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| **From:** | Beckham, Howard R. |
| **To:** | Gary Brown; V. Todd Ferreira; Scotece, Tanya; Kevin Davis; Corinne Mixon; Juhan Mixon; Luke Grabowski; Schwantes, Mary; Chris Jensen; Jill Peeples |
| **Subject:** | My thoughts concerning the Internship Rules |
| **Date:** | Thursday, October 22, 2026 9:22:47 PM |
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Hello all,

Since I will be leaving to head to the NFDA Annual Conference meeting in Charlotte, N.C. Early Saturday morning and will not be back until late next week, I wanted to at least put an idea on the table for thought and discussion. The attorneys in the room may find a boatload of reasons why I am certifiable, but I will bet that there may be a funeral director or two who might see what I am putting on the table for consideration. I would love to hear from any of you about this idea.

Best regards,

*Howard R. Beckham, Jr.*

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" Never underestimate the power of your voice and the impact that you can have on the world when you speak up for what you believe in." --- Charlie Kirk

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# Florida Comprehensive Internship Rule Proposal v2

Funeral Director Internships • Embalmer Internships • Concurrent Internships

## Introduction

Prepared for review by Howard Beckham, Funeral Services Program at Florida State College at Jacksonville for the Director of the Florida Division of Funeral, Cemetery, and Consumer Services and the Rules Committee of the Board of Funeral, Cemetery, and Consumer Services.

Every effort has been made to be accurate with this research, and it is to the best of my knowledge is current through October 22, 2026. The goal of this proposed rule to be considered by the Rules Committee and the Florida Division of Funeral, Cemetery, and Consumer Services is to consolidate and to standardize all current internship rules under one rule. I could not find any statute that would prohibit this.

I am not an attorney. I am a twenty year plus Licensed Funeral Director and Embalmer in Florida, and active professor of Funeral Science, and am very familiar with the day to day working of funeral home operations. This is not an attempt to write law but to help to interpret the intent of the law into a practical, workable, and understandable set of Rules.

## Purpose and statutory basis

This comprehensive proposal covers funeral director, embalmer, and concurrent internships, including educational eligibility, training, supervision, signed quarterly reporting, completion, and transition to professional licensure. It incorporates the one-year internship, individual Board review within statutory renewal authority, advance professional-license applications, and limited continued practice authorized by current law. Bold text identifies the five educational clarification provisions incorporated in this revision.

### Senate Bill 598 and internship eligibility

CS/CS/SB 598 became Chapter 2026-50, Laws of Florida, effective July 1, 2026. Section 8 removed the requirement that a concurrent funeral director and embalmer intern applicant complete at least 75 percent of the mortuary science program before applying. It also removed the specified college ethics and funeral-law prerequisites from that pathway. Section 6 removed those course prerequisites from the funeral director-only student pathway. The revised rule does not restore any of those deleted prerequisites. [1–3]

The eligibility pathways remain distinct: s. 497.375(1)(b)2. requires the qualifying degree together with enrollment and attendance for the funeral director-only student pathway; s. 497.377(2)(a) provides alternative degree OR enrollment pathways for concurrent entry; and s. 497.370(2) governs embalmer-only entry. Permission to begin an internship does not itself establish eligibility for full professional licensure. [2–5]

### Duration hours and continued practice

Chapter 497 requires a one-year internship. The numeric training standard of at least 40 hours per week for at least 50 weeks is supplied by Rules 69K-18.001(3), 69K-18.002(5)(a), and 69K-18.003(3)(a), F.A.C. That standard yields a minimum of 2,000 hours and is not a numeric requirement stated in Chapter 497 itself. Section 12 identifies both sources. [2–6, 10]

Section 13 preserves individual Board consideration of hardship requests within the grounds and periods authorized by law, together with the separate funeral director education renewal. For qualifying funeral director and concurrent interns, the statutory continued-practice period begins upon expiration and ends when the professional license is issued or denied or 90 days after expiration, whichever occurs first. Filing an application does not create an extra 90 days from the receipt date. No equivalent automatic 90-day provision is supplied for embalmer-only interns. [2–6]

## Proposed application procedures

Section 13 proposes filing the professional-license application 30–60 days before anticipated internship completion when the intern is eligible to apply, with truthful identification of any pending completion evidence. It also proposes presentation to the Board within 60 days after Division receipt, with an incomplete-file status presentation when necessary. These are proposed administrative procedures, not deadlines already prescribed by Chapter 497. They do not eliminate statutory eligibility, application-processing protections, or statutory continued-practice rights. [7–8, 12a]

The proposal also preserves current criminal-history requirements under ss. 497.1411 and 497.142, F.S. All proposed forms and administrative procedures must be adopted by the proper Board or Department authority. Statutory rights and limits control over inconsistent rule language. [7–12]

## Proposed consolidated rule

Proposed Rule 69K-18.005 Comprehensive Internship Training and Reporting

Discussion draft. The number is provisional. Adoption would require coordinated amendment or repeal of conflicting provisions of Rules 69K-18.001–.004 and Department adoption of the reporting forms. Existing fees and forms continue to govern until lawfully amended. The proposal does not purport to amend a statute.

### (1) Purpose and scope

(a) This rule establishes standards for funeral director, embalmer, and concurrent funeral director and embalmer internships under ss. 497.370, 497.375, and 497.377, F.S. It governs training agencies, interns, and supervisors within the license category held.

(b) An internship license authorizes only supervised activities permitted by statute. Completion of training does not itself confer a professional license. Applicants shall separately satisfy the qualifications for the license sought.

(c) Embalmer apprenticeships under s. 497.371, F.S., are separate from internships. This rule does not shorten their statutory duration or automatically convert apprenticeship service into internship credit. **Applicants for licensure by endorsement shall be evaluated under the applicable endorsement statutes. An educational or examination requirement expressly exempted by statute shall not be reinstated through this rule. An endorsement exemption shall not be applied to an internship applicant solely because the applicant seeks an eventual combination license.**

**(d) Educational qualifications shall be evaluated separately for issuance of an internship license, authorization to practice under general supervision, and issuance of a professional license. Satisfaction of one stage shall not, by itself, establish satisfaction of another stage.**

### (2) Definitions and computation of time

(a) “Board” means the Board of Funeral, Cemetery, and Consumer Services. “Division” means the Division of Funeral, Cemetery, and Consumer Services within the Department of Financial Services. “Intern” includes an internee holding one of the three internship licenses covered by this rule.

(b) “Supervisor” means a Florida licensee designated to oversee activities within that licensee’s authorized scope. “FDIC” means the funeral director in charge of the approved funeral establishment.

