

EMBALMER BY INTERNSHIP & EXAMINATION 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 embalmer in Florida. Those routes are:

1. By Florida internship & examination, seeking license solely as an embalmer (section 497.368, Florida Statutes).
2. By endorsement & examination, seeking license solely as an embalmer (section 497.369, Florida Statutes). This route is limited to persons “endorsed” by another state (that is, currently licensed in good standing as a embalmer in another state).
3. Combination licensure as a funeral director/embalmer (section 497.376, Florida Statutes).

Only route 1. 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.

LICENSE REQUIREMENTS

Applicants for Florida embalmer licensure by internship & examination, under s. 497.368, Florida Statutes, should apply to the Board using Division form Application For Embalmer License by Internship & Examination, 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 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 college degree is not required to obtain an embalmer license in Florida. 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 standalone 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 the Science section of the National Board Exam with a score of at least 75% correct answers** (administered by the Conference of Funeral Service Examining Boards).

6. Applicant takes and **passes the Florida Law & Rules Exam, with a score of at least 75%** correct answers.

7. Applicant has successfully **completed an embalmer internship**, under s. 497.370 or former 470.008, Florida Statutes, in Florida.

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 fee 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 only, 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.

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 Embalmer License by Internship & Examination*, which serves as your application to take the Florida Law & Rules Exam. Once you submit your *Application For Embalmer License by Internship & Examination*, 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).

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.

Most embalmer interns submit an *Application For Embalmer License by Internship & Examination* while interning. Upon receipt of that application properly completed and with required fees, the Board reviews it, and assuming it is in order, the Intern is typically notified by the Division that the Intern is authorized to take the Florida Law & Rules Exam while interning. The Intern then contacts the Division's testing vendor (Promissor), and schedules their 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; as of Sept 2005 the Promissor website address was <http://www.promissor.com/>, and their phone number was 1-888-204-6230).

Assuming the Intern takes and passes (with a score of 75% or better) the Florida Law & Rules Exam while interning, and has met all the other requirements for full embalmer license, then as soon as they finish the 52 week internship and the Division receives a final satisfactory Intern Supervisor's quarterly report, the Intern will be promptly issued their full embalmer 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%.

PROVISIONAL LICENSE.

S. 497.368(3), Florida Statutes. The purpose of a Provisional Embalmer License is to allow people who have successfully completed their one-year Florida embalmer internship, and submitted an *Application For Embalmer License by Internship & Examination*, but have not passed the required exams with the required scores, to work as supervised embalmers for 6-months, while they take and pass the required exams with the required scores (75% correct answers). The exams involved might be the Florida Law & Rules Exam, and/or the National Board Exam.

You cannot apply for a Provisional License by itself. A Provisional Embalmer License is applied for by submitting an *Application For Embalmer License by Internship & Examination*, checking the box on that application requesting a Provisional License, and paying the Provisional License fee with the other fees due with that main application.

Once you file your *Application For Embalmer License by Internship & Examination*, requesting a Provisional License and including required fees, your application will be reviewed and as soon as it is

determined that you meet all the requirements except for having taken and passed the required exams, you will be notified that you have been issued a Provisional License.

A Provisional License allows you to work only in a Florida licensed funeral establishment, and you must work **under the direct supervision of a fully licensed Florida embalmer**. Direct supervision means responsible supervision and control, with the fully 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 provisional embalmer is performing services.

A Provisional License is good for only 6 months. A Provisional License may be renewed only once, for an additional 6 months, upon your request and payment of an additional fee (use the Provisional License Renewal form, available on the website of the Division of Funeral, Cemetery & Consumer Services). Submit your renewal request before the first Provisional License expires.

Provisional Licenses expire **automatically**.