

FUNERAL DIRECTOR BY ENDORSEMENT, APPLICATION FOR LICENSE INFORMATION & INSTRUCTIONS

CAUTIONS: *This document is prepared by the Florida Division of Funeral, Cemetery & Consumer Services, Dept of Financial Services, and is available on the Division website. This document sets out the usual and generally applicable requirements for licensure and does not purport to set out or exclude any exceptions that may exist to the generally applicable requirements. In addition, this documents sets out the application steps in the order most applicants take them, and does not purport to address or prohibit other procedural options that may exist.*

These Information & Instructions documents are revised from time to time. If you are reading this document in paper form, then unless you know for sure when this document was downloaded from the Division website, you are urged to visit the Division website and print a copy yourself, so you can know for sure you have the most recent revision.

TERMS USED

“Division” refers to the Division of Funeral, Cemetery & Consumer Services. The Division is part of the Florida Dept of Financial Services. The Division has a website -- go to the website of the Dept of Financial Services (www.MyFloridaCFO.com), click on Division and Offices, click on Funeral and Cemetery,

“Board” refers to the Board of Funeral, Cemetery, and Consumer Services, established by section 497. 101, Florida Statutes. The Board is administratively located within the Division. The Board and the Division are partners in enforcing chapter 497, Florida Statutes. The Board makes the final decisions as to whether a license will be issued. The Division provides the administrative processing of applications, performs background investigations, and makes recommendations to the Board.

INFORMATION

The Florida Statutes provide three separate routes by which a person may obtain licensure as an funeral director in Florida. Those routes are:

1. By internship & examination solely as a funeral director (section 497.373, Florida Statutes).
2. By endorsement & examination solely as a funeral director (section 497.374, Florida Statutes). This route is limited to persons “endorsed” by another state (that is, currently licensed in good standing as a funeral director in another state).
3. Combination licensure as a funeral director/embalmer (section 497.376, Florida Statutes).

Only route 2. is addressed in this document. For Info & Instructions addressing the other routes, see similar documents available on the website of the Division of Funeral, Cemetery & Consumer Services -- go to the website of the Dept of Financial Services (www.MyFloridaCFO.com), click on Division and Offices, click on Funeral and Cemetery, click on Application Requirements & Instructions.

ENDORSEMENT VERSUS RECIPROCITY

As a preliminary matter, please note that Florida does not have what many people think of and refer to as licensure by reciprocity. As understood by most people, licensure by reciprocity means that if you are licensed in State “A,” then State “B” will automatically give you the same type of license, simply upon payment of applicable fees. Florida does not have licensure by reciprocity in that sense. Licensure by endorsement, under Florida law, is more complicated than that.

LICENSE REQUIREMENTS

Applicants for Florida funeral director license by endorsement, under s. 497.374, Florida Statutes, should apply to the Board using the Division form entitled Application For Funeral Director License By Endorsement, available on the Division website.

Applicants must generally meet the following requirements in order to be approved for licensure:

1. Applicant is at least age 18 and has a **high school diploma or a GED**.
2. Applicant must have a 2-year or 4-year college degree.

Note: A 2-year or 4-year college degree is always required to obtain a funeral director license in Florida, and this requirement cannot be waived, nor can anything substitute for the college degree requirement. A 2-year Junior or Community College degree is acceptable. The college degree does not have to include a major in mortuary science. For example, a 2-year or 4-year college degree with a major in art or social work or business, is acceptable. However, a 2-year or 4-year college degree with a major in mortuary science, at a school accredited by the ABFSE, will be accepted as a substitute for the one-year mortuary science course requirement referred to below.

3. Applicant has completed a **course in mortuary science** in a program accredited by the American Board of Funeral Service Education (ABFSE). Such courses are generally at least one-year long, and must cover the following subjects: theory and practice of embalming, restorative art, pathology, anatomy, microbiology, chemistry, hygiene, and public health and sanitation.

NOTE: A 2-year or 4-year college degree with a major in mortuary science, at a school accredited by the ABFSE, will be accepted as a substitute for the one-year mortuary science course.

