
 If **yes**, submit notices, orders, etc., from the regulatory authority authorized to take such actions. _____

5. Have you ever been denied a funeral service license? If **yes**, submit notices, orders, etc., from the regulatory authority authorized to take such actions. _____

6. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? **Including** convictions for driving under the influence; excluding traffic violations. YES NO
 Attach your state criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.). Include an explanation surrounding the incident. _____

7. Have you ever had any of the following disciplinary actions taken against your license to practice funeral services or any such actions pending? (a) suspension / revocation (b) probation (c) reprimand/cease and desist (d) had your practice monitored (e) monetary penalty? If **yes**, submit notices, orders, etc., from the regulatory authority authorized to take such actions. _____

8. Have you been physically or emotionally dependent upon the use of alcohol/ drugs or treated by, consulted with, or been under the care of a professional for any substance abuse within the last two years? If **yes**, please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. _____

9. Do you have a physical disease, mental disorder, or any condition, which could affect your performance of professional duties? If **yes**, please provide a letter from the treating professional, on letterhead, to include diagnosis, treatment, prognosis and fitness to practice. _____

10. AFFIDAVIT OF APPLICANT

- (a) I have read and understand the Virginia Board of Funeral Directors and Embalmers statutes and regulations and am aware that if granted a funeral internship in Virginia, I am required to comply with any laws and regulations of the Board of Funeral Directors and Embalmers.**
- (b) I hereby give permission to the Virginia Board of Funeral Directors and Embalmers to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questioning by the Board or any Agent thereof, and to substantiate my statement(s) if desired by the Board.**
- (c) I shall present any credentials or documents required or requested by the Board.**
- (d) I, _____, the applicant herein, depose and say that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information which might be of value to this Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning my qualification as an applicant shall be sufficient grounds for the denial, suspension, cancellation, or revocation of my Virginia Board of Funeral Directors and Embalmers internship even though it is not discovered until after issuance.**

Applicant's Signature

Date

4. Model Practice Act Provisions (From The International Conference of Funeral Service Examining Boards)



Model Practice Act
For Funeral Service

Presented By:

The Conference

THE INTERNATIONAL CONFERENCE OF
FUNERAL SERVICE EXAMINING BOARDS

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www.confconline.com

Conference Model Practice Act for Funeral Service

Introductory Comment to Section 304.

The Model Act recognizes the terms Intern, registrant, and trainee may be used interchangeably and that "Intern" is a universal, professional term.

Section 304. Qualifications for Internship as a Funeral Director

(a) To qualify for an Internship as a Funeral Director; an applicant must meet the following criteria:

- (1) Submission of a completed application as required by the Board, identifying the Approved Supervisor under whom the applicant will Intern;
- (2) Be a minimum of eighteen (18) years of age;
- (3) Be a graduate of high school or the equivalent;
- (4) Payment of all applicable fees;
- (5) Be of good moral character. As one component of good moral character, the Board shall require each applicant for licensure to submit a full set of fingerprints for the purpose of obtaining state and federal criminal records checks, pursuant to *(insert reference to authorizing state statute)* and applicable federal law. The *(state agency responsible for managing fingerprint data e.g. the department of public safety)* may submit fingerprints to and exchange data with the Federal Bureau of Investigation. All character information, including the information obtained through the criminal records checks, shall be considered in licensure decisions to the extent permissible by all applicable laws.

(b) Interns must:

- (1) Under the Direct Supervision of an Approved Supervisor, complete at least 2,000 hours during a two-year period of formal training, and complete the minimum number of cases;
- (2) Under the Direct Supervision of an Approved Supervisor, assist in the arranging/directing of (insert #) funerals; and
- (3) Under the Direct Supervision of an Approved Supervisor, submit Internship report(s) as required by the Board.

(c) If the Internship as a Funeral Director is terminated or interrupted prior to completion or if there is a change to Approved Supervisor or site, the Intern and Approved Supervisor shall submit a written report indicating the number of hours completed and the cause of the termination, interruption, or change.

