

ARE YOU ELIGIBLE TO TAKE THE FLORIDA LAWS AND RULES EXAMINATION?

(Applying for a funeral director, embalmer, or combo funeral director and embalmer license **by Internship**)

If you have taken and passed the National Board Examination Arts and/or Sciences Sections with a 75% or higher and you are currently doing a one-year internship or completed a one-year internship, then you qualify to apply to take the Florida Laws and Rules Examination.

BELOW ARE YOUR NEXT STEPS

Submit the following application, information, and documentation if not already on file:

- APPLICATION. Complete the “**Application for Funeral Director License by Internship, Application for Embalmer License by Internship, or the Application for Combination Funeral Director and Embalmer License by Internship** located on the Division’s website at <https://www.myfloridacfo.com/division/funeralcemetery/licensing#forms> . Mail in the required application and make sure to include your application fees in the form of a check or money order.
- Request to have your National Board Scores from The International Conference of Funeral Service Examining Boards (479-442-7076), showing a passing score of 75% or higher on both the Arts and Sciences section, be sent to the division electronically. If you are applying for a funeral director license only you are required to take the arts section only and if you are applying for an embalmer license only you are required to take the science section only.
- Submit a 2-hour Communicable Disease Course completion slip by a continuing education provider approved by the licensing authority.
- Submit electronic Fingerprints for a criminal background check using the department approved vendor **IdentoGO**. Your fingerprints are required to be submitted within two years of your initial application form. Please note any applicant with reportable criminal history needs to submit a “Criminal History Form” and your application will be presented to the board for final consideration.
- Submit **official transcripts** showing you were awarded an associate degree or higher in funeral services or mortuary science. To apply for a funeral director license only, an official transcript showing you were awarded a funeral service arts certificate by a school approved by the licensing authority.
- You must complete a 1-year funeral director internship, embalmer internship, or funeral director and embalmer concurrent internship, before a permanent license can be issued; but during your internship you can apply for your permanent license if you have passed the required National Board Exams.
- Submit all supervisor’s quarterly reports within 30 days after completion of that quarter. The Division must receive all 4 quarters once the internship is complete.

Once the application for your permanent license is received, reviewed, and processed, then you are authorized to take the Florida Laws and Rules Examination and an exam approval email will be sent with instructions on how to schedule the exam. After you have passed the exam with a 75% or better, then your license will be issued once your internship is complete and all your supervisor’s quarterly reports are received. For the required applications, forms, and instructions you can visit the division’s website online at <https://www.myfloridacfo.com/Division/funeralcemetery/> and go the “Licensing” link for more information.

PLEASE NOTE: Florida Statutes provide that the Division must conduct an initial review of an application for licensure within 30 days of its receipt.