

## Funeral Director/Embalmer License Application

Applications, college transcripts, verification forms from other states, and National Board exam scores, as applicable to each candidate, should be submitted at the earliest possible date.

Applicants must be at least 18 years of age.

### Funeral director

An applicant for a license must have either:

- obtained an Associate of Arts Degree in Mortuary Science or
- have completed a course of instruction of not less than two years in an accredited college. This course of instruction must consist of 60 semester or 90 quarter hours of instruction at a school, college, or university accredited by the Northwest Association of Schools and Colleges or other accredited association approved by the Board, with a minimum 2.0 grade point, or a grade of C or better, in each of the following subjects:
  - one course each in psychology and mathematics
  - two courses in English composition
  - two courses in social science
  - three courses selected from any of the following subjects: behavioral sciences, public speaking, counseling, business administration and management, computer science, and first aid

Credits may be earned at more than one college to satisfy the total number required.

Some mortuary schools may issue a diploma or certificate but not an Associate's Degree because their curriculum does not equal 60 semester or 90 quarter hours. Graduates of such mortuary schools need to be aware that their diploma or certificate alone **does not** fulfill Washington State's requirement for 60 semester or 90 quarter hours of college.

The requirement for classes in certain subjects does not apply to applicants licensed more than five years in another state.

### Embalmer

An applicant for a license must have either:

- an Associate of Arts Degree in Mortuary Science or
- completed a course of instruction in an accredited mortuary science college program and have other college courses that, together, total 60 semester hours or 90 quarter hours

### Out-of-state applicants

The Board may recognize licenses issued to funeral directors or embalmers from other states if the applicant's qualifications are comparable to those required of in-state applicants. The Board may issue a funeral director or embalmer license upon: verification of the other state's licenses, payment of the application fee, and successful completion of the Washington State Law, Rules, and Regulations Examination. Five years active experience as a licensee may be accepted to make up a deficit in the comparable education requirements.

Applicants with **at least five years of active** licensed experience in another state are not required to provide college transcripts or National Board scores. However, written verification of licensure from the state boards of the states where they are licensed **must** be provided, and their experience listed on page 2 of the application. Out-of-state applicants with **less than five years active** licensed experience will be required to meet our educational requirements (*except for the specific course requirements*) and provide college transcripts, National Board scores, and verification of licensure.

### Internship

**Internship funeral directors** must complete one year of intern training (*consisting of at least 1800 hours of employment*) under the supervision of a licensed funeral director in Washington State. The training must include assisting a licensed funeral director in coordinating all aspects of at least 25 arrangements for funeral, memorial, and/or final disposition services for human remains.

**Internship embalmers** must complete two years of intern training (consisting of at least 3600 hours of employment and the embalming of at least 50 human remains) under the supervision of a licensed embalmer in Washington State.

An applicant may take the examinations before completing the intern training; however, on passing the examinations, the license will not be issued until we receive certification of completion of intern training.

## **Out-of-state**

Internships served in other states may be accepted by the Department if the intern was registered with that state board and the training is documented by the supervising licensed funeral director/embalmer. Embalmer applicants who have less than two years of combined intern and licensed time will be required to serve a period of internship to make up the difference to a total of two years.

## **Examinations**

All applicants are required to take the Washington State Law, Rules, and Regulations Examination.

- Applicants for the funeral director license will take the Funeral Arts Examination.
- Applicants for the embalmer license will take the Funeral Sciences Examination.

Applicants will not be required to take the arts and/or sciences sections if they have successfully completed the National Board examinations with average scores of 75% or better in each section, **or** another state's arts and/or sciences examinations.

Examinations are administered by the International Conference of Funeral Service Examining Boards (The Conference) at Pearson Professional Testing Centers. The Board of Funeral Directors and Embalmers will evaluate applications for candidate eligibility. Once approved, the Board will send appropriate notification to the examination candidate and The Conference. The fees associated with the actual examinations will be paid directly to The Conference. Go to [www.theconferenceonline.org](http://www.theconferenceonline.org) for additional information.

## **Application fees**

Funeral director: \$100  
Embalmer: \$100

## **Applicants must submit:**

- a completed application form, with signed attestation. Your Social Security number is **now required by state law**.
- the application fee. Make your check payable to the Washington State Treasurer.
- official transcripts from mortuary school, colleges, universities. Photocopies are not acceptable.
- official copy of National Board scores (*if applicable*) sent directly from the National Board.
- verification forms from the state board of each state where you have been licensed, with state exam scores if possible.

## **AIDS training**

The requirement for licensure, renewal, or the reinstatement of any license on lapsed or disciplinary status must include completion of AIDS education and training consisting of a minimum of four (*4.0*) clock hours. The course must also include training in prevention, transmission, and treatment of AIDS. AIDS education received at a mortuary school meets this requirement. New licensees and interns who have not completed mortuary school since 1987 will have two years from the date of licensing to complete the AIDS education requirement. Your signature on an affidavit provided by the Department is acceptable proof of completion. Recent AIDS training may be credited toward the requirement of ten hours of continuing education every two years.