Notes on Section 304. *The time restriction for the Internship is based on the need for the Intern to complete a minimum case volume. It is critically important for the Intern to be exposed to the many non-quantifiable experiences only attainable by participating in the day-to-day funeral environment over a period of time. Allowing an individual who has graduated high school to serve an internship permits this person to determine if the industry is right for them without committing to the time and costs of an education. The Model Act does not prescribe the details of relevant employment, so long as the Intern receives training in all aspects of the license sought. The MPA Committee recommends assisting in the arranging/directing of 50 funerals for Internship duties for a Funeral Director. The committee was mindful that industry changes, geographic locations, and dual licensure may affect these numbers and time frames.*

Conference Model Practice Act for Funeral Service

Section 305. Qualifications for Internship as an Embalmer

(a) To qualify for an Internship as an Embalmer; an applicant must meet the following criteria:

- (1) Submission of a completed application as required by the Board, identifying the Approved Supervisor under whom the applicant will Intern;
- (2) Be a minimum of eighteen (18) years of age;
- (3) Be a graduate of high school or the equivalent;
- (4) Payment of all applicable fees;
- (5) Be of good moral character. As one component of good moral character, the Board shall require each applicant for licensure to submit a full set of fingerprints for the purpose of obtaining state and federal criminal records checks, pursuant to *(insert reference to authorizing state statute)* and applicable federal law. The *(state agency responsible for managing fingerprint data e.g. the department of public safety)* may submit fingerprints to and exchange data with the Federal Bureau of Investigation. All character information, including the information obtained through the criminal records checks, shall be considered in licensure decisions to the extent permissible by all applicable laws.

(b) Interns must:

- (1) Under the Direct Supervision of an Approved Supervisor, work at least 2,000 hours during a two-year period of training, and complete the minimum number of cases;
- (2) Under the Direct Supervision of an Approved Supervisor, embalm at least *(insert #)* bodies; and
- (3) Under the Direct Supervision of an Approved Supervisor, submit Internship report(s) as required by the Board.

(c) If the Internship as an Embalmer is terminated or interrupted prior to completion or if there is a change to Approved Supervisor or site, the Intern and Approved Supervisor shall submit a written report indicating the number of hours completed and the cause of the termination, interruption, or change.

Notes on Section 305. *The time restriction for the Internship is based on the need for the Intern to complete a minimum case volume. It is critically important for the Intern to be exposed to the many non-quantifiable experiences only attainable by participating in the day-to-day funeral environment over a period of time. Serving internships before, during, or after funeral service education had diverse discussions. Allowing an individual who has graduated high school to serve an internship allows this person to determine if the industry is right for them without committing to the time and expense of an education. The Model Act does not prescribe the details of a relevant employment so long as the Intern receives training in all aspects of the license sought. The MPA Committee recommends Embalming at least 50 bodies for Internship duties for an Embalmer. The committee was mindful that industry changes, geographic locations, and dual licensure may affect these numbers and time frames. States may want to determine the inclusion of a number of cases required to embalm after an autopsy. The MPA Committee did not include because it could be very limiting.*

Conference Model Practice Act for Funeral Service

Section 306. Approved Supervisor Requirements

(a) To be an Approved Supervisor, an applicant bears the burden of substantiating to the satisfaction of the Board the following:

- (1) Be a Licensee in good standing;
- (2) Submission of a completed application as required by the Board;
- (3) Practiced as a Funeral Director or practiced as an Embalmer Full-Time for a minimum of five years before the date of the application;
- (4) Current employment by a Funeral Establishment;

(b) An Approved Supervisor may supervise up to three interns at a time.

Notes on Section 306. *Interns may be supervised by more than one Approved Supervisor.*

5. Comparison of State Requirements (from the International Conference of Funeral Service Examining Boards)



Regulations in Funeral Service Licensing, Continuing Education and Pre-need

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COMPLETED BY
CONFERENCE MEMBERS

www.theconferenceonline.org

GENERAL QUESTIONS

Who monitors licensing for individuals?

