

CONCURRENT INTERN, 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.

LICENSE REQUIREMENTS

Applicants for Florida concurrent intern license, under s. 497.377, Florida Statutes, should apply to the Board using Division form entitled Application For Concurrent Intern 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 must have a 2-year or 4-year college degree.

Note: A 2-year or 4-year college degree is always required to obtain an concurrent intern 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. Applicant has obtained agreement with a licensed Florida funeral director, and a Florida licensed embalmer, or a combination funeral director/embalmer licensee, to supervise the applicant if the concurrent intern license is issued.
6. Applicant has obtained agreement with a Florida licensed funeral home, that is approved by the Florida Board as a “training agency,” to let the applicant work at that location if the intern license is issued. The funeral home needs to be one with embalming facilities on site.

REQUIRED SUPERVISION

An concurrent intern may perform embalming related-tasks only under the direct supervision of a Florida licensed embalmer or a Florida licensed combo funeral director/embalmer licensee.

A concurrent intern may perform funeral director related tasks only under the direct supervision of a Florida licensed funeral director or a Florida licensed combo funeral director/embalmer licensee.

Direct supervision means responsible supervision and control, with the licensed supervisor providing both initial direction as well as periodic inspection of the work. The supervising licensee shall be physically present or on the premises at all times when the intern is performing the services.

The concurrent intern may have a single combo funeral director/embalmer licensee as their supervisor, or may have multiple supervisors (e.g., one supervisor for embalming work, and another supervisor for funeral director work).

The supervisor(s) must certify by quarterly reports the concurrent intern activities engaged in by the concurrent intern during the preceding calendar quarter. Typically this means listing on the quarterly report by name every decedent as to which the intern assisted in the embalming, and and/or funeral arrangements, and the date of the work. If you have multiple supervisors, each supervisor must file a separate report each quarter. A Quarterly Intern Supervision Report form may be obtained on this Division’s website.

The intern applicant must know who their initial supervising licensee(s) will be, when the intern applicant applies for their intern license.

An intern may change supervising licensees one or more times over the course of the internship. However, each time that occurs, the intern 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 concurrent intern can only engage in intern activities, at a Florida licensed funeral home.

In addition, the funeral home must be one that is approved by the Board as a training agency.

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

DIVISION OF TRAINING TIME

On an aggregate overall one year internship basis, the intern must spend at least 33% of their training time in one or the other of funeral directing or embalming, and the balance of their time in the other one of those two areas. Any division of training time between those two areas is OK, as long as neither area ends up getting less than 33% of the training time. For example:

- 50%-50% is OK
- 40%-60% is OK
- 20%-80% is not OK. This would result in an internship that would not qualify you for full licensure.

LENGTH OF INTERNSHIP

An internship consists of 40 hours a week of concurrent intern related work, for 50 weeks, completed within the contiguous 52 week period following issuance of the internship license.

IMPORTANT: The entire internship must be completed within 52 consecutive weeks of receiving your intern license. So, for example, you cannot intern for 6 months, take a month off, and then do another 6 months of internship, because you would not have completed the internship within 52 weeks of receiving your license. Other than serious illness or injury to the intern, there are no accepted excuses for not completing the entire internship within 52 weeks of receiving your intern license.

In addition, a person can be issued only one intern license during their lifetime, so if you fail to complete your internship, you will not be able to obtain another intern license and try again.

THE MORTUARY SCIENCE COURSE REQUIREMENT

As noted above, the mortuary science course most Florida applicants use, is one of the several ABFSE-accredited Junior or Community College two year degree programs, with a major in mortuary science.

As of Sept. 2005, there are three ABFSE-accredited mortuary science programs in Florida (in alpha order as follows):

Florida Community College at Jacksonville
Funeral Service Program
(904) 766-6622

Miami-Dade College
W. L. Philbrick School of Funeral Sciences
305-237-1245

St. Petersburg College
Funeral Services Program
727-341-3781

However, other ABFSE accredited mortuary science courses or programs are equally acceptable, whether in or out of Florida.

There are currently (Sept 2005) 56 ABFSE-accredited programs in the United States. Of these programs, 13 are standalone mortuary science courses not part of a college degree program, while the remainder are at

2-year and 4-year colleges and universities and can only be accessed by students enrolled in the college or university's mortuary science degree program.

The American Board of Funeral Service Education (ABFSE) has a website where you may identify all the ABFSE-accredited courses and programs in Florida and around the nation. As of Sept. 2005 the ABFSE website address is www.abfse.org, and their phone number is (207) 878-6530.

The ABFSE serves as the national academic accreditation agency for college and university programs in Funeral Service and Mortuary Science Education. Although its roots go back to the 1940s, the ABFSE became an autonomous agency in 1962. The US Department of Education and the Council on Higher Education Accreditation recognize it as the sole accrediting agency for academic programs that prepare funeral service professionals.

Close liaison between ABFSE and the International Conference of Funeral Service Examining Boards is maintained by those two entities.

RELATIONSHIP OF APPRENTICESHIP TO INTERNSHIP

Unless you have already been licensed as an funeral director and embalmer in another state for a year or more, to obtain a combo funeral director/embalmer license in Florida, you will need to perform a one-year Florida concurrent 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.

THE PROCESS OF GETTING COMBO FD/EMBALMER LICENSE

A person desiring a combo funeral director/embalmer license in Florida, and not licensed as a funeral director and embalmer in another state, will typically proceed as follows:

1. Get a Junior or Community College degree, with a Major in mortuary science (in one of the ABFSE-accredited programs).
 - Some people majoring in mortuary science, obtain or have obtained an embalmer apprentice license and are working in a funeral home while going to school. However, this is not a requirement, and an embalmer apprenticeship is not a pre-requisite for a concurrent internship or a combo funeral director/embalmer license.
 - During the last semester in their mortuary science degree program, they take and pass both the Science and Arts Sections of the National Board Exam.
2. Once they get their 2-year degree in mortuary science, they apply for and obtain an concurrent intern license, and commence a concurrent internship.
3. Towards the end of their internship they apply for their full combo funeral director/embalmer license (use form entitled Application for Combination Funeral Director/Embalmer License). The Florida Board reviews their application and if its in order, they are approved to take the Florida Law & Rules Exam. They take the Florida Law & Rules Exam while interning.
4. Assuming they have gotten the required scores on exams, as soon as they complete their internship, they get their full combo funeral director/embalmer license.