(c) A calendar quarter ends March 31, June 30, September 30, or December 31. A calendar day includes weekends and holidays, subject to applicable statutory and uniform procedural rules governing computation of filing deadlines.

(d) The internship license year is the one-year period beginning on issuance, with the expiration date stated on the license. The Division shall identify the authorized training start date. No start date or transfer postpones a statutory expiration date.

### (3) Application and eligibility

(a) An applicant shall submit the Department-adopted application for the category sought, supporting education records, applicable fees, and the proposed agency and supervisors. Statutory military fee exemptions shall be honored. Application review shall comply with ss. 497.141, 497.1411, and 497.142, F.S., including applicable criminal-history exceptions, exemptions, and disclosure requirements.

(b) Funeral director-only applicants shall meet s. 497.375(1)(b), F.S. Applicants using its student pathway shall document both the qualifying degree and current enrollment and attendance in the required approved course of study. The rule shall not reinstate the deleted college ethics or funeral-law prerequisite.

(c) Embalmer-only applicants shall satisfy s. 497.370(2), F.S., including the requirements incorporated from s. 497.368(1)(b)–(e), F.S.

**(d) Concurrent internship applicants shall be evaluated under section 497.377(2)(a), F.S. The alternative qualifications stated in that paragraph shall not be combined into cumulative requirements. Completion of 75 percent of a mortuary science program shall not be required as a condition of concurrent internship entry. The educational prerequisites applicable to embalmer-only internship applicants under section 497.370(2), F.S., shall not be applied to defeat an alternative concurrent internship qualification expressly authorized by section 497.377(2)(a), F.S.**

(e) No internship activity shall receive credit before lawful authorization to begin, during an unauthorized lapse, or without the supervision required for that activity. The Division shall issue written notice identifying the authorized category, agency, supervisors, beginning date, and expiration date.

## (4) Training agency requirements

(a) Funeral director and concurrent training shall occur through an approved licensed funeral establishment. Embalmer-only training may occur through an approved funeral establishment or centralized embalming facility as authorized by s. 497.370, F.S. Each participating location shall hold the approval required for the training provided there.

(b) The agency shall maintain lawful facilities, equipment, staffing, and sufficient case activity. The existing agency capacity standards of at least 20 embalming cases annually for each embalmer intern and at least 40 funeral services annually for each funeral director intern are retained. A concurrent training agency shall meet both standards. These are agency capacity standards; they are not separate numerical case-completion quotas for each intern.

(c) The agency shall appoint qualified supervisors, provide a written training schedule, allow access to required records, and provide opportunities for every competency applicable to the internship. An agency shall not certify a skill the intern has not demonstrated. If experience is unavailable, the agency shall arrange lawful supervised training at another approved location and document the arrangement.

(d) No agency shall charge an intern a fee for obtaining internship training prohibited by ss. 497.370(4) or 497.375(3), F.S.

## (5) Supervisor qualifications and obligations

(a) A funeral directing supervisor shall hold an active, valid Florida funeral director license under s. 497.373 or s. 497.374(1), F.S. An embalming supervisor shall hold an active, valid Florida embalmer license under s. 497.368 or s. 497.369, F.S. A concurrent supervisor shall hold both licenses, or the agency shall designate separately qualified supervisors for the respective activities. A supervisor shall comply with every license restriction and shall not supervise beyond its permitted scope.

(b) Before training begins, the supervisor shall review the intern’s authorization, explain permitted activities and supervision limits, orient the intern to identification and authorization procedures, infection prevention, chemical safety, incident reporting, and the duty log, and sign and date the training plan with the intern.

(c) The supervisor shall give initial direction, observe performance as needed to assess competence, review completed documents and case records, correct errors before a regulated service or filing proceeds, and maintain the availability and physical presence required by subsection (6). Assignment of a task does not transfer the supervisor’s professional responsibilities to the intern.

(d) At least monthly, the supervisor and intern shall review completed duties, training hours, deficiencies, corrective instruction, education status when relevant to eligibility, and progress toward examinations. Each review shall be dated and acknowledged by both parties and retained with the training record. A quarterly summary shall accompany the quarterly report.

(e) Each supervising licensee shall personally verify the activities and dates supervised. The principal supervisor may compile records but shall not substitute a general certification for verification by another supervisor who provided the instruction. The FDIC shall separately sign certifications expressly assigned to the FDIC by statute.

(f) The supervisor shall promptly stop any activity requiring supervision that is unavailable, exceeds the intern's authorization, or presents an uncorrected identification, authorization, or safety deficiency. The supervisor shall document the deficiency and corrective action. This subsection does not create a new statutory ground for discipline or authorize summary suspension by a supervisor of the state-issued license.

## (6) Required level of supervision

(a) Direct supervision is the default for all categories. The supervisor shall provide responsible direction and inspection and be physically present or on the premises while the intern performs regulated services requiring direct supervision. A supervisor licensed in the particular activity shall oversee that activity.

(b) A funeral director intern may proceed to general supervision only after satisfying s. 497.375(1)(d), F.S. The file shall document the required graduation, passage of the Florida laws and rules examination, at least six months of direct supervision, and the FDIC's competency certification. The intern shall obtain written Division confirmation of eligibility before changing supervision.

(c) A concurrent intern may proceed to general supervision only after satisfying s. 497.377(2)(c), F.S., including its specific ABFSE graduation and degree requirement, laws and rules examination, six months of direct supervision, and FDIC certification. General supervision shall not be inferred solely from elapsed time or enrollment.

(d) Embalmer-only interns shall remain under direct supervision under s. 497.370, F.S. The concurrent statutory provision for general supervision shall not be applied to an embalmer-only license.

(e) Under lawful general supervision, a qualified supervisor shall remain responsible and available for consultation, review the intern's work, and provide direct supervision for any activity the intern cannot yet safely perform without the supervisor's physical presence.

## (7) Required funeral directing training

The agency shall provide instruction, supervised practical participation, and competency evaluation in each of the following areas. Training shall comply with the legally authorized person's directions, required permissions, and the applicable limits of the intern's license.

(a) Receiving first calls; verifying identity and custody records; coordinating lawful transfers; recognizing when a physician, medical examiner, or other authorized official must determine or certify death; and referring cases appropriately. Training does not authorize an intern to exercise medical powers or determine cause of death.

(b) Conducting arrangement conferences; identifying the legally authorized person; documenting choices and authorizations; explaining available services and prices; preparing accurate itemized arrangements and contracts; and applying consumer-protection and price-disclosure requirements.