	Funeral Board	Government Office/Dept.
Alabama	✓	
Alaska		Division of Commerce, Community and Economic Development
Alberia	✓	
Arizona	✓	
Arkansas	✓	
California		Department of Consumer Affairs, Cemetery and Funeral Bureau
Colorado*		
Connecticut	✓	✓
Delaware		Division of Professional Regulation
Dist. of Columbia	✓	
Florida	✓	
Georgia	✓	
Hawaii		Sanitation Branch - Dept. of Health
Idaho	✓	
Illinois	✓	✓
Indiana	✓	✓
Iowa	✓	
Kansas	✓	
Kentucky	✓	
Louisiana	✓	
Maine	✓	Dept of Professional & Financial Regulation
Manitoba	✓	
Maryland	✓	
Massachusetts	✓	
Michigan		Corporations, Securities & Commercial Licensing Bureau
Minnesota		Department of Health

What types of individual licenses are available?

	Funeral Director	Embalmer	Funeral Director/Embalmer	Mortician	Crematory Operator	Transporter	Other
Alabama	✓	✓					
Alaska	✓	✓	✓			✓	
Alberia	✓	✓	✓				Business Manager, Pre-Need Sales
Arizona	✓	✓	✓		✓		Intern, Embalmer Asst., Salesperson
Arkansas	✓	✓	✓		✓	✓	
California	✓	✓					
Colorado*	No licensing is required by the state. Voluntary certification is available through the CO Funeral Directors Association						
Connecticut	✓	✓					
Delaware			✓				
Dist. of Columbia	✓						
Florida	✓	✓	✓				
Georgia	✓	✓					Apprentice
Hawaii		✓					
Idaho	✓			✓			
Illinois			✓				Funeral Director & Embalmer Intern
Indiana			✓				Funeral Director Intern
Iowa			✓				Intern
Kansas	✓	✓			✓		
Kentucky	✓	✓	✓		✓		
Louisiana	✓		✓		✓		
Maine			✓				Attendants, Practitioner trainee
Manitoba	✓	✓	✓				
Maryland	✓		✓ (mortician)		✓	✓	Surviving Spouse, Executor of Estate
Massachusetts			✓				
Michigan							Mortuary Science Licensee
Minnesota				✓			

	Funeral Board	Government Office/Dept.
Mississippi	✓	
Missouri	✓	
Montana	✓	
Nebraska	✓	✓
Nevada	✓	
New Hampshire	✓	
New Jersey (as of 2013)	✓	
New Mexico	✓	
New York		Department of Health/Bureau of Funeral Directing
North Carolina	✓	
North Dakota	✓	
Ohio	✓	
Oklahoma	✓	
Ontario		Board of Funeral Services
Oregon		✓
Pennsylvania	✓	
Rhode Island (as of 2013)		✓
Saskatchewan	✓	
South Carolina	✓	
South Dakota	✓	
Tennessee (as of 2013)	✓	
Texas	✓	
Utah		Division of Occupational and Professional Licensing
Vermont	✓	
Virginia	✓	
Washington	✓	Department of Licensing
West Virginia	✓	
Wisconsin	✓	
Wyoming	✓	

	Funeral Director	Embalmer	Funeral Director/Embalmer	Mortician	Crematory Operator	Transporter	Other
Mississippi	✓		✓		✓		
Missouri	✓	✓					
Montana			✓(mortician)		✓		Crematory Technician
Nebraska			✓				
Nevada	✓	✓					Funeral Arranger
New Hampshire		✓	✓				
New Jersey (as of 2013)			✓				
New Mexico			✓				Funeral Service Intern
New York	✓(Includes Embalming)						
North Carolina	✓	✓	✓			✓	Crematory Manager (permit)
North Dakota			✓				
Ohio	✓	✓	✓				
Oklahoma	✓	✓					Burial Association Agent
Ontario	✓		✓				Transfer Service Sales Representative, Funeral Preplanner
Oregon	✓	✓	✓				Apprentice, Death Care Consultants, Preneed Salespersons
Pennsylvania	✓						Supervisor
Rhode Island (as of 2013)			✓				
Saskatchewan	✓	✓			✓	✓	Salesperson
South Carolina	✓	✓	✓				
South Dakota		✓					
Tennessee (as of 2013)	✓	✓					
Texas	✓	✓	✓				
Utah			✓				Funeral Service Intern
Vermont	✓	✓					
Virginia			✓			✓	
Washington	✓	✓	✓				Academic, Funeral Director, & Embalmer Intern
West Virginia			✓		✓		Courtesy Card
Wisconsin			✓				Funeral Director Apprentice
Wyoming			✓				Chemical Disposer, Apprentice Funeral Service Practitioner

