

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 Endorsement**)

To qualify 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:

- SUBMIT APPLICATION.** Complete the “**Application for Funeral Director License by Endorsement, Application for Embalmer License by Endorsement, or the Application for Combination Funeral Director and Embalmer License by Endorsement** located on the Division’s website licensing tab 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 want to apply for a funeral director only license, then you are required to take and pass the Arts Section of the National Board Exam. If you want to apply for an embalmer only license, then you are required to take and pass the Science Section of the National Board Exam.
- Submit a 2-hour Communicable Disease Course completion slip by a continuing education provider approved by the Florida licensing authority.
- Submit a certification of licensure history from the state you are currently licensed in. You can use the division’s “Certification of Licensure in Good Standing” form located on the division’s website at https://www.myfloridacfo.com/docs-sf/funeral-cemetery-and-consumer-services-libraries/fc-documents/forms/forms-used-with-applications/dfs-n1-1742.pdf?sfvrsn=73d9171_3. All certifications must come directly from the out of state licensing authority via email or, if mailed in, must be in a sealed envelope from the licensing authority. If your embalmer, funeral director, or combination funeral director and embalmer license is not valid and active in another state, you are NOT eligible for licensure by endorsement.
- 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. 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 proof of one of the following educational requirements options:** **Option 1:** Submit an official transcript showing you were awarded an associate degree, or higher, in Funeral Services/Mortuary Science. **Option 2:** Submit an official transcript showing you were awarded an associate degree or higher in any other subject area along with the one-year Mortuary Science Course. **Option 3:** Submit proof of having 5 years of full-time employment in the licensed practice of funeral directing and/or embalming in another state using the “Certification of Employment History Form (DFS-N1-1775)”, attesting to your duties during the full-time employment for at least a 5-year period in total.

Once this application is received, reviewed, processed and approved, 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. For the required applications, forms, and instructions you can visit the division’s website online at <https://www.myfloridacfo.com/Division/funeralcemetery/> and go to the “Licensing” link for more applications and forms.

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