(c) Planning and assisting with religious, nonreligious, military, fraternal, burial, cremation, and other lawful services as opportunities occur; accommodating family preferences; preparing service locations; and coordinating clergy, celebrants, pallbearers, processions, cemeteries, and other participants. No particular religious service shall be manufactured or required against a family's wishes to satisfy training.

(d) Preparing the funeral establishment's portions of death-registration documents; obtaining medical certification and required permits; coordinating medical examiner review where applicable; and preparing documents for shipment, burial, cremation, and other disposition. An intern shall not certify facts reserved by law to another professional or use another person's electronic credentials.

(e) Coordinating with physicians, medical examiners, law enforcement, vital statistics personnel, crematories, cemeteries, and transportation providers; preparing authorized obituary and service notices; and explaining identification and disposition procedures to families.

(f) Maintaining case files, custody and personal property records, financial and administrative records, and required authorizations; studying applicable local, state, and federal practice requirements; and demonstrating respectful communication, confidentiality, ethical conduct, and accurate disclosures.

### (8) Required embalming training

1. This subsection applies only to embalmer-only internships and the embalming component of concurrent funeral director and embalmer internships (a) must be enrolled in a funeral service or mortuary science program, or (b) be licensed as an apprentice embalmer with the state of Florida. Funeral director-only interns are not required or authorized to perform embalming duties under their funeral director intern licenses. Concurrent interns shall also satisfy subsection (7) for the funeral directing component.

2. (a) Verify identity, custody documentation, authorization, and any medical examiner restriction before preparation. Review the case with the supervisor and document the preparation plan.

(b) Demonstrate safe handling of equipment and chemicals; appropriate personal protective equipment; exposure prevention; disinfection; waste handling; and response to an exposure or other incident, consistent with applicable safety requirements.

(c) Perform supervised assessment and preparation, including cleansing, shaving when appropriate, positioning, feature setting, vascular selection, solution selection and calculation, injection and drainage, aspiration, cavity treatment, closure, and evaluation of preservation results as appropriate to the case.

(d) Receive instruction and supervised experience in difficult cases, restorative procedures, cosmetics, dressing, casketing, and preparation for viewing, shipment, or disposition, within the supervisor’s competence and available case opportunities. Unavailable experiences shall be identified; observation or discussion shall not be reported as hands-on performance.

(e) Maintain instruments, supplies, and the preparation room; prepare accurate embalming records identifying the work performed, date, supervising embalmer, relevant findings, and corrective action; and study applicable embalming and public health requirements.

### (9) Duty logs and competency verification

(a) The intern shall make a contemporaneous duty log identifying date, actual training hours, approved location, case identifier, activity, level of participation, and supervising licensee. Observed, assisted, and performed activities shall be distinguished. Concurrent hours may support both training components when both are actually provided; a clock hour shall not be counted as two hours of elapsed training.

(b) The supervisor shall verify entries at least weekly against agency records and identify discrepancies. Corrections shall retain the original entry, correction date, reason, and author. No blank, future, or inaccurate report shall be signed.

(c) Each quarterly competency record shall state, for every applicable area in subsections (7) and (8): not yet provided, observed, assisted, performed with continuing assistance, or demonstrated competence. The supervisor shall identify supporting dates or case identifiers and explain deficiencies and corrective instruction. Competence means the intern demonstrated lawful, accurate, and safe performance at the authorized level of supervision; it does not confer independent practice authority.

(d) At completion, every applicable core competency shall have a satisfactory supervisory assessment supported by training records. A supervisor shall identify any unmet area and shall not certify successful completion until it is resolved. The Board shall determine disputed training credit through applicable Chapter 120 procedures.

## (10) Quarterly reports and certifications

(a) The supervisor and intern shall submit a joint written quarterly training report to the Division for every calendar quarter or partial quarter of authorized service, including an authorized renewal and any statutory postexpiration practice. Concurrent reports shall address both components separately. The filing shall include the duty summary, competency record, and supervisor verification described below.

(b) Reports shall be received within 30 calendar days after quarter end: April 30, July 30, October 30, and January 30, respectively, subject to applicable filing-day rules. The first report covers the partial quarter beginning on the authorized start date. A zero-activity report shall explain any period without training.

(c) The report shall identify the intern, license category and number, agency and location, supervisors and license numbers, reporting dates, actual hours and qualifying weeks, absences, activities and participation levels, cumulative progress, supervision status, relevant education status, examination progress, and identified deficiencies. Case schedules shall use the identifying information required by the adopted Department form. Sensitive supporting records shall be transmitted through an authorized secure channel where available.

(d) A supervisor verification attachment shall state which duties were actually supervised, the dates and methods used to verify the log, the competency findings, corrective instruction, whether the required supervision was continuously available during regulated work, and whether credit is recommended. Each supervisor shall sign and date the portion covering that supervisor's work. The intern shall sign and date the report and all supervisor verification attachments. The FDIC shall sign any statutory FDIC certification separately.

(e) The intern's certification shall attest that the reported training and hours were actually received and that any material discrepancy is disclosed. The supervisor's certification shall attest that the supervisor reviewed supporting agency records, verified the activities certified, and accurately reported competency and supervision. A signature shall not certify hours or activities that did not occur.

(f) The principal supervisor is responsible for preparation and filing; the intern is jointly responsible for reviewing, signing, and ensuring submission. Each shall receive a copy and retain proof of filing. A disagreement shall be disclosed in a signed explanation; neither party shall be compelled to certify a disputed statement as true. Unresolved credit shall be referred to the Division for appropriate Board review.

(g) Reports shall be filed using the Department-adopted form and attachments by mail, hand delivery, or a Department-authorized electronic system accepting signed written records. Electronic signatures may be used only as permitted by applicable law and the Department's adopted filing procedures. Oral reports do not satisfy this requirement.

(h) The final report shall be filed within 30 days after completion or termination, even if the calendar quarter has not ended. This proposed earlier final-report deadline replaces the current end-of-quarter final-report deadline upon adoption. An exiting supervisor shall file a signed final report for that supervisor's service within 30 days after supervision ends. The succeeding supervisor's report shall begin with the next period actually supervised.

(i) A supervisor shall not withhold an accurate report because of an employment or payment dispute. Failure to file does not, by itself, prove training did not occur. The Division shall identify missing or inconsistent documentation and allow correction under applicable procedures; the Board shall determine unresolved credit. All required reports and completion evidence must be accepted before a professional license dependent on that internship is issued.

## (11) Changes and loss of eligibility

(a) The intern and agency shall notify the Division in writing within 10 calendar days of a change in supervisor, approved training location, or interruption of training. No regulated work shall occur without a qualified replacement supervisor. A transfer shall not restart the license year or erase completed, verified credit.