Jurisdictions with Funeral Director Only License

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Frequency			Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	Bi-Annually	
Alabama	✓	Bachelor's Degree, certificate from an accredited mortuary program as having completed the Funeral Arts courses	✓	✓ \$200	✓ \$140	Served in AL during training	40	\$100	✓		18	
Alaska	✓		✓		✓ \$60	Served after training	24	\$225		✓	NA	
Alberta		Graduate from Mount Royal University or Canadian College of Funeral Services	Province Exam \$300			Served during training (must participate in 25 arrangements)	25	\$100	✓		18	
Arizona	✓	Associate of Mortuary Science, HS or GED	✓	✓ \$200	✓ \$80	Served in AZ after training	25	\$85	✓		NA	
Arkansas		High School graduate or equivalent			✓ \$100	Served in AR, 2 year apprenticeship	50	\$40	✓		18	
California		Associate of Arts/Science or equivalent/higher degree		✓ \$100		NA		\$200	✓		18	
Connecticut		Associate's Degree in Mortuary Science	✓		✓	Served in CT		\$210	✓		21	
District of Columbia	✓	Bachelor's or Associate's Degree	✓	✓		Served in DC	25	NA			18	
Florida	✓	or higher degree in any subject matter plus Funeral Service Arts program accredited by ABFSE & approved by Division	✓	✓ \$200	✓ \$132	Served in FL, 1 year		\$375		✓	18	
Georgia	✓		✓		✓	Embalmer is a prerequisite	50	\$50		✓	18	
Idaho	✓	60 semester hours or 90 quarter hours of instruction from a duly accredited college or university		✓		Served in ID, (25 arrangements & 25 funerals conducted)	25 & 25	\$85	✓		21	
Kansas		60 semester hours of college (20 in designated subjects)		✓		Served after training, must be under supervision of KS funeral director	25	\$228 Prorated to renewal date		✓	18	
Kentucky		Option to do a 3 year apprenticeship and obtain Funeral Director license		✓ \$75-\$150	✓ \$75	Served before, during, or after training in KY, 1 year. 2 reports, 2 year. 4 reports, 3 year. 6 reports		NA	✓		18	
Louisiana	✓	Minimum of 30 college freshman semester hours from a SACS or equivalent university		✓ \$200		Served during or after training in LA	30	\$250	✓		18	
Manitoba		Program offered by approved school	Not Specified			Served in MB during training, approved school requires a practicum be completed		\$250	✓		18	
Maryland	✓	Associate's of Mortuary Science, Bachelor's plus certificate	✓		✓ \$265	Served in MD during training	40	\$600		✓	18	
Mississippi		High school or GED		✓ \$200		Served before training in MS	8	\$50	✓		18	

