



# NORTH CAROLINA BOARD OF FUNERAL SERVICE

## LICENSURE GUIDELINES

February 2020

Please note that the NC Board of Funeral Service cannot issue a license or permit until certain, specific licensure requirements pursuant to NC general statutes and administrative rules have been satisfied. Following is a summary of those statutory and rule-based requirements: Note: All candidates for licensure must be at least 18 years of age. All licensees must renew their license annually and must have completed a minimum of 5 hours of Continuing Education credit annually.

NORTH CAROLINA BOARD OF FUNERAL SERVICE [continued]

License	Type	Requirements
FUNERAL SERVICE	Dual: Funeral Directing and Embalming	<ul style="list-style-type: none"> <li>▪ Application for Individual License &amp; Fee</li> <li>▪ Fingerprint submission/criminal history background check</li> <li>▪ Passing scores on National Board Examinations; or, passing scores on State Board examinations for The Arts and The Sciences; passing score on NC Laws and Rules</li> <li>▪ Certified traineeship</li> <li>▪ Associate Degree in Mortuary Science from accredited [ABFSE] college or school; certified transcripts</li> </ul>
FUNERAL DIRECTOR	Traditional	<ul style="list-style-type: none"> <li>▪ Application for Individual License &amp; Fee</li> <li>▪ Fingerprint submission/criminal history background check</li> <li>▪ Passing scores on NC State Board examinations in The Arts, NC Laws and Rules; and Pathology</li> <li>▪ Certified traineeship</li> <li>▪ Diploma from a funeral directing program approved by the Board or accredited by the ABFSE</li> <li>▪ Certified transcripts</li> </ul>
FUNERAL DIRECTOR	Provisional <i>[This license will be available pending approval of administrative rules by the NC Rules Review Commission]</i>	<ul style="list-style-type: none"> <li>▪ Application for Provisional Licensure and Fee</li> <li>▪ Fingerprint submission/criminal history background check</li> <li>▪ Passing scores on NC State Board examinations for The Arts and NC Laws and Rules exam</li> <li>▪ Certified traineeship; eligibility for certification of traineeship; or 5 years of professional experience</li> <li>▪ Associate or Baccalaureate Degree or higher in any field; or diploma in funeral directing from a Board-approved curriculum at an accredited [ABFSE] college of mortuary science</li> <li>▪ Certified transcripts</li> </ul>

License	Type	Requirements
Embalming	N/A	<ul style="list-style-type: none"> <li>▪ Application for Individual License &amp; Fee</li> <li>▪ Fingerprint submission/criminal history background check</li> <li>▪ Passing scores on the NC State Board examinations for The Sciences</li> <li>▪ Certified traineeship</li> <li>▪ Associate Degree in Mortuary Science from accredited [ABFSE] college or school; certified transcripts</li> </ul>
Reciprocal Licensure	Funeral Service; Funeral Directing; Embalming	<ul style="list-style-type: none"> <li>▪ Application for Reciprocal License &amp; Fee</li> <li>▪ Fingerprint submission/criminal history background check</li> <li>▪ Verification of licensure from all jurisdictions where candidate is licensed</li> <li>▪ Jurisdictions must reciprocate North Carolina licenses</li> <li>▪ Education, traineeship, and examinations must be equal to or greater than those in NC at the time the license was issued</li> </ul>

TRAINEESHIPS [see the Board website at [www.ncbfs.org/traineeship/](http://www.ncbfs.org/traineeship/) for more detailed information]

Trainees must submit an application for the type of license sought: Funeral Service, Funeral Directing, or Embalming.

Requires an affidavit from a preceptor/supervisor who is a licensee of the Board and who has at least 5 years of professional practice.

Traineeships must be completed within 36 months

Traineeships always start on the 1<sup>st</sup> of a month

Trainees must submit fingerprints and undergo a criminal record background check.

Trainees must timely submit monthly work reports and must have completed specified number of hours and cases prior to certification

Trainees may renew a traineeship up to two times

NOTES FOR PROVISIONAL FUNERAL DIRECTOR CANDIDATES:

- Provisional licensees may renew the provisional license up to two times within a 3-year period
- Provisional licensees are subject to the same supervision requirements as Trainees
- Provisional licensees may not be a location manager at a licensed funeral establishment; may not execute a preneed contract or at need contract for goods and services without supervision; and may not own a licensed funeral establishment and may not qualify as a corporate officer as defined by NCGS 90-210.27A(e).