

EMBALMER APPRENTICE, INFORMATION AND 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.

LICENSE REQUIREMENTS

Applicants for Florida embalmer apprentice license, under s. 497.371, Florida Statutes, should apply to the Board using Division form entitled Application For Embalmer Apprentice License, 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 may not have previously obtained a Florida license or registration as an embalmer apprentice, embalmer intern, or concurrent funeral director/embalmer intern.
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 must have made arrangements with a Florida licensed funeral home or Florida licensed centralized embalming facility, to allow the apprentice to work at that home or facility; **and** the funeral home or centralized embalming facility must be one that is approved by the Board as a training facility.
5. Applicant must have made arrangements with a Florida licensed embalmer to supervise the apprentice, and to fill out, sign, and submit to the Division quarterly reports concerning the apprentice, throughout the apprenticeship.

6. Applicant must **submit fingerprints** pursuant to Dept of Financial Services requirements for a criminal background check, in accordance with s. 497.142, Florida Statutes, and have no demonstrated history of conduct indicating a lack of competence, good character, trustworthiness or integrity in business or professional matters.

REQUIRED SUPERVISION

An embalmer apprentice may perform embalming related-tasks only under the **direct supervision** of a Florida licensed embalmer in good standing. Direct supervision means responsible supervision and control, with the licensed embalmer providing both initial direction as well as periodic inspection of the work. The supervising embalmer shall be physically present or on the premises at all times when the apprentice is performing the services.

The supervising embalmer must certify by quarterly reports the embalmer apprentice activities engaged in by the embalmer apprentice during the preceding calendar quarter. Typically this means listing on the quarterly report by name every decedent as to which the apprentice assisted in the embalming, and the date of the embalming.

The apprentice applicant must know who their initial supervising embalmer is, when the apprentice applicant applies for their apprentice license.

An apprentice may change supervising embalmer one or more times over the course of the apprenticeship. However, each time that occurs, the apprentice must promptly file with the Division a Notice of Termination/Change of Supervisor form (available on the Division website).

REQUIREMENT FOR APPROVED TRAINING AGENCY

An embalmer apprentice can only engage in apprentice activities, at a Florida licensed funeral home or a Florida licensed centralized embalming facility.

In addition, the funeral home or centralized embalming facility must be one that is approved by the Board as a training facility.

An apprentice may change training locations one or more times over the course of the apprenticeship. However, each time that occurs, the apprentice must promptly file with the Division a Notice of Change of Training Location form (available on the Division website).

LENGTH OF APPRENTICESHIP

An apprenticeship may normally only last three years.

However, if at the time of application for apprentice license the applicant is enrolled in a mortuary science course or program, accredited by the American Board of Funeral Science Education (ABFSE), the apprentice will be licensed for 5 years.

If after being issued the 3-year apprentice license, you enroll and commence study in a qualified mortuary science course or program accredited by the American Board of Funeral Science Education (ABFSE), you may apply to have the apprenticeship extended to 5-years. Use the Application to Extend Embalmer Apprenticeship, available on the Division's website.

The mortuary science course most apprentices use, is one of the several ABFSE-accredited Junior or Community College two year degree programs, with a major in mortuary science. However, other ABFSE accredited mortuary science courses or programs are equally acceptable.

RELATIONSHIP OF APPRENTICESHIP TO INTERNSHIP

To obtain an embalmer license, you will need to perform a one-year embalmer internship. An apprenticeship is not the same as an internship. An apprenticeship will not substitute for an internship, and time spent in an apprenticeship will not be credited against internship requirements.

Therefore, if you desire to become a fully licensed embalmer, you may want to apply for an embalmer intern license as soon as you complete the required mortuary science course. If approved for the internship, your apprentice license will simply be terminated and you can commence work under the intern license.