(b) An intern whose eligibility depends on enrollment and attendance shall promptly notify the supervisor and Division when that condition ceases before program completion. The supervisor shall stop regulated internship activities requiring the lost eligibility and file a written status report within five business days after learning of

the cessation. The Division shall determine the appropriate licensing action under Chapter 120. A concurrent intern who independently qualifies under the degree alternative shall not be declared ineligible solely because the enrollment alternative no longer applies.

(c) Before alleging loss of eligibility based only on a third-party report, the supervisor shall seek written school confirmation and give the intern an opportunity to supply documentation. A scheduled academic recess consistent with continuing enrollment shall not alone be treated as withdrawal. Any resulting state licensing action shall include the process required by law.

## (12) Duration hours and completion

(a) The internship is a one-year internship. The statutory duration is established by ss. 497.368(2)(b) and 497.373(2)(c), F.S., and concurrent service is authorized by s. 497.377(1), F.S. The initial funeral director and concurrent intern licenses expire one year after issuance under ss. 497.375(4)(a) and 497.377(2)(d)1., F.S., subject to the statutory exceptions addressed in subsection (13).

(b) To implement that duration, training shall comprise at least 40 actual training hours per week for at least 50 weeks within a contiguous twelve-month period, a minimum of 2,000 hours, subject to lawful renewal, reregistration, or other relief. The 40-hour and 50-week standards are retained from Rules 69K-18.001(3), 69K-18.002(5)(a), and 69K-18.003(3)(a), F.A.C.; Chapter 497 does not itself specify those numeric hours. Accumulating 2,000 hours early does not shorten the required year or eliminate the qualifying-week requirement.

(c) Concurrent internship training shall include both funeral directing and embalming activities within the same year. Separate 2,000-hour periods are not required when the two internships are lawfully served concurrently. A clock hour may support both components when both are actually provided, but shall not be represented as two elapsed hours. Funeral director-only interns shall complete funeral directing training; embalmer-only interns shall complete embalming training.

(d) Completion requires the prescribed duration and hours, the duties applicable to the license category, satisfactory documented competencies, and accepted final reports signed and dated by the intern and each responsible supervisor. Concurrent completion requires satisfactory completion of both components.

(e) The existing funeral director limitation on a second lifetime internship remains subject to statutory renewal and lawful waiver or variance. It shall not be construed to bar a later, legally available embalmer or concurrent pathway solely because a person previously completed funeral director-only training. Transfer to another agency or supervisor does not restart the internship year.

## (13) One year internship Board review and transition to full licensure

(a) The standard internship is one year. A request for additional time shall be considered individually by the Board of Funeral, Cemetery, and Consumer Services on the documented facts and only within the statutory grounds and authority applicable to the license category.

(b) A qualifying funeral director student intern may seek the additional one-year education renewal authorized by s. 497.375(4)(b), F.S. The FDIC shall verify the required course completion from an official transcript and sign and date the certification. A funeral director hardship or examination-result renewal under s. 497.375(4)(c), F.S., shall be individually considered by the Board for the additional one-year period authorized there; a person who used the education renewal is not eligible for that further renewal. Concurrent hardship or examination-result renewal requests shall be individually considered under s. 497.377(2)(d)2., F.S., which authorizes an additional year. Case-by-case review does not permit disregard of a qualifying statutory education-renewal pathway.

(c) Renewal requests shall be filed before expiration using the Department-adopted form. The existing filing window beginning in the tenth month is retained for funeral director renewals and proposed for concurrent renewals. The request shall include the statutory ground, supporting documentation, interruption dates where relevant, completed quarterly reports, and a supervisor statement signed and dated by both supervisor and intern

identifying completed and remaining duties, competencies, hours, and a completion plan. Each Board decision shall identify the applicable authority and findings. Filing alone does not authorize practice beyond a statutory expiration date.

(d) Upon expiration, a funeral director intern who has completed the educational credentials required for a funeral director license and has applied for licensure may continue performing funeral directing duties under s. 497.375(1)(d), F.S., until the professional license is issued or denied, or for 90 days after expiration, whichever occurs first, as provided by s. 497.375(4)(e), F.S. A concurrent intern who has completed the educational credentials required for the combination professional license and has applied for that license may similarly continue only as authorized by s. 497.377(2)(c) and (d)1., F.S. Application receipt does not restart or lengthen the statutory 90-day period. During this period, supervision, reporting, and all applicable professional duties continue. This is limited statutory authority to continue practice, not issuance of a new intern license or a separate hardship renewal.

(e) Embalmer-only interns do not receive an automatic 90-day continued-practice period under paragraph (d). An embalmer-only intern unable to complete because of illness or personal injury may seek Board consideration of reregistration for the time needed to complete the required year under the applicable authority and Rule 69K-18.001(5), F.A.C. After completed training, any continued practice shall rest on separately applicable lawful authority, including a provisional license under s. 497.368(3), F.S., when granted. The Board shall evaluate the evidence in each request and apply the governing criteria.

(f) An intern eligible to apply for the professional license sought shall submit the Department-adopted application to the Division no earlier than 60 and no later than 30 calendar days before anticipated internship completion. The application shall identify the qualifying criteria already satisfied and accurately disclose the anticipated completion date and any permitted pending internship-completion evidence. The supervisor shall provide a signed and dated progress certification, acknowledged by the intern. The final certification shall be supplied promptly upon completion and within the reporting deadline in subsection (10). An applicant shall not claim completed training or another qualification before it is actually satisfied. If not yet eligible to apply during that window, the intern shall file promptly upon becoming eligible and seek any separately available statutory renewal or authorization. Failure to meet this proposed advance-filing window shall not by itself extinguish continued practice rights expressly granted by statute or create a new ground to deny an otherwise qualifying professional-license application. To allow the intern who has completed their internship, but has not had their application for a full license to be reviewed by the Board, may apply for a provisional license and pay a non-refundable administrative fee not to exceed $100.00 to the Division for a provisional ninety-day license while the application is under review for approval or denial by the Board.

(g) Within 60 calendar days after receipt of an application described in paragraph (f), the Division shall present it to the Board for consideration, with the staff recommendation when the file is ready for decision. If qualification evidence remains pending or the application is incomplete, the Division shall present its status and identify the outstanding items rather than represent it as a completed application. The Division shall timely notify the applicant of deficiencies and promptly return the completed file for Board consideration. This proposed presentation requirement is an administrative processing duty; it does not authorize premature issuance, require denial of an incomplete application without due process, or alter the final-action periods, tolling provisions, and hearing rights under ss. 120.60, 497.103, and 497.141, F.S. Any lawful request by an applicant to proceed on the existing record shall be honored. Administrative delay does not automatically extend the statutory continued-practice period.

