



NORTH CAROLINA BOARD OF FUNERAL SERVICE

REQUIREMENTS FOR PROVISIONAL FUNERAL DIRECTOR LICENSURE

The 2019 session of the NC General Assembly enacted legislation [Session Law 2019-207] enabling the NC Board of Funeral Service to issue a provisional license for the practice of funeral directing. The Board approved an application form for provisional licensure at its October 9, 2019, meeting, and it is glad to receive and consider applications for provisional licensure.

Requirements for Provisional Licensure

- A diploma in funeral directing from a Board-approved curriculum at an accredited college of mortuary science; an Associate of Applied Science degree in any field; or an undergraduate or graduate degree in any field.
- Possesses a certified traineeship; is eligible for certification as a resident trainee; or has at least five [5] years of professional experience under the supervision of a licensed funeral director.
- Complete a criminal background check.
- Must be at least 18 years old and complete a Board-approved application for provisional licensure and paid an application fee of \$500.00.

If, within three years of first obtaining a provisional license, the provisional licensee substantiates to the satisfaction of the Board that the provisional licensee has obtained passing scores on an examination of the laws of North Carolina, the standards set forth in Funeral Industry Practices, 16 C.F.R. § 453 (1984) pursuant to its most recent version and rules of the Board and other agencies dealing with the care, transportation, and disposition of dead human bodies, and a Board-approved entry-level examination in funeral directing [The Arts], the Board may issue the provisional licensee a funeral director license subject to the same annual renewal requirements as for licensees in funeral directing.

Restrictions on Provisional Licensees

- An individual provisionally licensed in funeral directing shall not satisfy the statutory provisions that require a funeral director to be both in the ownership structure of a funeral establishment and actively engaged in the operation of the establishment
- An individual provisionally licensed in funeral directing shall not be qualified to apply for licensure as a preneed sales licensee or to engage in any preneed sales activity, other than in the same manner as a properly supervised resident trainee

- An individual provisionally licensed in funeral directing shall not be qualified to apply for an unaffiliated license issued pursuant to N.C. Gen. Stat. § 90-210.25(a2)
 - Provisional licensees may not independently and without supervision discuss or negotiate at need goods and services, nor may they independently execute a contract for funeral goods and services with families
 - An individual provisionally licensed in funeral directing shall not be qualified to serve as the licensed manager of a funeral establishment.
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Application Procedures

1. Complete and submit an Application for Provisional Licensure along with the \$500.00 application fee. Please note that the application fee is non-refundable. The application is found at www.ncbfs.org. From the homepage, scroll to the bottom of the page and click on Applications and Forms. You will be directed to a list of the Board's applications for licenses and permits.
 2. Request that the educational institution you attended mail a certified college transcript directly to the NC Board of Funeral Service, 1033 Wade Avenue, Suite 108, Raleigh, NC 27605.
 3. Upon receipt of your application and application fee, we will send you the necessary forms for the electronic submission of your fingerprints through a local law enforcement agency. The NC State Bureau of Investigation will then conduct a background check on you and send their report to the Board.
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Frequently Asked Questions

What exactly is a provisional funeral director license?

The General Assembly passed legislation in 2019 creating this new license category as a pathway to a Funeral Director license for those with experience in professional funeral service but without formal academic preparation in mortuary science. Individuals with at least an Associate in Applied Science degree could qualify for a provisional funeral director license provided that they meet all other requirements for examination and training.

What examinations are required for licensure as a Funeral Director through the provisional license pathway?

Provisional licensees have three [3] years to successfully pass State Board examinations in The Arts and in the Laws and Rules of North Carolina. Unlike the traditional pathway to licensure as a Funeral Director, provisional licensees are not required to take the Pathology examination.

Does the Board provide study materials or guides for these examinations?

The Board website at www.ncbfs.org provides the general statutes and administrative rules that govern professional funeral practice in North Carolina. A thorough study of these statutes and rules will prepare individuals for the NC Laws and Rules examination. From the homepage, click on the Laws & Rules tab at the top of the page. You will be directed to a page that includes a link for NCBFS Governing Statutes and Rules. You will then find a link to NCGFS Practice Act and Rules which offers our statutes and rules in a single document.

The Board does not provide study guides or other examination preparation materials for The Arts. The Board recommends that you visit the website for The International Conference of Funeral Service Examining Boards at [www. https://theconferenceonline.org/](http://www.theconferenceonline.org/). From the homepage, click on Products for information on Study Guides. You may also visit the D.E.A.D. [Death Education Assessment Drills] website at [https://www. https://www.deatheducationassessmentdrills.com/](http://www.deatheducationassessmentdrills.com/). This organization provides a full range of study materials and resources to examination candidates.

Am I required to renew a provisional funeral director each year?

Yes. The provisional funeral director license expires on December 31st each year and must be renewed by that date. If not renewed by February 1st of the following year, individuals may request reinstatement of the provisional license but will be subject to a late fee and possibly a civil penalty in addition to the annual \$250.00 renewal fee.

What kind of work experience must I have to qualify for a provisional funeral director license?

If you do not have a certified traineeship or are not eligible to certify a traineeship, then you must have at least five [5] years of professional experience under the supervision of a licensed funeral director. The Board will assess all relevant employment experience you report to us. We have provided a supplemental sheet to the Application for Provisional Licensure on our website so that you can provide sufficient detail in reporting your experience.

How long do I have to wait before I can take the required examinations once I receive my provisional license?

There is no waiting period. You may apply for your Laws and Rules examination and The Arts examination at any time after you have been issued a provisional funeral director license. Remember that the Board allows you up to three [3] years to complete these examinations so long as you renew your provisional funeral director license each year.

Am I required to have continuing education credit for renewal of my provisional funeral director license?

Yes. As stated in the general statute, "A provisional licensee shall complete a minimum of five hours of continuing education each year, which may include up to two hours of online instruction."

How long does it take to complete the background check?

The time varies. The NC State Bureau of Investigation determines timeframes for completing background checks. Times range from 2-4 weeks typically.

Will the Board deny my application if I have any criminal history?

Not necessarily. The decision for denial would consider specific factors that are outlined in the law that governs the use of criminal histories by an occupational licensing board. Please visit the Board website at www.ncbfs.org for more information on our use of criminal history records. From the homepage, scroll to the bottom of the page and click the Applications and Forms link. You will then find information pertaining to Applicant Information.

Why do I have to pay \$38.00 for the background check?

The \$38.00 fee to the NC SBI is to pay them for searching state and national data bases to identify any record of criminal history. Once you have submitted your fingerprints, the NC SBI will conduct the background check. They will then send an invoice to the NC Board of Funeral Service charging \$38.00 for the background check. We will hold your \$38.00 money order or cashiers check until we receive an invoice from them. Then we will send them your payment. The NC SBI does not accept cash, personal or business checks for this payment. You must send a money order or cashiers check made payable to the NC SBI.

We appreciate your interest in securing a provisional license, and we are glad to assist your efforts with information and other resources that might prove helpful. We hope that this overview of our requirements for provisional licensure along with the Frequently Asked Questions will provide you the information you need in deciding whether or not to apply.

If you have further questions, please email them to: receptionist@ncbfs.org so that they can be retrieved and routed to appropriate staff for a prompt response.