3. Applicant has taken and passed a **course on communicable diseases**, including HIV/AIDS. The course must be at least 2 hours long (note the two hour requirement – a one hour course is adequate to renew an existing license, but a two hour course is required for initial licensure). The course must be one approved by the Florida Dept of Health, or by a professional licensing board within the Florida Dept of Health. On this Division's website appears a list of approved continuing education providers, and many of those providers offer a 2-hour course that will satisfy this requirement.
4. Applicant **submits fingerprints** pursuant to Dept of Financial Services requirements for a criminal background check, in accordance with s. 497.142, Florida Statutes, and has no demonstrated history of conduct indicating a lack of competence, good character, trustworthiness or integrity in business or professional matters.
5. The applicant has taken and **passed both the Arts and Science sections of the National Board Exam with a score of at least 75% correct answers** on each section (exam administered by the Conference of Funeral Service Examining Boards). The National Board Exam (NBE) must generally be taken and passed even if the state where you are already licensed did not require you to take the NBE. But if you have previously taken and passed both sections of the NBE, with a score of 75% correct on each section, you will not be required to re-take the NBE as a prerequisite to Florida licensure (but you must have the Conference certify your NBE result direct to this Division).
6. Applicant takes and **passes the Florida Law & Rules Exam, with a score of at least 75% correct answers**.
7. Applicant is currently licensed in good standing as a funeral director in another state.

APPLICATION BY ENDORSEMENT VERSUS BY INTERNSHIP

For most applicants, as a practical matter the only benefit of application by endorsement is that it allows the applicant to substitute one year of actual licensed practice in another state, for the one-year Florida internship otherwise required by Florida law.

Other than the internship element, the requirements for funeral director licensure in Florida are generally the same, whether you proceed under 497.373 or 497.374. More specifically, application for licensure by endorsement, does not relieve the applicant of having to take and pass (1) the Florida Law and Rules exam, and (2) the Arts & Science sections of the National Board Exam.

THE EXAMINATIONS

As noted above, there are two different examinations required:

1. The National Board Exam, and
2. The Florida Law & Rules Exam.

The National Board Exam

The National Board Exam (NBE) is administered by the International Conference of Funeral Service Examining Boards, Inc., (“the Conference”) headquartered in Fayetteville, Arkansas.

The Conference has a website that you may visit for further details. As of Sept. 2005 the Conference website address is <http://www.cfseb.org/>, and its phone number is 479-442-7076.

Neither the Division nor the Board are involved in any way with approving or scheduling you to take or re-take the NBE. You must make arrangements directly with the Conference, or through the school where you are taking your mortuary science course. The Conference website has information concerning how to apply to take the NBE. The NBE is given at test locations around the nation, and there are typically about 5 test locations in Florida.

The Conference is an international voluntary organization of licensing and regulatory boards in most of the United States and Canada. Examination policy is established by the elected Board of Directors and the Education and National Board Examination Committee of the International Conference. As of July 2005, all states except California accept the results of a successful National Board Examination.

According to the rules of the Conference, persons cannot take the NBE unless certified as having graduated, or that they will be within 45 days from graduation at the time of the examination, from a mortuary science program accredited by the American Board of Funeral Service Education. The school where you take your mortuary science course provides that certification to the Conference, not the Division or the Board. Many applicants take the NBE in the final weeks of their mortuary science course.

Fees to take the NBE are determined by and paid directly to the Conference, in most cases. Neither the Division nor the Board is typically involved. As of Sept 2005, the examination fee charged by the Conference for both parts of the National Exam is \$350; a single part is \$200 (however, check the Conference website for most recent fees).

The Conference office keeps a permanent record of each applicant's National Board Exam scores for future use by the applicant. When you register to take the NBE, the base fee you pay includes one official notification of exam results direct from the Conference to a state licensing board of your choice. If you intend to apply for licensure in Florida, you may want to be sure to designate the Florida Board to be notified. Otherwise you will may be required to pay the Conference a further fee of \$30 to have the Conference certify your exam results to the Florida Board of Funeral, Cemetery, and Consumer Services.

The NBE has 2 sections: Arts Section, and Science Section. In Florida, embalmer applicants must take the Science Section, and funeral director applicants must take both Sections.