## (14) Examinations and professional licensure

(a) At the beginning of training and with each quarterly review, the intern and supervisor shall record remaining education and examinations and a schedule for seeking examination authorization and taking required examinations when eligible. Completion within the initial license year is the training objective, subject to statutory eligibility, examination availability, and lawful renewal or other authorization.

(b) A funeral director applicant shall meet s. 497.373, F.S.; an embalmer applicant shall meet s. 497.368, F.S.; and a combination applicant shall meet ss. 497.376 and 497.377, F.S., as applicable to the pathway. The applicable Board-approved examinations and Department-approved laws and rules examination shall be passed before issuance of the professional license. Accepted national examinations, passing standards, retesting, and score validity remain governed by the applicable examination rules. **Before issuing a professional license by examination, the licensing authority shall verify the education, examinations, and internship completion required by the statutes applicable to the license sought. An internship license shall not be accepted as independent proof that professional educational requirements have been completed.**

(c) Internship expiration does not itself waive an examination, cancel previously accepted training, or impose a permanent prohibition on later examination or licensure. No supervisor may substitute a competency certification for an examination required by law. Any provisional license shall be separately authorized under s. 497.368(3) or s. 497.373(3), F.S., and the applicable rules.

(d) The professional-license application shall document the applicant's age of at least 18 years, high school diploma or equivalent, required criminal-history disclosures and fingerprints, character determination, applicable criminal-history qualification or exception, approved communicable-disease course, and applicable application and examination fees or statutory exemptions.

(e) For funeral director licensure by examination, the education record shall establish either the approved mortuary science associate degree described in s. 497.373(1)(d)1., F.S., or the qualifying associate degree or higher together with graduation from the approved mortuary science or funeral service arts course at an ABFSE-accredited institution described in s. 497.373(1)(d)2., F.S. The applicant shall also document the accepted funeral service arts examination, laws and rules examination, and completed funeral director internship.

(f) For embalmer licensure by examination, the education record shall establish the approved mortuary science course embracing the subjects listed in s. 497.368(1)(d), F.S. The applicant shall also document the accepted embalming or science examination, laws and rules examination, and completed embalmer internship. For combination licensure, the Division shall assess both professional-license components and the specific provisions and exceptions of ss. 497.376 and 497.377, F.S., rather than treating permission to begin concurrent training as proof of completed professional education.

## (15) Records and administration

(a) The agency shall retain the training plan, duty logs, evaluations, signed reports, filing receipts, supporting case references, and supervisor certifications for five years after completion or termination. Each intern and supervisor shall be given copies of records they sign. Longer retention duties applicable to underlying case files remain controlling. This five-year training-record period is a proposed standard.

(b) The Division may inspect training records as authorized by law. Falsification, unauthorized practice, and other violations shall be addressed only through applicable statutory grounds, procedures, and disciplinary guidelines. No automatic revocation is created by this rule.

(c) Nothing in this rule restricts a petition authorized by s. 120.542, F.S., statutory emergency relief, or review rights under Chapter 120. A rule waiver does not waive a statute.

(d) New training documentation requirements apply prospectively from the effective date. Previously accepted training credit and existing statutory renewal eligibility remain recognized. The Department shall adopt conforming forms and filing instructions through rulemaking before requiring the new attachments.

## Proposed authority statement at the end of the rule

Rulemaking Authority: ss. 497.103(5)(a), (b), 497.147(2), (4), 497.370(3), 497.375(2), (4)(c), and 497.377(1), (2)(d)2., F.S.; ss. 497.103(2)(c), (g), and 497.141(2), F.S., for Department-controlled forms and filing procedures. Sections 497.376(1) and 497.141(2), F.S., apply to professional-license application procedures; s. 497.103(2)(o), F.S., addresses administrative support for the Board. The respective Board and Department provisions must be adopted by the proper authority or under a lawful delegation.

Law Implemented: ss. 497.103(1)(c), (e)–(g), (j), (k), (2)(c), (g), (o), 497.140, 497.141, 497.1411, 497.142, 497.147, 497.368, 497.370, 497.372, 497.373, 497.375, 497.376, and 497.377, F.S. Section 497.371, F.S., is cited solely to distinguish apprenticeship from internship. Practice training must also observe applicable requirements of Chapters 382 and 406, F.S., Chapter 497, F.S., and applicable federal law. These practice references do not independently authorize new licensure barriers.

Chapter 120 limits: ss. 120.52(8), 120.536(1), 120.54, 120.542, and 120.60, F.S. Authority citations support the subject matter; their inclusion is not a guarantee that every proposed regulatory detail is valid. Final notice, forms, economic analysis, and interagency consultation must satisfy Chapter 120 and s. 497.103(5)(c), F.S.

## Appendix Proposed quarterly verification attachment

Draft content for Department adoption with Form DFS-N1-1747. This attachment is proposed and has no assigned state form number. It supplements rather than replaces the required report until a conforming form is adopted.

### Identification and training period

Intern name _____ License number _____

Category _____ Quarter ending _____

Agency and license number _____

Approved location _____

Supervisor name and license number _____

Dates supervised _____ Direct or general supervision _____

Actual hours _____ Qualifying weeks _____ Cumulative hours and weeks _____

### Duties and competencies verified

For each applicable duty in rule subsections (7) and (8), attach a schedule showing the duty, dates or case identifiers, observed/assisted/performed status, competency finding, deficiency, corrective instruction, and evaluator. Include a separate schedule for each supervisor. Explain any activity not provided and the plan to supply it.

Verification methods and records reviewed _____

Monthly reviews completed on _____

Required supervision provided and any interruption _____

Education and examination status reviewed _____

Credit recommended and reasons for any disputed credit _____

### Supervisor certification

I certify that I reviewed the supporting training and agency records identified above; personally supervised or verified only the activities attributed to me; accurately stated the dates, hours, supervision, and competency findings; and disclosed deficiencies and corrective instruction. I have not certified unperformed work or unverified competence.

Supervisor signature _____ Date _____

### Intern certification

I certify that I received the training reported, that the reported hours and participation are accurate, and that I reviewed this attachment. Any material disagreement is described in the attached signed statement.

Intern signature _____ Date _____

### FDIC certification when required by statute

Purpose of certification: general supervision / education renewal / other _____

Evidence reviewed and statutory conditions satisfied _____

FDIC printed name and license number _____

FDIC signature _____ Date _____

## Sources and authority reference

The references below identify the statutory basis and distinguish existing legal requirements from proposed regulatory details. Statutes control over inconsistent older rules. The official rule histories, incorporated quarterly report, and rule reproductions support the drafting comparison. Final agency review should confirm consistency with the official adopted rules and any intervening amendments.