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Fee & Frequency		Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	
Missouri	✓	Can serve 12 consecutive month apprenticeship in lieu of formal education	✓	✓ \$200	✓ \$140	Served in MO, proof of 10 funeral services conducted	10	\$200	✓	✓	18
Nevada		NA		✓ \$300	✓ \$240	NA		\$375		✓	18
New York	✓		✓		✓	"Registered Resident" Served after graduation in NY		\$125	✓	✓	Not Specified
North Carolina	✓	or a mortuary science college approved by the Board		✓ \$350	✓ \$150	Served in NC before, during or after training	25	\$150	✓		18
Ohio		Bachelor's degree in any field		✓ \$200	✓ \$140	Served in OH		\$140		✓	18
Oklahoma	✓	60 semester hours from regionally accredited institution of higher education	✓		✓ \$100	Served in OK, 12 months of apprenticeship completed before being licensed	25	\$75	✓		20
Ontario		Ontario College Diploma—Funeral Director—Class 2		Board & LRR Exam	\$250	Served in ON after training, Success Passport Funeral Director—Class 2		\$250	✓		18
Oregon		Associate's Degree, 4 years of licensed experience in lieu of degree is an option		✓ \$100	✓ \$100	Served in OR before education or after education completed	25	\$80	✓		18
Pennsylvania	✓		✓	✓		Served after graduation	35	NA		✓	21
Saskatchewan		Graduate of Funeral Service program at institution recognized by Council			✓	Served in SK after training		\$160	✓		Not Specified
South Carolina		Bachelor's Degree, 1 year mortuary college or 60 accredited college hours, 24 of 60 must come from law book list	✓	✓ \$200	✓ \$140	Served before, during, or after training in SC	50	\$100		✓	18
Tennessee (as of 2013)	✓	Certificate from an ABFSE approved program evidencing not less than thirty semester hours		✓ \$200	✓ \$125	Served in TN, quarterly reports filed with 60 day for which credit is sought		\$275 license fee \$200 app fee	✓		18
Texas		Certificate Program		✓ \$200	✓ \$84 (as of fall 2015)	Served in TX before, during or after training	45 (as of 9/1/15)	\$95	✓		18
Vermont		NA						\$70		✓	Not Specified
Washington		Associate's in Mortuary Science	✓		✓ \$140	Served in WA during training, 25 arrangements and at least 1800 hours of employment	25	\$100	✓		18

Jurisdictions with Embalmer Only License

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Fee & Frequency			Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	Bi-Annually	
Alabama	✓		✓	✓ \$200	✓ \$140	Served in AL during training	40	\$100	✓		18	
Alaska	✓		✓		✓ \$60	Served after training	24	\$225		✓	18	
Alberta		Graduate from Mount Royal University or Canadian College of Funeral Services	Must pass exam from Mount Royal University or Canadian College of Funeral Services			Served during training, must complete 1800 hours of logged funeral practice		\$100	✓		18	
Arizona	✓	Associate of Mortuary Science, HS or GED	✓	✓ \$200	✓ \$80	Served in AZ after training completed	25	\$85	✓		NA	
Arkansas	✓	Associate's Degree in Mortuary Science, High School graduate or equivalent	✓		✓ \$100	Served in AR before, during, or after training—(See AR Footnote 1)	50	\$40	✓		18	
California	✓		✓		✓ \$150	Served in CA before, during or after training	100	Included in Application Fee	✓		18	
Connecticut		Associate's Degree in Mortuary Science	✓		✓	Served in CT after training	50	\$210	✓		21	
Florida		Mortuary Science course approved by Division	✓		✓ \$132	Served in FL, 1 year		\$375		✓	18	
Georgia	✓		✓			Served in GA	50	\$50		✓	18	
Hawaii	✓		✓			NA		\$25	✓		Not Specified	
Kansas	✓	Associate's in Mortuary Science or equivalent	✓			Served after training		\$168 prorated to renewal date		✓	18	
Kentucky	✓	Associate's Degree		✓ \$75	✓ \$75	Served in KY before, during or after training, 1 year—2 reports		NA			NA	
Manitoba		Program offered by the approved school	NA			Served during training in MB, approved school requires a practicum be completed		\$250	✓		18	
Minnesota (Mortician)		Bachelor's Degree in Mortuary Science	✓	✓ \$100		Served after training, but must be supervised by a MN licensee	75	\$125	✓		18	
Missouri	✓		✓	✓ \$200	✓ \$140	Served in MO after training	25	\$200 & \$25 for practicum student		✓	18	