As of Sept. 2005, each Section typically has 150 scored questions, typically divided among subject matters in approximately the following proportions:

Art Section

Sociology/Funeral History - 21 Items
Psychology - 21 items
Funeral Directing - 27 items
Business Law - 24 items
Funeral Service Law - 21 items
Funeral Service Merchandising - 21 items
Accounting/Computers - 15 items

Science Section

Embalming - 36 items
Restorative Arts - 36 items
Microbiology - 18 items
Pathology - 24 items
Chemistry - 18 items
Anatomy - 18 items

You must achieve a score of 75% correct answers, in order to be considered to pass the exam. If you take both Sections, you must get 75% correct in each Section.

[The Florida Law & Rules Exam](#)

As noted above, one of the prerequisites for issuance of this license, is that you take and pass the Florida Law & Rules Exam, with a score of at least 75% correct answers.

An applicant cannot take the Florida Law & Rules Exam until they submit their *Application For Funeral Director License by Endorsement*, which serves as your application to take the Florida Law & Rules Exam. Once you submit your *Application For Funeral Director License by Endorsement*, the Board will review it, and assuming the Board finds it in order, you and the Division's testing vendor (Promissor) will be notified by the Division that you are authorized to take the Florida Law & Rules Exam.

You then contact Promissor and schedule your exam. The Florida Law & Rules Exam is given daily at approximately 20 location around Florida (see the Promissor website for locations and how to contact Promissor – www.promissor.com).

If you do not achieve the required score the first time, you may re-take the Florida Law & Rules Exam. You must submit to the Division an [Application to Re-Take Florida Law & Rules Exam](#), and pay the applicable exam fee. Upon receipt of the Re-Take application and fee, the Division will notify you and the testing vendor (Promissor) that you are authorized to re-take the exam. You then contact Promissor and schedule the re-take.

Assuming the applicant takes and passes (with a score of 75% or better) the Florida Law & Rules Exam, the applicant will be promptly issued their full funeral director license.

As of Sept, 2005, the Florida Law & Rules Exam covered the following areas (see rule 69K8-16.001, or successor rule, for most current content):

- a) Florida Statutes Chapters 382, 406, 470, 497 and 872, F.S.
- b) The following provision of the United States Code: [10 U.S.C. § § 1481-1488](#), 16 U.S.C. § 17E, 18 U.S.C. § 710, [38 U.S.C. § 2303](#), [42 U.S.C. § 248](#), [42 U.S.C. § 300aaa-3](#).
- c) Florida Administrative Code Chapters 11G, 69K8 and 64V-1.

As of Sept, 2005, the Florida Law & Rules Exam was weighted as follows: (see rule 69K8-16.001, or

successor rule, for most current weighting):

Practice Laws 40--50%
Preneed Contracts 16--20%
Medical Examiner 4--6%
Vital Statistics 10--16%
Disposition 10--16%
Federal Laws 4--6%
Offenses 8--16%.

TEMPORARY LICENSE.

S. 497.374(5), Florida Statutes. The purpose of a Temporary funeral director license is to allow people to move to Florida and work as a supervised funeral director in Florida for 60 days, during which period they are expected to take and pass the Florida Law & Rules Exam and obtain their regular Florida funeral director license.

A Temporary funeral director license is applied for by applying for a Florida Funeral Director by Endorsement license, checking the box on that application requesting a Temporary License, and paying the applicable Temporary License fee with the other fees due with that main application.

Once you file your Florida Funeral Director By Endorsement license application, requesting a Temporary License and including required fees, your application will be reviewed and as soon as it is determined that you meet all the requirements for Funeral Director by Endorsement except for having taken and passed the Florida Law & Rules Exam, you will be notified that you have been issued a Temporary License.

A Temporary License allows you to work only in a Florida licensed funeral establishment, and you must work under the general supervision of a fully licensed Florida funeral director.

A Temporary License is good for only 60 days. A Temporary License may be renewed only once, for an additional 60 days, upon your request and payment of an additional \$50 fee (*use the Temporary License Renewal form, available on the website of the Division of Funeral, Cemetery & Consumer Services*). Temporary Licenses expire automatically.

If you do not pass the Florida Law & Rules Exam while holding a Temporary License, you can continue to re-take the Florida Law & Rules Exam after the Temporary License expires, but you cannot be engaging in any funeral directing activity, even under the supervision of a Florida licensed funeral director.