1 Chapter 2026 50 and enrolled SB 598 https://laws.flrules.org/2026/50

1a Enrolled SB 598 text https://www.flsenate.gov/Session/Bill/2026/598/BillText/er/HTML

2 Funeral director interns and renewals https://www.flsenate.gov/Laws/Statutes/2026/497.375

3 Concurrent interns and renewals https://www.flsenate.gov/Laws/Statutes/2026/497.377

4 Embalmer interns and supervision https://www.flsenate.gov/Laws/Statutes/2026/497.370

5 Embalmer professional licensure https://www.flsenate.gov/Laws/Statutes/2026/497.368

6 Funeral director professional licensure https://www.flsenate.gov/Laws/Statutes/2026/497.373

6a Combination professional licensure https://www.flsenate.gov/Laws/Statutes/2026/497.376

6b Separate apprenticeship program https://www.flsenate.gov/Laws/Statutes/2026/497.371

7 Board and Department authority https://www.flsenate.gov/Laws/Statutes/2026/497.103

7a Board membership and quorum https://www.flsenate.gov/Laws/Statutes/2026/497.101

7b Examination and reexamination provisions https://www.flsenate.gov/Laws/Statutes/2026/497.144

8 General applications and form authority https://www.flsenate.gov/Laws/Statutes/2026/497.141

9 Criminal history disqualification https://www.flsenate.gov/Laws/Statutes/2026/497.1411

9a Criminal history disclosures https://www.flsenate.gov/Laws/Statutes/2026/497.142

9b Chapter 2026 174 https://laws.flrules.org/2026/174

10 Official internship rule histories https://flrules.org/gateway/ruleno.asp?id=69K-18.001

10a Official funeral director rule history https://flrules.org/gateway/ruleno.asp?id=69K-18.002

10b Official concurrent rule history https://flrules.org/gateway/ruleno.asp?id=69K-18.003

10c Official agency rule history https://flrules.org/gateway/ruleno.asp?id=69K-18.004

10d Current incorporated quarterly report https://flrules.org/gateway/reference.asp?No=Ref-17332

11 Invalid exercise of delegated authority https://www.flsenate.gov/Laws/Statutes/2026/120.52

11a Rulemaking authority limits https://www.flsenate.gov/Laws/Statutes/2026/120.536

12 Variances and waivers https://www.flsenate.gov/Laws/Statutes/2026/120.542

12a Licensing procedures https://www.flsenate.gov/Laws/Statutes/2026/120.60

13 Prelicensure training authority https://www.flsenate.gov/Laws/Statutes/2026/497.147

14 Current committee announcement https://www.myfloridacfo.com/division/funeralcemetery/announcements-and-news

### Rule text consulted for drafting comparison

Rule 69K 18 001 Cornell reproduction https://www.law.cornell.edu/regulations/florida/Fla-Admin-Code-Ann-R-69K-18-001

Rule 69K 18 002 Cornell reproduction https://www.law.cornell.edu/regulations/florida/Fla-Admin-Code-Ann-R-69K-18-002

Rule 69K 18 003 Cornell reproduction https://www.law.cornell.edu/regulations/florida/Fla-Admin-Code-Ann-R-69K-18-003

Rule 69K 18 004 Cornell reproduction https://www.law.cornell.edu/regulations/florida/Fla-Admin-Code-Ann-R-69K-18-004

The proposed monthly review, weekly log verification, 10-day change notice, five-business-day eligibility notice, 30-day completion report, 30–60-day advance application window, 60-day Board presentation, competency schedule, and five-year training-record retention period are policy proposals for agency review. The statutes do not prescribe those exact intervals. Current quarterly reporting uses 30 days after calendar quarter end; the existing report already contains intern and supervisor signature/date fields. The proposal makes verification more explicit and accelerates the final-report deadline.

Before publication, agency counsel should confirm the proper promulgating authority, the authority for any new competency condition and records period, statutory interpretation of the combination pathway, conformity of all incorporated forms, and the economic and procedural requirements of Chapter 120. The proposed advance-filing and Board-presentation procedures must be reviewed and adopted under the appropriate Department and Board author

I am not great at creating forms but here is a simple to follow format.

## Florida Internship Application – Simplified

Funeral Director Intern · Embalmer Intern · Combination (Concurrent) Intern — prepared Oct 22, 2026

This one application asks every question on Florida's three intern license forms, in plain language. It combines Form DFS-N1-1722 (Funeral Director Intern), DFS-N1-1708 (Embalmer Intern), and DFS-N1-1732 (Concurrent, or Combination, Funeral Director and Embalmer Intern).

**How to use it:** Pick your internship type in Part 1. Answer every question marked **All** plus the ones marked for your type. Skip the rest.

**Important:** The Division of Funeral, Cemetery, and Consumer Services only accepts its own official forms. Use this document to gather your answers and papers, then copy them onto the official form for your internship type and mail that. Signatures in Parts 6 and 8 must go on the official form.

**Part 1 — Which internship are you applying for? (All)**

Check one box.

- **Funeral Director Intern** — learning to arrange and direct funerals
- **Embalmer Intern** — learning to embalm
- **Combination (Concurrent) Intern** — learning both at the same time

| Internship type | Official form to mail | Application fee |
|---|---|---|
| Funeral Director Intern | DFS-N1-1722 | $105 |
| Embalmer Intern | DFS-N1-1708 | $105 |
| Combination (Concurrent) Intern | DFS-N1-1732 | $205 |

Pay by check or money order made out to **Department of Financial Services**. Fees are not refunded, even if you are denied. Active military members, their spouses, and veterans who left service within the last 2 years may not have to pay the fee; ask the Division before you send payment.

**Part 2 — About you (All)**

Print clearly. Messy or missing answers can slow down or cause denial of your application. Embalmer Intern applicants: also print your name at the top of every page of the official form.

**Your name and birth date**

| Question | Your answer |
|---|---|
| First name | |
| Middle name (leave blank if none) | |
| Last name | |
| Suffix such as Jr. or II (leave blank if none) | |
| Date of birth (mm/dd/yyyy) | |

**Where you live** (a real street address, not a P.O. Box)

| Question | Your answer |
|---|---|

Street address

Apartment number (if any)

City

County

State

Zip code

Country

**Where you want mail sent**

- Same as where I live (skip this table)

| Question | Your answer |
|---|---|
| Street address or P.O. Box | |
| City | |
| State | |
| Zip code | |
| Country | |

**How to reach you**

| Question | Your answer |
|---|---|
| Main phone number | |
| Email address | |

**Other names you have used**

| Question | Yes or No |
|---|---|
| Has a court ever legally changed your name? | |
| Have you ever used or been known by another name (maiden name, earlier married name, nickname used as a name, or alias)? | |

If you answered Yes to either, list every other name below. Example: Mary Smith, 1979–1999, maiden name.

| Other name | Years used | Reason |
|---|---|---|

**Part 3 — Background questions (All)**

Answer Yes or No to each. A Yes does not automatically disqualify you, but you must explain it on the extra form named under each table.