## **General information**

It is recommended that you submit applications and fees as early as possible so that we can review them and notify you of any deficiencies. If you are not sure you have enough college credits, or the right courses, you may make photocopies of your transcripts and send them to us with a note asking that we review the transcripts for completeness.



# Funeral Director/Embalmer License Application

Send this completed form and a check or money order payable to the State Treasurer to:

**Funeral and Cemetery Unit  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048**

FOR VALIDATION ONLY

This application is for:

- a funeral director license – \$100
- an embalmer license – \$100

TYPE or PRINT Applicant name			Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Physical address. <i>If you are concerned about public access to this information, you may use a mailing or business address here.</i>				
City	State	ZIP code	County	
(Area code) daytime telephone number		Social Security number <small>Required by RCW 26.23.150. Used for child-support enforcement. Kept on file.</small>		
Business name				
Business address				
City	State	ZIP code	County	

Have you taken the National Board Exam given by the Conference of Funeral Service Examining Boards?  Yes  No

Are you now, or have you ever been, a registered funeral director and/or embalmer intern in Washington?  Yes  No

Have you applied in the past for the funeral director or embalmer examination in Washington? . . . . .  Yes  No

If yes, provide the approximate date you applied \_\_\_\_\_

Have you ever been known under any other name(s)? . . . . .  Yes  No

If yes, list name(s) \_\_\_\_\_

Do you authorize all institutions or organizations, employers (past and present), business and professional associates (past and present), and all government agencies (local, state, federal, or foreign) to release to the Funeral and Cemetery Board any information, files, or records requested by the Board in connection with the processing of this application? . . . . .  Yes  No

For each "Yes" response below, please attach a letter of explanation, certified copies of records and orders from the agencies concerned, decisions and statements of charges, final orders, court records or filings or convictions, and all other related documentation.

1. Within the past ten years, have you been convicted of a crime, misdemeanor or felony, by this or any other state, by the federal government, or by any other jurisdiction? . . . . .  Yes  No
2. Excluding traffic citations, within the past ten years, have you been found guilty in a criminal, civil, administrative agency, professional association, or certifying agency disciplinary action, or have you agreed to a stipulation or settlement resulting from a disciplinary action? . . . . .  Yes  No
3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused, or denied by this or any other state, by the federal government, or by any other jurisdiction? . . . . .  Yes  No
4. Do you presently have a criminal complaint or indictment pending against you in this or any other state, by the federal government, or in any other jurisdiction? . . . . .  Yes  No

**Providing false information in this application may be cause for the denial, suspension, or revocation of your license to practice as a funeral director and/or embalmer in Washington State.**

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place

**X**  
Applicant signature

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**Intern training—if applicable, list any intern training you have received**

<b>1</b> Name of establishment	Type of internship <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)			
Supervising licensee		Total hours of training	
<b>2</b> Name of establishment	Type of internship <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)			
Supervising licensee		Total hours of training	
<b>3</b> Name of establishment	Type of internship <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)			
Supervising licensee		Total hours of training	
<b>4</b> Name of establishment	Type of internship <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)			
Supervising licensee		Total hours of training	

**Professional experience—chronologically list all professional funeral experience\***

<b>1</b> Title of position	From (m/d/yr)	To (m/d/yr)
Description of work/type of experience		
Name of establishment	Supervisor	
Address (street, city, state, and ZIP code)		
<b>2</b> Title of position	From (m/d/yr)	To (m/d/yr)
Description of work/type of experience		
Name of establishment	Supervisor	
Address (street, city, state, and ZIP code)		
<b>3</b> Title of position	From (m/d/yr)	To (m/d/yr)
Description of work/type of experience		
Name of establishment	Supervisor	
Address (street, city, state, and ZIP code)		
<b>4</b> Title of position	From (m/d/yr)	To (m/d/yr)
Description of work/type of experience		
Name of establishment	Supervisor	
Address (street, city, state, and ZIP code)		

\*Other than that listed under apprentice training

**College education—please list chronologically**

<b>1</b> Name of institution	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)		
Degree received	Date graduated (year)	
<b>2</b> Name of institution	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)		
Degree received	Date graduated (year)	
<b>3</b> Name of institution	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)		
Degree received	Date graduated (year)	
<b>4</b> Name of institution	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)		
Degree received	Date graduated (year)	
<b>5</b> Name of institution	From (m/d/yr)	To (m/d/yr)
Address (street, city, state, and ZIP code)		
Degree received	Date graduated (year)	

**Previous funeral service licensure**

State/ Juris.	Profession	License		Permanent/ Temporary	License received by		Current	
		Year	Number		Examination	Other	Yes	No