

Funeral Director by Internship and Examination Instructions for licensure

- A. Complete the application located on the Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/documents/DFS-N1-1720.pdf>.
- B. Provide the Division with an official transcript showing an Associate's Degree, or higher, in Funeral Services. Alternatively, provide an Associate's Degree or Bachelor's Degree in any other subject area, along with a Mortuary Science Course or Funeral Service Arts Course.
- C. Provide the Division with proof of completion of a one year Funeral Director Internship at a licensed training agency.
- D. Provide the Division with an official copy of the National Board Scores from the International Conference of Funeral Service Examining Boards (479-442-7076), showing a score of 75% or higher on the Arts section.
- E. Provide the Division with the course completion slip for a two-hour Communicable Disease Course by an approved Florida provider. To find a list of continuing education providers, please contact the Division at 850-413-3039 and one can be sent.
- F. Fingerprint card submissions. Make the payment for processing at <https://www.identogo.com/>. If in the state of Florida, please follow the prompts on the website to locate a site to have the fingerprints taken electronically. If outside the state of Florida, follow the directions at the aforementioned website in order to pay for the processing and have the fingerprint cards sent.

If you would like to get the writeable Microsoft Word version for any of the applications and forms mentioned above please visit the "Licensing" page on our Division's website at <http://www.myfloridacfo.com/Division/funeralcemetery/Licensing/default.htm>. If you have any further questions, please feel free to contact the Division of Funeral, Cemetery and Consumer Services at 850-413-3039.