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Fee & Frequency			Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	Bi-Annually	
Nevada	✓	60 semester or 90 quarter hours of general college ed not including mortuary college and one year of an ABFSE approved program	✓		✓ \$200	Served in NV	50	\$200	✓	✓	18	
New Hampshire	✓	30 credits of postsecondary education	✓	Practical exam \$150		Served before, during or after training in NH, 2000 hours	50	\$55	✓		18	
North Carolina		Graduate of mortuary science college approved by Board		✓ \$350	✓ \$150	Served before, during or after training in NC	25	\$150	✓		18	
Ohio	✓	Bachelor's degree in any field	✓		✓ \$140	Served in OH	25	\$140		✓	18	
Oklahoma	✓		✓		✓ \$100	Served in OK, 12 month apprenticeship completed before being licensed	25	\$75	✓		20	
Oregon	✓		✓			Served in OR can be served before education or after education	35	\$80	✓		18	
Saskatchewan		Graduate of embalming program at institution recognized by Council			✓	Served after completion of training in SK, 30 embalming-5 autopsied cases	35	\$160	✓		Not Specified	
South Carolina	✓	Associate's Degree	✓	✓ \$200	✓ \$140	Served before, during or after training in SC	50	\$100		✓	18	
South Dakota	✓	60 semester hours of approved college coursework			✓ \$50	Served in SD	25	\$125	✓		18	
Tennessee (as of 2013)	✓	Associate of Science	✓		✓ \$125	Served in TN, quarterly reports filed with 60 day for which credit is sought		\$275 license fee & \$200 application fee		✓	18	
Texas	✓	Associate's Degree in Mortuary Science	✓		✓ \$84 (as of fall 2015)	Served in TX before, during, or after training, 45 case reports	45 (as of 9/1/15)	\$95	✓		18	
Vermont				No information provided				\$70		✓	Not Specified	
Washington		Associate's Degree in Mortuary Science, without a degree must complete an alternative mortuary science college program of at least 60 semester hours or 90 quarter hours	✓		✓ \$140	Served in WA during training, 3600 hours of employment	25	\$100	✓		18	

Jurisdictions with Funeral Director/Embalmer Combination License

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Fee & Frequency			Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	Bi-Annually	
Alaska	✓		✓		✓ \$60	Served after training in AK	24	\$225		✓	18	
Alberta		Graduate from Mount Royal University or Canadian College of Funeral Services		Province Exam \$300		Served during training, must have 1800 hours of logged funeral practice	25	\$175	✓		18	
Arkansas	✓	Associate's Degree in Mortuary Science, High School graduate or equivalent	✓		✓ \$100	Served in AR before, during, or after training	100 for each	\$80	✓		18	
Delaware	✓		✓		✓ \$140	Served in DE after training	25	\$143		✓	18	
Florida	✓	or associate or higher degree in any subject matter along with Mortuary Science Certificate approved by Division	✓		✓ \$242	Served in FL, 1 year		\$375		✓	18	
Illinois	✓	Bachelor of Arts/Science, Associate of Arts/Science	✓			Served after training in IL	48	\$100		✓	18	
Indiana	✓		✓	✓ \$50	✓ \$50	Served in IN after training	4	\$50		✓	18	
Iowa	✓	a minimum of 60 semester hour credits from a regionally accredited college	✓			Served after training	25 for each	\$120		✓	Not Specified	
Kentucky	✓			✓ \$75	✓ \$75	Served in KY, 1 year—2 reports, 2 years—4 reports, 3 years—6 reports		\$150	✓		18	
Louisiana	✓		✓			Served during or after training in LA	30	\$250		✓	18	
Maine	✓	Two year Associate's Degree in Mortuary Science	✓	✓ \$75 practicum	✓ \$140	2000 hours served in ME during training		\$230	✓		18	
Manitoba		2 year certificate program in the approved school				Served during training in MB, practicum to be completed during the program		\$250	✓		18	
Maryland (Mortician)	✓	Associate's in Mortuary Science or Bachelor's Degree plus certificate	✓		✓ \$265	Served two-thirds through training in MD	40	\$600		✓	Not Specified	
Massachusetts	✓	Associate of Science	✓	✓ \$424	✓	Served before, during, or after training	50	\$66	✓		Not Specified	
Mississippi	✓	Associate's Degree in Mortuary Science	✓			Served before or during in MS	25	\$50	✓		18	
Montana (Funeral Director/Mortician)	✓	Associate's Degree in Mortuary Science, 30 semester or 45 quarter credits approved by board not applied to Mort. Sci degree (effective 10/1/15)	✓		✓ \$100	Served after training	25	\$375			18	