**A. Licenses you hold or have held**

| Question | Who answers | Yes or No |
|---|---|---|

| | |
|---|---|
| A1. Have you ever had a Florida embalmer apprentice license? | Embalmer |
| A2. Have you ever had any Florida intern license (funeral director, embalmer, or combination)? | Embalmer |
| A3. Do you have now, or have you ever had, in Florida or any other state, a license as a funeral director, embalmer, direct disposer, intern, or funeral establishment? | All |

Any Yes → fill out and attach **Form DFS-N1-1717, Other Licenses Form**.

**B. Trouble with a license**

| Question | Who answers | Yes or No |
|---|---|---|
| B1. Has any licensing board, anywhere, ever taken away, suspended, fined, reprimanded, or otherwise disciplined you on any professional license? | All | |
| B2. Has any licensing board, anywhere, ever turned down your application for a funeral director, embalmer, direct disposer, or other death care license? | All | |
| B3. Have you ever given up a professional license while you were being investigated or after discipline had started? | Embalmer, Combination | |
| B4. As far as you know, are you being investigated right now by any licensing board or police agency for misconduct or poor work as a funeral director, embalmer, or direct disposer? | All | |

Any Yes → fill out and attach **Form DFS-N1-1715, Adverse Licensing Action History Form**.

**C. Criminal history**

Count a case if you were found guilty, pleaded guilty, or pleaded "no contest" in any court (Florida, another state, federal, or another country). It still counts even if the judge "withheld adjudication."

| Question | Who answers | Yes or No |
|---|---|---|
| C1. Any crime, at any time, connected to funeral, embalming, cremation, cemetery, preneed sales, or monument work? | All | |
| C2. Any other felony committed in the last 20 years? | All | |
| C3. Any other misdemeanor committed in the last 5 years? | All | |

Any Yes → fill out and attach **Form DFS-N1-1716, Criminal History Form**.

**Part 4 — Your education (answer only the section for your type)**

"ABFSE" means the American Board of Funeral Service Education, the group that accredits mortuary science programs. "Board-approved Type 1" means a Florida-approved funeral directing and embalming course; "Type 2" means a Florida-approved funeral service arts course. The Division's website lists approved schools.

**4A. Funeral Director Intern only**

You need a 2-year or 4-year college degree. Check the **one** box that fits you:

- **Path 1:** My college degree is in Funeral Services, from an ABFSE-accredited program covering both funeral directing and embalming.
- **Path 2:** My degree is in something else, but I **finished** a Board-approved Type 1 or Type 2 course.

- **Path 3:** My degree is in something else, but I am **enrolled right now** in a Board-approved Type 1 or Type 2 course, and I have passed a college Funeral Law course and a college Ethics course.

**Your college degree** (everyone on this path)

| Question | Your answer |
|---|---|
| College or university name | |
| Registrar's address (street, city, state, zip) | |
| Degree name (example: Associate in Science) | |
| Major | |
| Date degree awarded | |

**Path 2 only — the course you finished**

| Question | Your answer |
|---|---|
| School that taught the course | |
| School address | |
| Course name | |
| Type (circle one): Type 1 / Type 2 | |
| Month and year you finished | |

**Path 3 only — the course you are taking now**

| Question | Your answer |
|---|---|
| Are you enrolled right now? (You must be, or you will be denied.) | |
| School where you are enrolled | |
| School address | |
| Course name | |
| Type (circle one): Type 1 / Type 2 | |

**Papers to attach:**

- Original college transcript showing your name, classes, major, degree, and date (all paths)
- Path 2: transcript or signed school certificate showing you finished the course and when
- Path 3: transcript or signed school certificate showing you are enrolled, dated within the last 45 days
- Path 3: college transcript showing your Funeral Law and Ethics courses and completion dates

**4B. Embalmer Intern only**

A college degree is **not** required. You must be at least 18 and have a high school diploma or GED.

| Question | Yes or No |
|---|---|
| Are you 18 or older today? | |

Did you graduate from high school with a diploma?

Did you earn a GED instead?

Check the **one** box that fits your mortuary science training:

- **(a)** I finished a mortuary science course at an ABFSE-accredited school.
- **(b)** I finished a mortuary science course at a school that is **not** ABFSE-accredited.
- **(c)** I have a 4-year college degree with a mortuary science major from an ABFSE-accredited program.
- **(d)** I have a 2-year college degree with a mortuary science major from an ABFSE-accredited program.

For (a) or (b), the course must have covered: embalming theory and practice, restorative art, pathology, anatomy, microbiology, chemistry, hygiene, and public health and sanitation.

**If you checked (a) or (b) — your course**

| Question | Your answer |
|---|---|
| School that taught the course | |
| School address | |
| Month and year you started | |
| Month and year you finished | |

**If you checked (c) or (d) — your degree**

| Question | Your answer |
|---|---|
| College or university name | |
| Registrar's address | |
| Degree name | |
| Major | |
| Dates attended (from month/year to month/year) | |
| Graduation date | |

**Papers to attach:**

- Copy of your high school diploma, **or** Form DFS-N1-1714 (Certification of High School Graduation) signed by your school, **or** a copy of your GED
- For (a) or (b): certificate of course completion on the school's letterhead
- For (c) or (d): certified copy of your college transcript showing all courses and graduation date

**4C. Combination (Concurrent) Intern only**

You **must** have a 2-year or 4-year college degree. Without one, you are not eligible and the fee will not be refunded. Your embalming education must be finished before you apply.

| Question | Yes or No |
|---|---|
| Do you have a 2-year or 4-year college degree? | |

Check the **one** box that fits you:

- **(a)** 4-year degree, mortuary science major, ABFSE-accredited program
- **(b)** 2-year degree, mortuary science major, ABFSE-accredited program
- **(c)** Degree in another subject, plus a finished mortuary science course at an ABFSE-accredited school
- **(d)** Degree in another subject, plus a finished mortuary science course at a school that is **not** ABFSE-accredited

For (c) or (d), the course must have covered the same eight subjects listed in 4B.

**Your college degree** (everyone on this path)

| Question | Your answer |
|---|---|
| College or university name | |
| Registrar's address | |
| Degree name | |
| Major | |
| Dates attended (from month/year to month/year) | |
| Graduation date | |

**If you checked (c) — your mortuary science course**

| Question | Your answer |
|---|---|
| School that taught the course | |
| School address | |
| Month and year you started | |
| Month and year you finished | |

**Papers to attach:**

- Certified copy of your college transcript showing all courses and graduation date
- For (c): certificate of course completion on the school's letterhead
- For (d): Form DFS-N1-1719, Mortuary Science Course Information Form

**Part 5 — Communicable disease course (All)**

You must have taken a course on communicable (contagious) diseases that was at least 2 hours long.

| Question | Your answer |
|---|---|
| Have you finished a communicable disease course? (Yes or No) | |
| Was it at least 2 hours long? (Yes or No) | |
| Was it approved? (Yes or No) — see note below | |
| School or group that taught it | |
| Where it was held (example: Marriott Hotel, International Drive, Orlando) | |

Date you took it

**Who must have approved the course:**

- Funeral Director Intern: Florida's Board of Funeral, Cemetery, and Consumer Services, for at least 2 hours of continuing education
- Embalmer Intern and Combination Intern: the Florida Department of Health, or a board within it (the course provider can tell you)
- Attach your certificate of completion or attendance, issued by the group that taught the course.

**Part 6 — Where you will train and who will supervise you (All)**

Your training must happen at a licensed funeral home that the Board has approved as a **training agency**. Embalmer and Combination interns may also train at a licensed centralized embalming facility.

**Training location**

| Question | Your answer |
|---|---|
| Name of funeral home or facility | |
| Street address | |
| City, state, zip | |
| Phone number | |
| Facility's Florida license number | |
| Is it a Board-approved training agency? (Yes or No) | |

**Your supervisor(s)**

| Internship type | Who must supervise you |
|---|---|
| Funeral Director Intern | A Florida-licensed funeral director |
| Embalmer Intern | A Florida-licensed embalmer |
| Combination Intern | One supervisor for embalming and one for funeral directing (can be the same person if licensed in both) |

**Supervisor 1** (Funeral Director interns: your funeral director. Embalmer and Combination interns: your embalming supervisor.)

| Question | Your answer |
|---|---|
| Supervisor's name | |
| Florida license number | |
| Phone number | |
| License type (Combination only): embalmer / funeral director / combination | |

**Supervisor 2 — Combination interns only** (your funeral directing supervisor)

- Same person as Supervisor 1 (skip this table)

**Question** **Your answer**

Supervisor's name

Florida license number

License type: embalmer / funeral director / combination

**What your supervisor promises by signing:** "I hold a Florida license in good standing. If this intern is approved, I will supervise them at the location listed and send the Division a training report every 3 months."

Each supervisor signs and dates the official form.

**Supervisor signature Date**

If your training location or supervisor changes later, file **Form DFS-N1-1734, Notice of Termination/Change of Supervisor** right away.

**Part 7 — Rules of your internship (All)**

The official form asks you to answer Yes, "I understand," to each of these. Check each one once you have read it.

- **Report changes within 30 days.** After you are licensed, you must tell the Division within 30 days if your home address, mailing address, or work location changes (use Form DFS-N1-1704).
- **Always supervised.** You may only do intern work under the direct supervision of your Florida-licensed supervisor.
- **Approved locations only.** You may only do intern work at a Board-approved training agency.
- **Report a new location or supervisor.** You must tell the Division promptly if either one changes.
- **Fingerprints required.** You must submit fingerprints for a background check. Instructions are on the Division's Fingerprinting page.
- **Training reports every 3 months.** Your supervisor must file a quarterly training report. It is your job to make sure they do.
- **Length of the internship.** The license lasts 1 year. To complete it, you must work at least 40 supervised hours a week for 50 weeks within that year.
- **One chance only.** You can receive only one intern license of this type in your lifetime, so plan to finish on the first try.
- **Renewals are limited.** Embalmer and Combination intern licenses cannot be renewed or extended, except for serious illness or injury. A Funeral Director intern license may be renewed only in limited cases written in state law, and approval is not guaranteed.

**Funeral Director interns on Path 3 only:** After 6 months of direct supervision, you may be able to move to general supervision. You must meet the law's requirements, file Form DFS-N1-2039 (Certification for General Supervision of Intern), and wait for the Division's approval.

**Combination interns only:** Your internship normally starts the day after the Board approves you. You may ask for a start date up to 21 days after approval.

**Part 8 — Your signature and Social Security number (All)**

**What you are swearing to when you sign:**

- I have read this whole application and everything attached to it.
- Everything I wrote is true and correct. I understand false answers are perjury, a crime.

- I will follow Florida's funeral and cemetery law (Chapter 497) before I start working under this license. (Embalmer and Combination forms.)
- I allow courts, police, and licensing boards to share any records about me with the Division and the Board.

**Your signature Date Printed name**

**Social Security number**

Social Security number: write it **only** on the official form, not here.

You must give your Social Security number; federal and state law require it. The State uses it only to confirm who you are, run background checks, get records from other states, investigate rule violations, and enforce child support. It is kept confidential and is not a public record.

Do not share this document with your SSN filled in. Write the number only on the official form you mail.

**Before you mail — checklist (All)**

- Official form for your type, filled in from this worksheet (DFS-N1-1722, 1708, or 1732)
- Every page complete; every Yes/No answered
- Supervisor signature(s) and date on the official form
- Your signature and date on the official form
- Check or money order for $105 (Funeral Director or Embalmer) or $205 (Combination), payable to Department of Financial Services
- Education papers from Part 4
- Communicable disease course certificate from Part 5
- Any extra forms triggered by a Yes in Part 3 (DFS-N1-1717, 1715, or 1716)
- Fingerprints submitted through the Division's approved vendor
- A copy of everything kept for your records

**Mail to:**

Division of Funeral, Cemetery, and Consumer Services Revenue Processing P.O. Box 6100 Tallahassee, FL 32314-6100

**Timing:** The Division reviews applications within 30 days and emails you about anything missing. Your application must be complete at least 25 days before a Board meeting to be considered at that meeting, so mail early.

**Sources**

- DFS-N1-1722, Application for Funeral Director Intern License
- DFS-N1-1708, Application for Embalmer Intern License
- DFS-N1-1732, Application for Concurrent Intern License
- Division of Funeral, Cemetery, and Consumer Services — Licensing, forms, and fees
- Rule 69K-18.003, Concurrent Internships
- Section 497.370, Florida Statutes (embalmer intern; fee exemptions)

ity; they do not alter statutory continued-practice rights.