	Education Requirements		Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee	License Renewal Fee & Frequency			Minimum Age for Licensure
	ABFSE program	Other Educational Requirement	NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports		Renewal Fee	Annually	Bi-Annually	
Nebraska	✓	plus 60 semester hours college credits in specific areas	✓		✓		Apprenticeship served in NE before or after training	\$90		✓	19	
New Hampshire	✓	30 credit hours post-secondary education	✓		✓	\$150	NA	\$150	✓		NA	
New Jersey (as of 2013)	✓	Bachelor of Arts/Science, Associate of Arts/Science	✓	✓	✓	\$125	Served in NJ, case reports once a month for duration of internship—minimum of 75 embalming required	\$250	\$125—\$250	✓	Not Specified	
New Mexico		Associate's Degree in Mortuary Science	✓		✓	\$100	Served before training in NM	\$200	\$150	✓	18	
North Carolina	✓		✓	✓	✓	\$150	Served before, during, or after training in NC	\$350	\$100	✓	18	
North Dakota	✓	Associate's Degree plus 60 semester/90 quarter hours not used for assoc. degree	✓		✓		Served after training	\$100	\$100	✓	18	
Ohio	✓		✓		✓	\$140	Served in OH	\$280	\$280	✓	21	
Ontario		Ontario College Advanced Diploma—Funeral Director—Class 1		Board & LRR exam \$350			Served in ON after training, Complete Success Passport for Funeral Director—Class 1	\$250	\$200	✓	18	
Oregon	✓		✓				Served in OR before education or after education completed	\$160	\$320		NA	
Rhode Island (as of 2013)	✓	Associate of Science	✓	✓			Served in RI, reports due quarterly	\$30	\$30	✓	Not Specified	
South Carolina	✓	Associate's Degree	✓	✓	✓	\$140	Served before, during or after training in SC	\$150	\$120	✓	18	
Texas	✓	Associate's in Mortuary Science	✓		✓	\$84 (as of fall 2015)	Served in TX before, during, or after training (case reports: as of 9/1/15)	\$190	\$71 per license	✓	18	
Utah	✓		✓		✓	\$72	Served before, during or after training, at least 2,000 hours	\$160	\$88	✓	HS Grad or GED	
Virginia	✓		✓		✓	\$150	Served in VA before, during, or after training	\$150	\$125	✓	18	
Washington	✓		✓		✓	\$140	Served in WA, 1800 hours funeral directing, 3600 hours embalming submitted quarterly	\$200	\$270	✓	18	
West Virginia	✓	Associate's Degree or 60 hours of undergrad work (if individual has Bachelor's in Mort. Science, undergrad. is not needed)	✓	✓		\$250	Served in WV before or after completion of training	\$175	\$175	✓	NA	
Wisconsin	✓		✓	✓			Served in WI	\$75	\$170	✓	18	
Wyoming		Bachelor's Degree in funeral service practice or mortuary science or Associate's degree in funeral service practice or mortuary science & completion of 60 credit hours from accredited college or university	✓		✓		Served in WY before, during, or after of training, case reports every 6 months—not to exceed 3 years	\$125	\$125	✓	18	

Additional Licenses by Jurisdiction

	Type of License	Educational Requirement	Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements		License Fee			License Renewal Fee & Frequency		Minimum Age for Licensure
			NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports	Renewal Fee	Annuality	Bi-Annually			
Alaska	Transporter	No specific requirements	NA	NA	NA	NA	NA	\$50	NA			18	
Alberta	Business Manager	Must be a licensed Funeral Director or Funeral Director/Embalmer	NA			NA		NA					
	Pre-Need Sales	Must complete a Pre-Need On-Line Course via Canadian College of Funeral Services	Province Exam \$300			NA		\$100			✓	18	
Arizona	Crematory Operator		Certificate, 1 day course hands on training w/ approved providers										
Arkansas	Crematory Operator	High School diploma/GED		✓	\$100	NA		TBD	TBD			18	
	Transporter (effective end of 2015)	None	NA	NA	NA	NA	\$385	\$50			(See AR Footnote 2)		
Idaho	Mortician	60 semester hours or ninety quarter hours of instruction from a duly accredited college or university.	✓			Served in ID, (25 arrangements, 25 funerals conducted, 25 embalmings)	\$85	\$85	✓			21	
Illinois	Funeral Director/Embalmer Intern	Bachelor of Science, Associate of Arts, Graduate of ABFSE program	NA	NA	NA	Served after training in IL	\$50	\$100 (max of 2 renewals—then must reapply)				18	
Kansas	Crematory Operator	HS equivalent	NA	NA	NA	(Must complete 2 hours of CE every two years)	\$50 Prorated to renewal date	\$50	✓			18	
Kentucky	Crematory Operator	48 hours of training	NA	NA	NA	NA	\$50	NA				NA	
Louisiana	Crematory Operator	HS diploma/GED, crematory operator training certificate from manufacturer	NA	NA	NA	NA	\$250	\$80	✓			21	
Maryland	Crematory Operator	Ability to read & write, certification			NA	NA	\$300	\$300		✓		18	
	Transporter	High School diploma/GED	Must take courses in Regs, Blood Borne Path, OSHA, Human Dignity Act										
Michigan	Surviving Spouse	None, deceased domestic partner or spouse that has died		✓	\$265	None		\$600	\$600			Not Specified	
	Mortuary Science License	3 year mortuary science program at an accredited college or university	✓	\$50		Served before, during or after training	\$40	\$80	✓			Not Specified	
Mississippi	Crematory Operator	None, Certified Crematory Operator Certificate (Training Certificate)					\$100	\$100	✓			18	
	Pre-need Agent	NA		✓	\$140	None	\$50	\$50	✓			18	
Missouri	Pre-need Agent Funeral Director	must register with board office	NA			None	NA	NA				18	

	Type of License	Educational Requirement	Exam Requirements & Fees (if provided)			Apprenticeship/Internship Requirements			License Fee			License Renewal Fee & Frequency		Minimum Age for Licensure
			NBE (\$500)	SBE	LRR	Served in state/province? Before, during, or after training, etc.	Case Reports	License Fee	Renewal Fee	Annually	Bi-Annually			
Montana	Crematory Operator	High School diploma/GED	NA	NA	NA	None		\$300	\$150	✓		NA		
	Crematory Technician	None	NA	NA	NA	Summary of crematory training & supervised by Crem. Operator		\$300	\$150	✓		18		
Nevada	Funeral Arranger	None	✓ \$240			None		\$375	\$200		✓	18		
New Mexico	Funeral Service Intern	High School diploma		✓ \$100		NA		\$200	\$75—\$150	✓		18		
	Transporter	HS diploma/GED		NA		(Other: must provide proof of insurance and 3 affidavits of character)		\$125	\$75	✓		18		
North Carolina	Crematory Manager (Permit)	Pending legislation to require FD or FS license in order to serve as a crematory manager.						\$150	\$40	✓		18		
	Funeral Preplanner	Ontario College Certificate		Board & LRR \$250		Served after training in ON, Completion of Success Passport		\$250	\$200	✓		18		
Ontario	Transfer Service Sales Representative	Ontario College Certificate		Board & LRR \$250		Served after training in ON, Completion of Success Passport		\$250	\$200	✓		18		
	Crematory Operator													
Oregon	Crematory Operator	Not specified		✓ \$160		NA		NA	NA			Not Specified		
	Transporter	Not specified		NA		NA		\$160/Initial Compliance Review \$200	\$160	✓		Not Specified		
Saskatchewan	Salesperson	Grade 12			✓ \$75	serve 6 month training period, present during: 6 complete arrangements, execution of 10 prepaid contracts, assist at 10 funeral services		\$160	\$160	✓		Not Specified		
	Funeral Director/Embalmer Intern	NA		NA		Served in WA, 1800 hours & 3600 hours submitted quarterly. (5 year limit on interns)		\$135 per profession	\$90 per profession	✓		18		
Washington	Crematory Operator	High School diploma/GED, certificate of 8 hours training in operation of retort		NA		NA		\$120	\$120		✓	18		
	Courtesy Card	must be licensed funeral director/embalmer in adjoining state		NA		NA		\$300	\$300		✓	18		

Must pass background check and pay principal and manager fees.